



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: 10/12/2017 **VisitType:** Licensing Study

Arrival: 8:50 AM

Departure: 11:00 AM

CCLC-30679

Wilkinson Head Start

138 Papermill Road Gordon, GA 31031 Wilkinson County
 (478) 628-2035 shataviaholmes.mgcaa@gmail.com

Mailing Address

PO Box 386
 Gordon, GA 31031

Regional Consultant

Sondra Paster

Phone: (478) 314-5803

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sondra.paster@dec.al.gov

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.
10/12/2017	Licensing Study	Good Standing	
04/10/2017	Monitoring Visit	Good Standing	
10/13/2016	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	A	Three Year Olds and Four Year Olds	2	13	C	19	C	NA	NA	Centers,Breakfast
Main	B		0	0	C	17	C	NA	NA	Not In Use
Main	C	Three Year Olds	2	13	C	17	C	NA	NA	Breakfast,Circle Time
Total Capacity @35 sq. ft.: 53						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 26			Total Capacity @35 sq. ft.: 53			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground Only	74	C

Comments

Plan of Improvement: Developed This Date 10/12/2017

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. You are encouraged not to wait and to complete the process as soon as possible.



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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@decga.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://decga.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)

Marcelyn Minter, Program Official

Date

Sondra Paster, 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

The consultant observed center, circle time and free play activities on this date.

Correction Deadline: 10/12/2017

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

Met

Comment

Observed-Variety Throughout Center

Comment

The consultant observed no hazardous equipment on this date.

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

N/A

Comment

No Swimming Activities Provided

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**

Observed-Records Complete/Well Organized

Comment

Parent Authorizations Obtained/Completed

Facility

591-1-1-.06 Bathrooms**Met****Comment**

Observation-Clean and Well Maintained

Comment

Secure Cleaning Tools Out of Reach

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

Licensed Capacity Routinely Met

591-1-1-.25 Physical Plant - Safe Environment(CR)**Not Met****Finding**

591-1-1-.25(8) requires protective caps on all unused electrical outlets within children's reach and requires that electrical outlets in use be made inaccessible to children. It was determined based on observation that two white multi-outlets were observed to have uncovered outlets that were not in use accessible to children on this date in the first left and third left classrooms.

POI (Plan of Improvement)

The Center will train Staff to check outlets and replace protective caps when needed and identify and monitor how outlets in use are inaccessible to children.

Correction Deadline: 10/12/2017

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 as the consultant observed bananas, cereal and milk being served for breakfast on this date.

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

Kitchen Appears Clean/Well Organized

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR)**N/A****Comment**

The center does not provide care for children that require diapering services.

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

Comment

Observed-Staff Remind Children Wash Hand

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

Met

Comment

Observed-Complete Documentation

Safety

591-1-1-.05 Animals

N/A

Comment

No Animals Kept

591-1-1-.11 Discipline(CR)

Met

Comment

Observed-Discussion/Redirection

Comment

Observed-Positive Learning Environment

591-1-1-.13 Field Trips(CR)

N/A

Comment

No Field Trips at This Time

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

N/A

Comment

No Routine Transportation Provided

Sleeping & Resting Equipment

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

Met

Comment

Correct number of mats; disinfecting discussed

Comment

The center does not provide care for infants.

Staff Records

Records Reviewed: 7

Records with Missing/Incomplete Components: 0

Staff # 1	Met
Date of Hire: 10/08/1991	
Staff # 2	Met
Date of Hire: 08/12/2016	
Staff # 3	Met
Date of Hire: 03/09/1992	
Staff # 4	Met
Staff # 5	Met
Date of Hire: 08/20/1997	

Records Reviewed: 7

Records with Missing/Incomplete Components: 0

Staff # 6 Met
Date of Hire: 12/16/2003

Staff # 7 Met
Date of Hire: 01/05/2009

Staff Credentials Reviewed: 7

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

Comment

Comprehensive Criminal Records Check completed for all staff employed on this date.

Comment

No new hires

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

Comment

Observed-50% Certified First Aid & CPR

Comment

Observed-Center Kits Complete

591-1-1-.33 Staff Training Met

Comment

Observed - Documentation Of Training for 2016

Comment

Health/Safety training observed for all staff.

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

Comment

Lead staff education requirements

Comment

Staff observed to meet applicable laws and regulations on this date.

Staffing and Supervision

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