



**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:** 9/11/2018    **VisitType:** Licensing Study    **Arrival:** 8:05 AM    **Departure:** 10:45 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@esheadstart.org

**Mailing Address**  
Same

**Regional Consultant**

Penny Svenson

Phone: (470) 346-1037

Fax: (678) 891-5613

penny.svenson@decals.ga.gov

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
09/11/2018	Licensing Study	Good Standing
05/03/2018	Monitoring Visit	Good Standing
12/06/2017	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	Room A -1st Right	Infants and One Year Olds	3	4	C	8	C	NA	NA	Breakfast, Floor Play, Transitioning
Main	Room B - 2nd Right	Two Year Olds	2	3	C	8	C	NA	NA	Breakfast
Main	Room C -3rd Right	One Year Olds and Two Year Olds	2	7	C	8	C	NA	NA	Breakfast, Transitioning
Main	Room D - 4th Rt.	One Year Olds and Two Year Olds	2	5	C	8	C	NA	NA	Breakfast
Main	Room E - 5th Rt.	Two Year Olds	2	3	C	8	C	NA	NA	Breakfast
Main	Room F - 6 th Rt.	Two Year Olds	2	7	C	8	C	NA	NA	Breakfast
Total Capacity @35 sq. ft.: 48						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 29			Total Capacity @35 sq. ft.: 48			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	playground	63	C

**Comments**

The consultant issued and discussed the compliance determination worksheet on this date.

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.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.ga.gov](mailto:CCSRefutations@dec.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.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.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.ga.gov](mailto:qualityrated@dec.ga.gov)

---

Toya Barnes, Program Official

Date

---

Penny Svenson, Consultant

Date



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

### Findings Report

**Date:** 9/11/2018    **VisitType:** Licensing Study    **Arrival:** 8:05 AM    **Departure:** 10:45 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@esphheadstart.org

**Mailing Address**  
Same

**Regional Consultant**

Penny Svenson

Phone: (470) 346-1037

Fax: (678) 891-5613

penny.svenson@dec.al.ga.gov

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 on this date.

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

**Met**

**Comment**

The center does not provide swimming activities.

### Facility

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

**Met**

**Correction Deadline: 6/2/2018**

**Corrected on 9/11/2018**

The correction was observed on this date. All vents were working in each bathroom.

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

**Met**

**Comment**

Licensed capacity observed to be routinely met by the center.

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

**Met**

**Correction Deadline: 6/2/2018**

**Corrected on 9/11/2018**

The correction was observed on this date.

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

**Met**

**Comment**

The playground was observed to be clean and in good repair on this date.

### Health and Hygiene

---

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

**Comment**

Staff state proper knowledge of diapering procedures in each classroom.

---

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

**Comment**

Proper hand washing observed throughout the center on this date.

---

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

**Comment**

Documentation for medication dispensing observed to be complete.

**Safety**

---

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

**Comment**

The center does not keep animals on the premises.

---

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

**Comment**

Age-appropriate discussion and redirection were observed by the consultant on this date.

---

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

**Comment**

The center does not participate in field trips.

---

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

**Comment**

The 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.

**Staff Records**

---

**Records Reviewed: 20**

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

Staff # 1 Met

Date of Hire: 09/27/2017

Staff # 2 Met

Date of Hire: 07/12/2017

Staff # 3 Met

Date of Hire: 01/16/2018

Staff # 4 Met

Date of Hire: 03/22/2018

Staff # 5 Date of Hire: 09/15/2016	Met
Staff # 6 Date of Hire: 07/05/2018	Met
Staff # 7 Date of Hire: 05/17/2012	Met
Staff # 8 Date of Hire: 07/24/2014	Met
Staff # 9 Date of Hire: 11/14/2014	Met
Staff # 10 Date of Hire: 11/16/2017	Met
Staff # 11 Date of Hire: 07/11/2017	Met
Staff # 12 Date of Hire: 11/17/2015	Met
Staff # 13 Date of Hire: 07/21/2014	Met
Staff # 14 Date of Hire: 09/27/2017	Met
Staff # 15 Date of Hire: 05/17/2018	Met
Staff # 16 Date of Hire: 11/17/2016	Met
Staff # 17 Date of Hire: 09/27/2017	Met
Staff # 18 Date of Hire: 09/27/2017	Met
Staff # 19 Date of Hire: 09/23/2013	Met

**Records Reviewed: 20**

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

Staff # 20

Met

Date of Hire: 11/16/2017

**Staff Credentials Reviewed: 20**

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

**Met**

**Comment**

Criminal records checks were observed to be complete on this date.

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

**Met**

**Comment**

There was evidence observed of 100% of center staff certified in First Aid and CPR.

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

**Met**

**Comment**

All staff were 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**

The center was observed to maintain appropriate staff:child ratios on this date.

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

**Met**

**Comment**

Staff were observed to provide direct supervision and be attentive to children's needs.