



Bright from the Start Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive SE, 670 East Tower
Atlanta, GA 30334
 Phone: (404) 657-5562 WWW.DECAL.GA.GOV

Date: 8/22/2018 **VisitType:** Licensing Study **Arrival:** 9:50 AM **Departure:** 12:45 PM

CCLC-27901

B. W. Lester Head Start Center

2522 Copeland Road Valdosta, GA 31601 Lowndes County
 (229) 247-9750 pmitchell@cpheadstart.org

Regional Consultant

Beth Houtz

Phone: (229) 238-2130
 Fax: (229) 238-2955
 beth.houtz@decal.ga.gov

Mailing Address
 Same

Quality Rated: ★ ★ ★

Compliance Zone Designation			Compliance Zone Designation - A summary measure of a program's 12 month monitoring history, as it pertains to child care health and safety rules. The three compliance zones are good standing, support, and deficient. Good Standing - Program is demonstrating an acceptable level of performance in meeting the rules. Support - Program performance is demonstrating a need for improvement in meeting rules. Deficient - Program is not demonstrating an acceptable level of performance in meeting the rules.
08/22/2018	Licensing Study	Good Standing	
02/28/2018	Monitoring Visit	Good Standing	
09/06/2017	Licensing Study	Good Standing	

Ratios/License Capacity

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Bld 2	RM C	Three Year Olds	2	12	C	19	C	NA	NA	Centers, Clean Up
Bld 2	RM D	Three Year Olds	2	13	C	19	C	NA	NA	Transitioning, Out side
Total Capacity @35 sq. ft.: 38			Total Capacity @25 sq. ft.: 0							
Main	RM A	Three Year Olds	2	15	C	19	C	NA	NA	Centers
Main	RM B	Four Year Olds	2	17	C	22	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 41			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 57			Total Capacity @35 sq. ft.: 79			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground 1	125	C

Comments

The purpose of today's visit is a licensing study. This is the first visit of the fiscal and school year. The center is a Head Start program that serves children three to four years of age. Transportation is provided. The buses are housed at the facility's bus barn and were not on site during the visit. The buses will be inspected at the next regulatory visit.

Plan of Improvement: No Plan Developed

Any rule violation which subjects a child to injury or life-threatening situation or any rule violations previously cited but not corrected, may result in the imposition of an adverse enforcement action. Serious or continued noncompliance may also jeopardize participation in one or more DECAL program(s).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.

O.C.G.A. Section 42.1.12(i)(2) requires Bright from the Start: Georgia Department of Early Care and Learning to notify licensed child care programs on accessing and retrieving from the Georgia Bureau of Investigation's (GBI) website a list of the names and addresses of all registered sexual offenders. Please see GBI's website located at <http://gbi.georgia.gov> to access the Georgia Sex Offender Registry.

Refutation Process:

You have the right to refute any of the citations noted in this report with which you disagree. To refute a citation(s), e-mail the following information to CCSRefutations@dec.al.ga.gov.

- 1) Facility name, license number and visit date
- 2) Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
- 3) Specific rule number(s) that you are refuting, along with your concerns or questions regarding the rule citation

Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date.

A sample form for submitting a refutation can be found at: <http://dec.al.ga.gov/ChildCareServices/RefutationInformation.aspx>

Your refutation will be forwarded to the appropriate CCS manager, who will follow up with you about your concerns. If you have any questions about this process, contact our office at 404-657-5562.

Bright from the Start recommends that all licensed child care providers carry liability insurance coverage sufficient to protect its clients. If you do not have this liability insurance, you are required to post a notice with ½ inch letters in a conspicuous location in the program, notify the parent or guardian of each child in care in writing, obtain their signature to acknowledge receipt and maintain this written acknowledgment on file at the program at all times while the child attends the program and for 12 months after the child's last date of attendance. (O.C.G.A. Section 20-1A-4)



Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.ga.gov/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@dec.al.ga.gov

Pam Mitchell, Program Official

Date

Beth Houtz, Consultant

Date



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Findings Report

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Met

Comment

Current Lesson Plans were observed to be posted in each classroom.

Correction Deadline: 8/22/2018

591-1-1-.12 Equipment & Toys(CR)

Met

Comment

A variety of equipment and toys were observed throughout the center.

591-1-1-.35 Swimming Pools & Water-related Activities(CR)

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

591-1-1-.08 Children's Records	Met
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Comment

Records were observed to be complete and well organized.

Facility

591-1-1-.06 Bathrooms	Met
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Comment

Bathrooms observed to be clean and well maintained.

591-1-1-.19 License Capacity(CR)	Met
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Comment

Licensed capacity observed to be routinely met by center.

591-1-1-.25 Physical Plant - Safe Environment(CR)	Met
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Comment

Center appears clean and well maintained.

591-1-1-.26 Playgrounds(CR)	Met
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Comment

Playground observed to be clean and in good repair.

Food Service

591-1-1-.15 Food Service & Nutrition	Met
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Comment

Center menu meets USDA guidelines.

591-1-1-.18 Kitchen Operations	Met
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Comment

Kitchen appears clean and well organized. Meals are prepared at Hallmark Heights and brought to the center each day.

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR)	Met
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Comment

No diapered children enrolled. Hand washing requirements for diapering were discussed with the director on this date.

591-1-1-.17 Hygiene(CR)	Met
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Comment

Proper hand washing observed throughout the center.

591-1-1-.20 Medications(CR)	Met
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Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Met****Comment**

Fire and Safety Drills were observed to be documented and up to date.

Correction Deadline: 8/27/2018

591-1-1-.27 Posted Notices**Met****Comment**

Observed all required posted notices.

Safety

591-1-1-.05 Animals**Met****Comment**

Center does not keep animals on premises.

591-1-1-.11 Discipline(CR)**Met****Comment**

Staff were observed to maintain a positive learning environment on this date.

591-1-1-.13 Field Trips(CR)**Met****Comment**

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)**Met****Comment**

Complete documentation of transportation observed. The buses were not at the center during the visit they are housed at the bus barn during the day. The buses will be inspected at the next regulatory visit.

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**Met****Comment**

No infants enrolled. The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Staff Records

Records Reviewed: 20**Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 08/28/2017

Staff # 2

Met

Date of Hire: 02/27/2017

Staff # 3

Met

Date of Hire: 01/02/2018

Staff # 4

Met

Date of Hire: 07/24/2017

Staff # 5	Met
Date of Hire: 02/15/2017	
Staff # 6	Met
Date of Hire: 08/15/2017	
Staff # 7	Met
Date of Hire: 07/25/2018	
Staff # 8	Met
Staff # 9	Met
Date of Hire: 10/17/2016	
Staff # 10	Met
Date of Hire: 09/16/2014	
Staff # 11	Met
Date of Hire: 07/07/2017	
Staff # 12	Met
Date of Hire: 08/14/2000	
Staff # 13	Met
Date of Hire: 04/11/2018	
Staff # 14	Met
Date of Hire: 10/17/2017	
Staff # 15	Met
Date of Hire: 07/18/2018	
Staff # 16	Met
Staff # 17	Met
Date of Hire: 02/16/2016	
Staff # 18	Met
Date of Hire: 04/25/2017	
Staff # 19	Met
Date of Hire: 07/22/2016	
Staff # 20	Met
Date of Hire: 10/22/2015	

591-1-1-.09 Criminal Records Check(CR) **Met**

Comment

Criminal records checks were observed to be complete.

Comment

Director provided three file(s) for employees hired since last visit.

591-1-1-.14 First Aid & CPR **Met**

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training **Met**

Comment

Documentation observed of required staff training.

591-1-1-.31 Staff(CR) **Met**

Comment

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR) **Met**

Comment

Staff observed to provide direct supervision and be attentive to children's needs.

591-1-1-.32 Supervision(CR) **Met**

Comment

Staff observed to provide direct supervision and be attentive to children's needs.