



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: 10/30/2018 **VisitType:** Licensing Study

Arrival: 8:40 AM

Departure: 1:10 PM

CCLC-27902

Lowndes I Head Start Center

1613 Ulmer Avenue Valdosta, GA 31601 Lowndes County
(229) 244-6300 vwilliams@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.
10/30/2018	Licensing Study	Good Standing	
02/28/2018	Monitoring Visit	Good Standing	
09/19/2017	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
Main	3 years- Rm G	Three Year Olds	2	14	C	15	C	NA	NA	Centers
Main	Rm A	Three Year Olds	3	12	C	15	C	NA	NA	Circle Time
Main	Rm B	Four Year Olds	2	11	C	17	C	NA	NA	Centers
Main	Rm C	Three Year Olds	2	15	C	16	C	NA	NA	Music
Main	Rm D	Three Year Olds	2	12	C	16	C	NA	NA	Centers
Main	Rm E	Four Year Olds	2	17	C	17	C	NA	NA	Circle Time
Main	Rm F	Three Year Olds and Four Year Olds	2	14	C	16	C	NA	NA	Centers
Main	Rm H	Three Year Olds	2	13	C	16	C	NA	NA	Art
Main	Rm I	Four Year Olds	2	16	C	16	C	NA	NA	Outside
Main	Rm J	Three Year Olds	2	12	C	16	C	NA	NA	Outside
Total Capacity @35 sq. ft.: 160			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 136			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 is a licensing study. This is the first visit of the fiscal year. All employee files were reviewed during the visit. The center does provide transportation and the consultant observed morning transportation.

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).



Please refer to the website, <http://www.dec.state.ga.us/CCS/RuleAndRegulations.aspx>, for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

- New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry
- New clearance is required at least once every five years
- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
- All staff members are required to have completed at least a national fingerprint based clearance check
- Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance
- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee

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.state.ga.us.

- 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.state.ga.us/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).

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.state.ga.us/>
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.state.ga.us

Valerie Williams, 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

Lesson Plans were observed to be posted and up-to-date in each classroom.

Correction Deadline: 10/30/2018

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****Comment**

Records were observed to be complete and well organized.

Facility

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

Licensed capacity observed to be routinely met by center.

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

Please be mindful to secure cleaning tools out of reach of children.

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

591-1-1-.26(4) - The consultant observed the bottom of the fence behind the tire swing to be loose and not attached at the bottom. The Director submitted a work order during the visit to have the fence secured.

Correction Deadline: 10/30/2018

Food Service

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

Center menu meets USDA guidelines.

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

Kitchen appears clean and well organized.

Health and Hygiene

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

There were no diapered children enrolled in the program on this date. Center is a Head Start Program that serves children ages three - five.

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

Proper hand washing observed throughout the center.

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

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

Age-appropriate discussion and/or redirection observed.

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

A current/completed inspection was observed for all vehicles used in transporting children this date.

Comment

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

Comment

The vehicle had an approved fire extinguisher and first aid kit on this date.

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: 25

Records with Missing/Incomplete Components: 1

Staff # 1 Met
Date of Hire: 07/30/2013

Staff # 2 Met
Date of Hire: 08/01/2012

Staff # 3 Met
Date of Hire: 07/07/2016

Staff # 4 Met
Date of Hire: 07/13/2016

Staff # 5 Date of Hire: 02/14/2012	Met
Staff # 6 Date of Hire: 08/22/2017	Met
Staff # 7 Date of Hire: 04/11/2018 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not 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: 10/15/2014	Met
Staff # 12 Date of Hire: 08/15/2011	Met
Staff # 13 Date of Hire: 01/30/2017	Met
Staff # 14 Date of Hire: 07/29/2015	Met
Staff # 15 Date of Hire: 11/14/2006	Met
Staff # 16 Date of Hire: 09/03/2013	Met
Staff # 17 Date of Hire: 07/24/2017	Met
Staff # 18 Date of Hire: 11/04/2006	Met
Staff # 19	Met

Records Reviewed: 25**Records with Missing/Incomplete Components: 1**

Date of Hire: 09/14/1995

Staff # 20

Met

Date of Hire: 07/31/2015

Staff # 21

Met

Date of Hire: 07/09/2015

Staff # 22

Met

Date of Hire: 05/28/2009

Staff # 23

Met

Date of Hire: 10/01/2015

Staff # 24

Met

Date of Hire: 02/26/2016

Staff # 25

Met

Date of Hire: 09/19/2001

Staff Credentials Reviewed: 25**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Director provided five 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.

Comment

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

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**

Center observed to maintain appropriate staff:child ratios.

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

Comment

Center observed to maintain appropriate staff:child ratios.