



**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: 12/13/2018 **VisitType:** Licensing Study

Arrival: 9:30 AM

Departure: 12:00 PM

CCLC-30679

Wilkinson Head Start

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

Mailing Address

PO Box 386
Gordon, GA 31031

Regional Consultant

Connie Boatright

Phone: (912) 544-9701

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connie.boatright@dec.al.ga.gov

Joint with: Laura Johnson

Quality Rated: ★ ★ ★

Compliance Zone Designation		
12/13/2018	Licensing Study	Good Standing
03/14/2018	Monitoring Visit	Good Standing
10/12/2017	Licensing Study	Good Standing

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.

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	15	C	19	C	NA	NA	Centers
Main	B	Three Year Olds and Four Year Olds	2	15	C	17	C	NA	NA	Centers
Main	C	Three Year Olds and Four Year Olds	2	15	C	17	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 53						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 45			Total Capacity @35 sq. ft.: 53			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground Only	74	C

Comments

This Licensing Study is the first regulatory visit for Wilkinson Head Start this 2018 - 2019 fiscal year. The center currently has a two-star Quality Rating. The center provides liability insurance, does not administer medication, does not provide field trips or routine transportation.

The consultant reviewed all staff files and finds that each member has a satisfactory comprehensive fingerprint criminal records clearance determination letter on file.

Plan of Improvement: Developed This Date 12/13/2018

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).



Please refer to the website, <http://www.dec.state.ga.us/CCS/RulesAndRegulations.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

Marcelyn Minter, Program Official

Date

Connie Boatright, Consultant

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: 6

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met

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

Met

Comment

Records were observed to be complete and well organized.

Facility

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

Bathrooms observed to be clean and well maintained.

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

Licensed capacity observed to be met by center on this date.

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

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on the consultant's observation that in classroom A, antibacterial medication was stored in a storage cabinet with a broken lock in the bathroom on the left. making it accessible to the children in care. Additionally, in classroom B a broom and dust pan was stored beside the sand table next to the black storage cabinet and was accessible to the children in care.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 12/13/2018**Technical Assistance**

591-1-1-.25(8) - The center director with ensure that all electrical outlets have safety covers.

Correction Deadline: 12/13/2018

591-1-1-.26 Playgrounds(CR)**Not Met****Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on the consultant's observation that the fencing on the right front side of the playground had a broken and rusted pole leaving a two by one inch rusted hole with sharp edges. Additionally, one of two six foot gate panels is loose from the bottom pole causing the fencing panel to be unsecured.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 12/13/2018**Technical Assistance**

591-1-1-.26(6) - The center director will monitor the two red wagons for chipping.

Correction Deadline: 12/23/2018

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 are no diapered children currently enrolled.

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

Comment

Proper hand washing observed throughout the center.

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

Comment

The director stated that they have not dispensed medication since the last visit.

Policies and Procedures

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

Comment

591-1-1-.21(3)- The consultant observed the emergency drill logs to be complete and will maintained on this date.

Correction Deadline: 12/18/2018

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

Staff were observed to maintain a positive learning environment 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**

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: 8**Records with Missing/Incomplete Components: 1**

Staff # 1 Met

Date of Hire: 10/22/2018

Staff # 2 Not Met

Date of Hire: 07/31/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 3 Met

Date of Hire: 08/12/2016

Staff # 4 Met

Date of Hire: 03/09/1992

Staff # 5 Met

Date of Hire: 08/20/1997

Staff # 6 Met

Date of Hire: 12/16/2003

Staff # 7 Met

Date of Hire: 01/08/2018

Staff # 8 Met

Date of Hire: 01/05/2009

Staff Credentials Reviewed: 8

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

Criminal record checks were observed to be complete.

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

Complete first aid kits observed in center.

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

Adequate supervision observed on this date.