



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: 1/24/2018 **VisitType:** Monitoring Visit **Arrival:** 12:55 PM **Departure:** 2:00 PM

CCLC-28131

Brooks County Head Start Center

1301 N. Martin Luther King Drive Quitman, GA 31643 Brooks County
 (229) 263-5662 jmingo@cpheadstart.org

Regional Consultant

Beth Houtz

Phone: (229) 238-2130
 Fax: (229) 238-2955
 beth.houtz@dec.al.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.
01/24/2018	Monitoring Visit	Good Standing	
08/15/2017	Licensing Study	Good Standing	
04/13/2017	Complaint Closure	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	Rm A	Three Year Olds and Four Year Olds	2	17	C	20	C	NA	NA	Nap
Main	Rm B-GA Pre-K	Three Year Olds and Four Year Olds	2	19	C	20	C	NA	NA	Nap
Main	Rm C	Four Year Olds	2	11	C	20	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 60			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 47			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground 1	83	C

Comments

The purpose of today's visit is a monitoring visit. The center is a Head Start facility that serves children three to four years-of-age. The center does provide transportation but does not dispense medication.

Plan of Improvement: Developed This Date 01/24/2018

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

Jerry Mingo, Program Official

Date

Beth Houtz, Consultant

Date



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Findings Report

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The following information is associated with a Monitoring Visit:

Activities and Equipment

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.

Facility

591-1-1-.06 Bathrooms

Met

Comment

The consultant observed the bathroom exhaust fan in classroom A to have a thick layer of dust on it. Please ensure that it is cleaned and monitored regularly for cleanliness.

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

No hazards observed accessible to children on this date.

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

Technical Assistance

Technical Assistance

591-1-1-.26(6) - The consultant observed one of the three red tricycles to be missing a pedal. The director will repair or replace the pedal.

Correction Deadline: 2/3/2018

Health and Hygiene

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

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

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 Director stated that no medication is currently dispensed.

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

Age-appropriate discussion and/or redirection observed.

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

Complete documentation of transportation observed.

Comment

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

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

Pleasant naptime environment observed.

	Staff Records
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Records Reviewed: 12	Records with Missing/Incomplete Components: 1
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Staff # 1	Met
Date of Hire: 02/22/2017	

Staff # 2	Met
Date of Hire: 08/03/2016	

Staff # 3	Met
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Staff # 4	Met
Date of Hire: 09/02/2014	

Staff # 5	Not Met
Date of Hire: 01/18/2018	

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Records Reviewed: 12**Records with Missing/Incomplete Components: 1**

Staff # 6 Date of Hire: 02/24/2016	Met
Staff # 7 Date of Hire: 07/24/2017	Met
Staff # 8 Date of Hire: 03/21/2017	Met
Staff # 9 Date of Hire: 08/17/2000	Met
Staff # 10 Date of Hire: 11/03/2017	Met
Staff # 11 Date of Hire: 07/24/2017	Met
Staff # 12 Date of Hire: 09/14/1998	Met

Staff Credentials Reviewed: 12

591-1-1-.09 Criminal Records Check(CR)**Not Met****Comment**

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

Finding

591-1-1-.09(1)(g) requires Provisional Employees hired on or after January 1, 2014 to have a satisfactory Preliminary Records Check Determination. A Provisional Employee cannot reside at the Center or be present at the Center while children are present for care for more than 21 days from the date of hire or first day of residency without first submitting both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of staff records that an employee hired on January 4, 2018 did not have a satisfactory Preliminary Records Check Determination as required.

POI (Plan of Improvement)

The Center will ensure that Provisional Employees hired on or after January 1, 2014 have a satisfactory Preliminary Records Check Determination. The Center will have a plan to ensure that Provisional Employees hired on or after January 1, 2014 submit a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site within 21 days from the date of hire or the first day of residency. The Center will not allow a provisional employee to be at the Center while children are present if this requirement is not met.

Correction Deadline: 1/24/2018

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

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

Staffing and Supervision

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

Met

Comment

Adequate supervision observed on this date.

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

Met

Comment

Center observed to maintain appropriate staff:child ratios.