



**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:** 9/19/2017    **VisitType:** Licensing Study    **Arrival:** 8:15 AM    **Departure:** 12:00 PM

**CCLC-27902**

**Lowndes I Head Start Center**

1613 Ulmer Avenue Valdosta, GA 31601 Lowndes County  
 (229) 244-6300 vwilliams@cpheadstart.org

**Regional Consultant**

Rena Keene

Phone: (912) 544-9930  
 Fax: (912) 544-9926  
 rena.keene@decal.ga.gov

**Mailing Address**  
 Same

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
09/19/2017	Licensing Study	Good Standing	
05/04/2017	Monitoring Visit	Good Standing	
12/12/2016	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
Main	3 years- Rm G	Three Year Olds	3	15	C	15	C	NA	NA	Circle Time, Transitioning
Main	Rm A	Three Year Olds	2	13	C	15	C	NA	NA	Circle Time, Transitioning
Main	Rm B	Three Year Olds	2	13	C	17	C	NA	NA	Transitioning
Main	Rm C	Three Year Olds	2	12	C	16	C	NA	NA	Music, Floor Play
Main	Rm D	Three Year Olds	2	14	C	16	C	NA	NA	Circle Time
Main	Rm E	Three Year Olds	2	16	C	17	C	NA	NA	Circle Time, Transitioning
Main	Rm F	Three Year Olds	2	12	C	16	C	NA	NA	Circle Time
Main	Rm H	Three Year Olds	2	14	C	16	C	NA	NA	Circle Time
Main	Rm I	Three Year Olds	2	13	C	16	C	NA	NA	Circle Time
Main	Rm J	Three Year Olds	2	16	C	16	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 160			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 138			Total Capacity @35 sq. ft.: 160							
			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	155	C

### Comments

The purpose of today's visit was to conduct a Licensing Study. Consultant observed the unloading of children from the bus upon arrival at the center as part of the transportation review. Director stated that there have been three new hires since last visit.

Plan of Improvement: Developed This Date 09/19/2017

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](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.



#### **Sign up Today!**

[www.qualityrated.dec.al.ga.gov](http://www.qualityrated.dec.al.ga.gov)

Any Licensed Program Eligible to Participate

**Free** Approved Training

**Free** Technical Assistance

Eligible for \$1,000 Materials Mini Grant

1, 2, 3 Star Rated Programs Receive Bonus Packages

Great Marketing Tool

Raises the Bar in Child Care

For More Information:

Email: [QualityRated@dec.al.ga.gov](mailto:QualityRated@dec.al.ga.gov) or Call: 855-800-7747

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](mailto: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)

---

Valerie Williams, Program Official

Date

---

Rena Keene, Consultant

Date



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

### Findings Report

**Date:** 9/19/2017 **VisitType:** Licensing Study

**Arrival:** 8:15 AM

**Departure:** 12:00 PM

#### CCLC-27902

##### Lowndes I Head Start Center

1613 Ulmer Avenue Valdosta, GA 31601 Lowndes County  
(229) 244-6300 vwilliams@cpheadstart.org

**Mailing Address**  
Same

#### Regional Consultant

Rena Keene

Phone: (912) 544-9930  
Fax: (912) 544-9926  
rena.keene@decal.ga.gov

The following information is associated with a Licensing Study:

### Activities and Equipment

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

Met

##### Comment

Observed-Variety Throughout Center

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

Met

##### Comment

No Swimming Activities Provided

### Children's Records

**Records Reviewed: 11**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met
Child # 7	Met
Child # 8	Met
Child # 9	Met

**Records Reviewed: 11**

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

Child # 10

Met

Child # 11

Met

---

**591-1-1-.08 Children's Records**

**Met**

**Comment**

Observed-Records Complete/Well Organized

**Comment**

Parent Authorizations Obtained/Completed

**Facility**

---

**591-1-1-.06 Bathrooms**

**Met**

**Comment**

Observation-Clean and Well Maintained

---

**591-1-1-.19 License Capacity(CR)**

**Met**

**Comment**

Licensed Capacity Routinely Met

---

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

**Met**

**Comment**

Observation-Center Clean/Well Maintained

---

**591-1-1-.26 Playgrounds(CR)**

**Met**

**Comment**

Observation-Clean/Good Repair

**Food Service**

---

**591-1-1-.15 Food Service & Nutrition**

**Met**

**Comment**

Menu Meets USDA Guidelines - Observed the end of breakfast service which included grits, eggs and 1% milk.

**Health and Hygiene**

---

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

**Met**

**Comment**

No diapered children enrolled.

---

**591-1-1-.17 Hygiene(CR)**

**Met**

**Comment**

Observed-Proper Hand Washing Throughout

---

**591-1-1-.20 Medications(CR)**

**Met**

**Comment**

Discussed-Documentation/Procedures - Director stated that medications are not administered at the center.

**Policies and Procedures**

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

Observed-All Notices Posted

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

No Animals Kept

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

Observed-Positive Learning Environment

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

No Field Trips at This Time

**591-1-1-.36 Transportation(CR)****Not Met****Technical Assistance**

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. Please be sure that the bus driver has completed the two hours of biennial training. There was no verification in the employee record that the bus driver had obtained the required two hours of transportation training since 2014.

**Correction Deadline: 9/29/2017****Finding**

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on a review of transportation records that four of eleven children's records did not contain all required information. Items missing on the forms included the name and telephone number for each child's doctor or medical provider and the medical facility which is used by the center.

**POI (Plan of Improvement)**

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

**Correction Deadline: 9/20/2017****Sleeping & Resting Equipment****591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

Correct number o cots were observed; labeled and safely stored; disinfecting discussed.

**Staff Records**

Staff # 1 Date of Hire: 07/30/2013	Met
Staff # 2 Date of Hire: 08/01/2012	Met
Staff # 3 Date of Hire: 07/07/2016	Met
Staff # 4 Date of Hire: 07/13/2016	Met
Staff # 5 Date of Hire: 02/14/2012	Met
Staff # 6 Date of Hire: 04/10/2012	Met
Staff # 7 Date of Hire: 07/31/2017	Met
Staff # 8 Date of Hire: 07/29/2015	Met
Staff # 9 Date of Hire: 10/18/2016	Met
Staff # 10 Date of Hire: 06/05/2017	Met
Staff # 11 Date of Hire: 08/05/2016	Met
Staff # 12 Date of Hire: 10/15/2014	Met
Staff # 13 Date of Hire: 07/25/2014	Met
Staff # 14 Date of Hire: 07/29/2015	Met
Staff # 15 Date of Hire: 11/14/2006	Met

**Records Reviewed: 27****Records with Missing/Incomplete Components: 1**

---

Staff # 16	Met
Date of Hire: 10/06/2014	
Staff # 17	Not Met
Date of Hire: 09/03/2013	
<u>"Missing/Incomplete Components"</u>	
.36(3)(a-c)-2 hrs. Transportation Training missing	
Staff # 18	Met
Date of Hire: 03/09/2018	
Staff # 19	Met
Date of Hire: 11/04/2006	
Staff # 20	Met
Date of Hire: 09/14/1995	
Staff # 21	Met
Date of Hire: 07/31/2015	
Staff # 22	Met
Date of Hire: 07/09/2015	
Staff # 23	Met
Date of Hire: 10/01/2015	
Staff # 24	Met
Date of Hire: 04/25/2017	
Staff # 25	Met
Date of Hire: 02/26/2016	
Staff # 26	Met
Date of Hire: 09/19/2001	
Staff # 27	Met
Date of Hire: 06/05/2017	

**Staff Credentials Reviewed: 27**

---

---

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



**Technical Assistance**

591-1-1-.09 - Three employees had been hired since last visit and their records were observed to contain evidence of satisfactory background checks and the correct procedure was followed prior to assuming duties with the children. Consultant discussed with director that one employee who was within the period of portability needed to be shown in KOALA as employed at the current site.

**Correction Deadline: 5/4/2017**

**Corrected on 9/19/2017**

**.09(1)(e) - Evidence of a satisfactory background check was observed to be on file for all employees.**

**Correction Deadline: 5/4/2017**

**Corrected on 9/19/2017**

**.09(1)(k) - Satisfactory background checks were observed to be on file for all employees.**

---

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

**Met**

**Comment**

Observed-50% Certified First Aid & CPR

---

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.33(2) requires the initial orientation to include the following subjects: the Center's policies and procedures; the portions of these rules dealing with the care, health and safety of children; the Employee's assigned duties and responsibilities; reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; emergency plans; childhood injury control; the administration of medicine; reducing the risk of Sudden Infant Death Syndrome (SIDS); hand washing; fire safety; water safety; and prevention of HIV/Aids and blood borne pathogens. Please be sure that all items are checked on the orientation form to indicate the items were covered during orientation.

**Correction Deadline: 9/19/2017**

---

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

**Met**

**Comment**

Qualifications and requirements were met by all staff.

<b>Staffing and Supervision</b>
---------------------------------

---

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

**Met**

**Comment**

Observed-Appropriate Staff:Child Ratios

---

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

**Met**

**Comment**

Observed-Adequate Supervision