



**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: 2/17/2021 **VisitType:** Licensing Study **Arrival:** 10:00 AM **Departure:** 11:00 AM

CCLC-32691

**Enrichment Services Program, Inc. Early Head Start at
Boxwood Place**

1700 Boxwood Place Columbus, GA 31906 Muscogee County
(706) 660-5381 tbarnes@espheadstart.org

Mailing Address
Same

Regional Consultant

Penny Svenson

Phone: (470) 346-1037

Fax: (678) 891-5613

penny.svenson@decal.ga.gov

Quality Rated: ★ ★

Compliance Zone Designation		
02/17/2021	Licensing Study	Good Standing
09/22/2020	Monitoring Visit	Good Standing
10/03/2019	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	Room A -1st Right	Infants and One Year Olds	2	5	C	8	C	NA	NA	Free Play, Floor Play
Main	Room B - 2nd Right	One Year Olds	2	4	C	8	C	NA	NA	Free Play
Main	Room C -3rd Right	One Year Olds and Two Year Olds	2	6	C	8	C	NA	NA	Transitioning
Main	Room D - 4th Rt.	Two Year Olds and Three Year Olds	2	4	C	8	C	NA	NA	Free Play
Main	Room E - 5th Rt.	Two Year Olds and Three Year Olds	2	6	C	8	C	NA	NA	Centers
Main	Room F - 6 th Rt.	Two Year Olds and Three Year Olds	2	5	C	8	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 48						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 30			Total Capacity @35 sq. ft.: 48			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	playground	63	C

Comments

An Administrative Review was completed on March 5, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on February 17, 2021, with the staff person in charge. An in-person visit was not conducted due to Covid-19 pandemic. Compliance with the Executive Order issued on February 15, 2021, was reviewed during the virtual inspection.

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.al.ga.gov/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.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).

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

Toya Barnes, Program Official

Date

Penny Svenson, 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. A virtual visit was conducted due to COVID-19 Pandemic.

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

Met

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

Technical Assistance

Technical Assistance

The Consultant discussed with the Director to ensure the address was listed for each person authorized to pick up children.

Correction Deadline: 2/17/2021

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 was observed to be met by center. A virtual visit was conducted due to COVID-19 Pandemic.

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

Met

Comment

No hazards observed accessible to children on this date. A virtual visit was conducted due to COVID-19 Pandemic.

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

Met

Comment

Playground observed to be clean and in good repair. The playground was observed during a virtual visit that was conducted on this date due to COVID-19 Pandemic.

Food Service

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

Technical Assistance

Technical Assistance

The Consultant discussed with the Director to ensure the new updated infant feeding form is used. Discussed revision to the written feeding plans for children under the age of one (1) year old. Age-appropriate solid foods (including cereal) shall not be given to infants or children less than one (1) year of age until recommended as developmentally appropriate by the child's primary care physician and indicated in writing by the Parent(s). As soon as the feeding plan indicates that a child is ready for solid foods, the child shall be fed from individual spoons and individual containers or dishes. A child shall not be fed directly from the original baby food container if the contents are to be fed to the child at more than one (1) meal or to more than one (1) child.

Correction Deadline: 2/17/2021

Technical Assistance

The Consultant discussed with the Director the new revision to restricted food rule which states: Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish and bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

Correction Deadline: 2/17/2021

591-1-1-.18 Kitchen Operations

Met

Comment

Thermometers were observed to be present in the refrigerator and freezer on this date. A virtual visit was conducted due to COVID-19 Pandemic.

Correction Deadline: 2/17/2021

Health and Hygiene

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

Staff state proper knowledge of diapering procedures. A virtual visit was conducted due to COVID-19 Pandemic.

591-1-1-.17 Hygiene(CR)**Technical Assistance****Technical Assistance**

The Consultant discussed with the Director times children were required to wash their hands with liquid soap and warm running water, to include, upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means.

Correction Deadline: 2/17/2021

591-1-1-.20 Medications(CR)**Met****Comment**

Documentation for medication dispensing observed complete.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Technical Assistance****Technical Assistance**

The Consultant discussed with the Director to ensure emergency drills were conducted as required.

Safety

591-1-1-.05 Animals**Met****Comment**

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection were observed during the virtual visit conducted on this date due to COVID-19 Pandemic. Staff also stated redirection was used for disciplinary measures.

591-1-1-.13 Field Trips(CR)**Met****Comment**

Center does not participate in field trips at this time.

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

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Crib sheets were observed to be tight fitted on this date. Staff stated infants were placed on their back when placed in their crib for nap.

Staff Records

Staff # 1	Met
Date of Hire: 02/04/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 2	Met
Date of Hire: 06/18/2020	
Staff # 3	Met
Date of Hire: 05/16/2015	
Staff # 4	Met
Staff # 5	Met
Staff # 6	Met
Staff # 7	Met
Staff # 8	Met
Staff # 9	Met
Date of Hire: 09/18/2014	
Staff # 10	Met
Date of Hire: 10/01/2019	
Staff # 11	Met
Staff # 12	Met
Date of Hire: 02/08/2020	
Staff # 13	Met
Staff # 14	Met
Staff # 15	Met
Date of Hire: 04/01/2009	
Staff # 16	Met
Date of Hire: 06/05/2019	
Staff # 17	Met
Staff # 18	Met
Staff # 19	Met
Date of Hire: 07/30/2019	

Staff # 20	Met
Staff # 21	Met
Staff # 22	Met
Date of Hire: 05/14/2004	
Staff # 23	Met
Staff # 24	Met
Staff # 25	Met
Staff # 26	Met
Staff # 27	Met
Date of Hire: 09/18/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 28	Met
Date of Hire: 10/09/2020	
Staff # 29	Met
Date of Hire: 11/13/2016	
Staff # 30	Met
Staff # 31	Met
Staff # 32	Met
Staff # 33	Met
Staff # 34	Met
Date of Hire: 04/12/2010	
Staff # 35	Met
Date of Hire: 05/20/2020	
Staff # 36	Met
Staff # 37	Met
Staff # 38	Met
Date of Hire: 07/27/2012	
Staff # 39	Met
Date of Hire: 08/09/2019	

Staff # 40

Met

Date of Hire: 10/21/2019

Staff Credentials Reviewed: 5

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

Evidence observed of 50% 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

Center observed to maintain appropriate staff:child ratios. A virtual visit was conducted due to COVID-19 Pandemic.

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

Met

Comment

Staff observed to provide direct supervision and be attentive to children's needs during the virtual visit that was conducted due to COVID-19 Pandemic.