



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: 10/3/2019 **VisitType:** Licensing Study **Arrival:** 9:20 AM **Departure:** 3:10 PM

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

Charlene Story

Phone: (770) 405-7942

Fax: (770) 408-0759

charlene.story@decal.ga.gov

Joint with: Penny Svenson

Quality Rated: ★ ★

Compliance Zone Designation		
10/03/2019	Licensing Study	Good Standing
01/28/2019	Monitoring Visit	Good Standing
09/11/2018	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	4	C	8	C	NA	NA	Outside
Main	Room B - 2nd Right	One Year Olds and Two Year Olds	2	6	C	8	C	NA	NA	Centers
Main	Room C -3rd Right	One Year Olds and Two Year Olds	2	8	C	8	C	NA	NA	Story
Main	Room D - 4th Rt.	Two Year Olds and Three Year Olds	2	8	C	8	C	NA	NA	Centers,Free Play
Main	Room E - 5th Rt.	Two Year Olds	2	7	C	8	C	NA	NA	Centers
Main	Room F - 6 th Rt.		0	0	C	8	C	NA	NA	
Total Capacity @35 sq. ft.:			48			Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 33			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	playground	63	C

Comments

The consultant reviewed and discussed the compliance and determination work sheet 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.decal.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@decal.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://decal.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.decal.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@decal.ga.gov

Toya Barnes, Program Official

Date

Charlene Story, Consultant

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: 10/3/2019 **VisitType:** Licensing Study **Arrival:** 9:20 AM **Departure:** 3:10 PM

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

Charlene Story
Phone: (770) 405-7942
Fax: (770) 408-0759
charlene.story@dec.al.ga.gov
Joint with: Penny Svenson

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 this date.

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**Met****Comment**

Records were observed to be complete and well organized on this date.

Facility

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

Comment

Bathrooms were observed to be clean and well maintained on this date.

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

Comment

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

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

Technical Assistance

Consultant discussed with Center Manager to be mindful to keep items that pose a hazard inaccessible to children

Technical Assistance

Consultant discussed with Center Manager to monitor ceiling tiles for possible stains.

Correction Deadline: 10/3/2019

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

Comment

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

Food Service

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

Comment

Center menu meets USDA guidelines. Lunch served was one percent and whole milk, cabbage, corn bread, rice, sausage and dice peaches on this date.

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

Comment

Kitchen was clean and well organized on this date.

Health and Hygiene

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

Comment

Staff stated proper knowledge of diapering procedures on this date.

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

Comment

Proper hand washing was observed throughout the center on this date.

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

Comment

Documentation for medication dispensing was observed to be complete on this date.

Policies and Procedures

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

Comment

Program was observed to have completed emergency drills on this date.

591-1-1-.27 Posted Notices**Met****Comment**

Observed all required posted notices on this date.

Safety

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

Center does not keep animals on premises.

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

Staff was observed to maintain a positive learning environment on this date.

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**

The correct number of mats, sheets and blankets were observed on this date.

Staff Records

Records Reviewed: 26**Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 08/05/2019	
Staff # 2	Met
Date of Hire: 08/05/2019	
Staff # 3	Met
Date of Hire: 08/05/2019	
Staff # 4	Met
Date of Hire: 08/05/2019	
Staff # 5	Met
Date of Hire: 09/11/2014	
Staff # 6	Met

Date of Hire: 08/05/2019

Staff # 7

Met

Date of Hire: 08/05/2019

Staff # 8

Met

Date of Hire: 08/05/2019

Staff # 9

Met

Date of Hire: 06/18/2019

Staff # 10

Met

Date of Hire: 08/05/2019

Staff # 11

Met

Date of Hire: 08/05/2019

Staff # 12

Met

Date of Hire: 07/29/2019

Staff # 13

Met

Date of Hire: 08/05/2019

Staff # 14

Met

Date of Hire: 08/05/2019

Staff # 15

Met

Date of Hire: 08/05/2019

Staff # 16

Met

Date of Hire: 08/05/2019

Staff # 17

Met

Date of Hire: 08/05/2019

Staff # 18

Met

Date of Hire: 08/05/2019

Staff # 19

Met

Date of Hire: 11/17/2016

Staff # 20

Met

Staff # 21

Met

Staff # 22

Met

Records Reviewed: 26

Records with Missing/Incomplete Components: 0

Staff # 23	Met
Staff # 24	Met
Staff # 25	Met
Staff # 26	Met

Date of Hire: 08/12/2019

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 on this date.

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

Comment
Evidence observed that 100% of center staff were certified in First Aid and CPR on this date.

591-1-1-.33 Staff Training Met

Comment
Documentation observed of required staff training on this date.

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

Comment
Staff observed to be compliant with applicable laws and regulations on this date.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR) Met

Comment
Center was observed to maintain appropriate staff:child ratios on this date.

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

Comment
Staff was observed to provide direct supervision and be attentive to children's needs on this date.