



**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:** 4/23/2019    **VisitType:** Monitoring Visit    **Arrival:** 9:55 AM    **Departure:** 11:15 AM

**CCLC-30679**

**Wilkinson Head Start**

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

**Regional Consultant**

Haley Carwile

Phone: (229) 317-9868  
 Fax: (229) 317-9865  
 haley.carwile@decal.ga.gov

**Mailing Address**

PO Box 386  
 Gordon, GA 31031

**Quality Rated:** ★ ★ ★

<b>Compliance Zone Designation</b>		
04/23/2019	Monitoring Visit	Good Standing
12/13/2018	Licensing Study	Good Standing
03/14/2018	Monitoring Visit	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	12	C	19	C	NA	NA	Outside
Main	B	Three Year Olds and Four Year Olds	2	11	C	17	C	NA	NA	Outside
Main	C	Three Year Olds and Four Year Olds	2	14	C	17	C	NA	NA	Transitioning, Outside

Total Capacity @35 sq. ft.: 53

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 37

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: 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)

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Marcelyn Minter, Program Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Haley Carwile, Consultant

\_\_\_\_\_  
Date



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### Findings Report

**Date:** 4/23/2019 **VisitType:** Monitoring Visit **Arrival:** 9:55 AM **Departure:** 11:15 AM

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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)** **N/A**

**Comment**

Center does not provide swimming activities.

### 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**

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

**Corrected on 4/23/2019**

**.25(13) - No hazards observed accessible on this date.**

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

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

**Corrected on 4/23/2019**

**.26(4) - Observed fencing to be fixed on this date.**

### Health and Hygiene

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**591-1-1-.10 Diapering Areas & Practices(CR)****Not Evaluated****Comment**

There were no diapered children enrolled in the program on this date. Proper diaper facilities were observed with warm running water and proper ventilation.

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

Staff were observed to remind children to wash hands.

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**591-1-1-.20 Medications(CR)****Not Evaluated****Comment**

The Provider currently does not dispense/administer medication.

**Safety**

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

Age-appropriate discussion and/or redirection observed.

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

Center does not provide routine transportation.

**Sleeping & Resting Equipment**

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

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Staff # 1 Met

Date of Hire: 10/22/2018

Staff # 2 Met

Date of Hire: 07/31/2018

Staff # 3 Met

Date of Hire: 01/29/2019

Staff # 4 Met

Date of Hire: 08/12/2016

Staff # 5 Met

Date of Hire: 03/09/1992

Staff # 6 Met

**Records Reviewed: 10**

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

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Date of Hire: 01/02/2019

Staff # 7

Met

Date of Hire: 08/20/1997

Staff # 8

Met

Date of Hire: 12/16/2003

Staff # 9

Met

Date of Hire: 01/08/2018

Staff # 10

Met

Date of Hire: 01/05/2009

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**Staff Credentials Reviewed: 10**

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**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 employees hired since last visit.

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

Adequate supervision observed on this date.