



**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: 5/3/2018 **VisitType:** Monitoring Visit **Arrival:** 9:15 AM **Departure:** 11:30 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@decal.ga.gov

Quality Rated: ★ ★

Compliance Zone Designation		
05/03/2018	Monitoring Visit	Good Standing
12/06/2017	Licensing Study	Good Standing
04/11/2017	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	2	7	C	8	C	NA	NA	Story,Floor Play
Main	Room B - 2nd Right	One Year Olds and Two Year Olds	2	7	C	8	C	NA	NA	Outside,Transitioning
Main	Room C -3rd Right	One Year Olds and Two Year Olds	2	6	C	8	C	NA	NA	Transitioning,Outside
Main	Room D - 4th Rt.	Three Year Olds	2	7	C	8	C	NA	NA	Centers
Main	Room E - 5th Rt.	Two Year Olds	2	8	C	8	C	NA	NA	Art
Main	Room F - 6 th Rt.	Three Year Olds	3	8	C	8	C	NA	NA	Art,Centers
Total Capacity @35 sq. ft.: 48						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 43			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: Developed This Date 05/03/2018

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).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.

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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

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 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)

Met

Comment

Center does not provide swimming activities.

Facility

591-1-1-.06 Bathrooms

Not Met

Finding

591-1-1-.06(4) requires a Center first licensed after March 1, 1991, and Centers that remodel or add to existing plumbing facilities, to have the bathroom area fully enclosed and ventilated to the outside of the building with either an open screened window or functioning exhaust fan and duct system and requires Centers without fully enclosed bathrooms to ensure there is adequate ventilation to control odors and adequate sanitation measures to prevent the spread of contagious diseases. It was determined based on observation that in Room F the fully enclosed bathroom vent was not operating as required.

POI (Plan of Improvement)

The Center will fully enclose and ventilate bathroom areas, as required, and will provide adequate ventilation and sanitation in bathrooms that are not fully enclosed.

Correction Deadline: 6/2/2018

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)**Not Met****Finding**

591-1-1-.25(11) requires that floor coverings be tight, smooth, free of odors and washable or cleanable. It was determined based on observation that in Room F there was a broken tile in the bathroom that measured three inches by two inches.

POI (Plan of Improvement)

Floors will be maintained to be safe and sanitary.

Correction Deadline: 6/2/2018

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

Playground observed to be clean and in good repair.

Health and Hygiene

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

Staff state proper knowledge of diapering procedures.

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

Proper hand washing observed throughout the center.

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

Documentation for medication dispensing observed complete.

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-.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 and were in good condition.

Staff Records

Records Reviewed: 25**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: 08/18/2016

Staff # 4 Met

Date of Hire: 12/15/2016

Staff # 5 Met

Date of Hire: 07/16/2014

Staff # 6 Met

Date of Hire: 01/16/2018

Staff # 7 Met

Date of Hire: 09/15/2016

Staff # 8 Met

Date of Hire: 07/24/2014

Staff # 9 Met

Date of Hire: 05/17/2012

Staff # 10 Met

Date of Hire: 07/25/2019

Staff # 11 Met

Date of Hire: 07/24/2014

Staff # 12 Met

Date of Hire: 11/14/2014

Staff # 13 Met

Date of Hire: 11/16/2017

Staff # 14 Met

Date of Hire: 09/27/2017

Staff # 15 Met

Date of Hire: 07/11/2017

Staff # 16 Met

Date of Hire: 09/12/2013

Records Reviewed: 25

Records with Missing/Incomplete Components: 0

Staff # 17 Date of Hire: 09/15/2016	Met
Staff # 18 Date of Hire: 11/17/2015	Met
Staff # 19 Date of Hire: 09/27/2017	Met
Staff # 20 Date of Hire: 11/17/2016	Met
Staff # 21 Date of Hire: 09/27/2017	Met
Staff # 22 Date of Hire: 09/27/2017	Met
Staff # 23 Date of Hire: 09/23/2013	Met
Staff # 24 Date of Hire: 01/21/2016	Met
Staff # 25 Date of Hire: 11/16/2017	Met

Staff Credentials Reviewed: 25

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

Comment

Criminal records checks were observed to be complete.

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

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

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

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