



**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:** 10/17/2019 **VisitType:** Licensing Study

**Arrival:** 9:50 AM

**Departure:** 11:55 AM

**CCLC-30679**

**Wilkinson Head Start**

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

**Regional Consultant**

Laura Johnson

Phone: (470) 891-3520

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laura.johnson@dec.al.gov

**Mailing Address**

PO Box 386  
Gordon, GA 31031

**Quality Rated:** ★ ★ ★

| <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.<br><br><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|------------------------------------|------------------|---------------|--|
| 10/17/2019                         | Licensing Study  | Good Standing |  |
| 04/23/2019                         | Monitoring Visit | Good Standing |  |
| 12/13/2018                         | 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    |           | 0                           | 0        | C    | 19                            | C            | NA         | NA           |       |
| Main                          | B    |           | 0                           | 0        | C    | 17                            | C            | NA         | NA           |       |
| Main                          | C    |           | 0                           | 0        | C    | 17                            | C            | NA         | NA           |       |
| Total Capacity @35 sq. ft.:   |      |           | 53                          |          |      | Total Capacity @25 sq. ft.: 0 |              |            |              |       |
| Total # Children this Date: 0 |      |           | Total Capacity @35 sq. ft.: |          |      | Total Capacity @25 sq. ft.: 0 |              |            |              |       |

| Building | Playground      | Playground Occupancy | Playground Compliance |
|----------|-----------------|----------------------|-----------------------|
| Main     | Playground Only | 74                   | C                     |

**Comments**

The purpose of today's visit is to complete a licensing study. This is the first visit of the fiscal year.

The director stated that they do not provide routine transportation, field trips, medications, or swimming activities.

All criminal record checks were observed complete. The director provided two files for an employees hired since the last 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).



Please refer to the website, <http://www.dec.state.ga.us/CCS/Regulations.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](mailto: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](mailto:qualityrated@dec.state.ga.us)

\_\_\_\_\_  
Marcelyn Minter, Program Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Laura Johnson, 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-.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)**

**N/A**

**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**

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

**Comment**

Bathrooms observed to be clean and well maintained.

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

**Comment**

Licensed capacity observed to be routinely met by center.

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

**Comment**

Center appears clean and well maintained.

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

**Comment**

Playground observed to be clean and in good repair.

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**Food Service**

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

**Comment**

Center menu meets USDA guidelines.

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

**Comment**

Kitchen appears clean and well organized.

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**Health and Hygiene**

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

**Comment**

No diapered children were enrolled in the program on this date.

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

**Comment**

There were no children present on this date. Proper hand washing of children and staff was discussed with the director on this date.

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**591-1-1-.20 Medications(CR)** **N/A**

**Comment**

The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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

**Comment**

Program observed complete emergency drills

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**Safety**

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**591-1-1-.05 Animals** **N/A**

**Comment**

Center does not keep animals on premises.

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

There were no children present on this date. The center's discipline policy was reviewed on this date. Regulations regarding proper discipline were discussed with the director on this date.

**591-1-1-.13 Field Trips(CR)****N/A****Comment**

Center does not participate in field trips at this time.

**591-1-1-.36 Transportation(CR)****N/A****Comment**

Center does not provide routine transportation.

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

No infants were enrolled in the program on this date.

**Comment**

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

|                          |     |
|--------------------------|-----|
| Staff # 1                | Met |
| Date of Hire: 01/08/2018 |     |
| Staff # 2                | Met |
| Date of Hire: 02/25/2019 |     |
| Staff # 3                | Met |
| Date of Hire: 10/22/2018 |     |
| Staff # 4                | Met |
| Date of Hire: 07/31/2018 |     |
| Staff # 5                | Met |
| Date of Hire: 09/04/2019 |     |
| Staff # 6                | Met |
| Date of Hire: 08/12/2016 |     |
| Staff # 7                | Met |
| Date of Hire: 01/05/2009 |     |

**Records Reviewed: 9**

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

Staff # 8 Met  
Date of Hire: 12/16/2003

Staff # 9 Met  
Date of Hire: 08/20/1997

**Staff Credentials Reviewed: 10**

**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met**

**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided two files for an employees hired since last visit.

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

**Comment**

Evidence observed of 100% 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**

There were no children present on this date. Proper ratios and classroom capacities were discussed with the director on this date.

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

**Comment**

There were no children present on this date. Proper supervision of children, including being prompt to children's needs, was discussed with the director on this date.