



**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:** 3/25/2021    **VisitType:** Licensing Study    **Arrival:** 1:00 PM    **Departure:** 2:00 PM

**CCLC-3278**

**Butts County Head Start & Pre-K**

565 Recreation Drive Jackson, GA 30233 Butts County  
 (770) 775-3830 bmorgan@mtecdc.org

**Mailing Address**  
 Same

**Regional Consultant**

Rebekah Mullinax

Phone: (770) 357-7056

Fax: (770) 357-7055

rebekah.mullinax@decal.ga.gov

Joint with: Stacy Whitten

**Quality Rated:** ★ ★ ★

<b>Compliance Zone Designation</b>		
03/25/2021	Licensing Study	Good Standing
11/09/2020	Monitoring Visit	Good Standing
02/26/2020	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	1 -1L (infant-two years)		0	0	C	20	C	NA	NA	
Main	2-1R(1yr-2yrs)		0	0	C	18	C	NA	NA	
Main	3-2L (one/two years)		0	0	C	19	C	NA	NA	
Main	4-2R (four-five yrs)		0	0	C	20	C	NA	NA	
Main	5-3R (four-five years)		0	0	C	20	C	NA	NA	
Main	6-3L (infant-twos)		0	0	C	19	C	NA	NA	
Total Capacity @35 sq. ft.: 116						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 0			Total Capacity @35 sq. ft.: 116			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PGA (right side) 3+	68	C
Main	PGB (left side) infant-twos	22	C

**Comments**

An Administrative Review was conducted on March 25, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on March 25, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on February 15, 2021 was reviewed during the virtual inspection.

Consultant discussed COVID-19 Checklist, provided Communicable Disease Chart, Live Scan Instructions and Rule Changes.

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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Beverly Morgan, Program Official

Date

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Rebekah Mullinax, Consultant

Date

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Stacy Whitten, Consultant

Date



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### Findings Report

**Date:** 3/25/2021 **VisitType:** Licensing Study

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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

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

#### Comment

Equipment and furniture observed to be properly secured, as applicable.

#### 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.

## 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 observed to be routinely met by center.

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

Met

#### Comment

No hazards observed accessible to children on this date.

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

Met

#### Comment

Playground observed to be clean and in good repair. Please ensure to monitor the playground areas for the following hazards: - Normal wear and tear of playground equipment and toys. Potential entrapment hazards in the fence surrounding the playground area. Biting and/or stinging insects (i.e. ants, bees, etc.). Loose and/or weak tree branches surrounding the playground area. Standing water in and around playground equipment after inclement weather.

## Food Service

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

Met

#### Comment

Center menu meets USDA guidelines. Discussed 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 with 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.

### 591-1-1-.18 Kitchen Operations

Met

#### Comment

Kitchen appears clean and well organized.

## 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

Hand washing and sanitizing requirements for diapering were discussed with the Director on this date. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

### 591-1-1-.20 Medications(CR)

Met

#### Comment

The Provider currently does not dispense/administer medication.

## Policies and Procedures

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

**Comment**

Observed all required posted notices.

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**591-1-1-.29 Required Reporting** **Met**

**Comment**

Thank you for reporting as required.

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**Safety**

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

**Comment**

Center does not keep animals on premises.

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Regulations regarding proper discipline were discussed with the Director on this date.

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

**Comment**

Center does not participate in field trips at this time.

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

**Comment**

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

**Comment**

Discussed SIDS and infant sleeping position.

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**Staff Records**

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**Records Reviewed: 21**

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

Staff # 1 Met  
Date of Hire: 08/01/2019

Staff # 2 Met  
Date of Hire: 05/01/2014

Staff # 3 Met  
Date of Hire: 09/17/2019

Staff # 4 Met  
Date of Hire: 11/27/2018

Staff # 5 Date of Hire: 08/01/2016	Met
Staff # 6 Date of Hire: 08/16/2019	Met
Staff # 7 Date of Hire: 10/31/2013	Met
Staff # 8 Date of Hire: 08/02/2019	Met
Staff # 9	Met
Staff # 10 Date of Hire: 08/12/2019	Met
Staff # 11 Date of Hire: 02/05/2018	Met
Staff # 12 Date of Hire: 01/06/2016	Met
Staff # 13 Date of Hire: 09/18/2017	Met
Staff # 14 Date of Hire: 08/07/2019	Met
Staff # 15 Date of Hire: 03/01/2018	Met
Staff # 16 Date of Hire: 01/28/2019	Met
Staff # 17 Date of Hire: 07/01/2019	Met
Staff # 18	Met
Staff # 19 Date of Hire: 10/31/2017	Met
Staff # 20	Met
Staff # 21	Met

Date of Hire: 12/02/2013

**Staff Credentials Reviewed: 6**

**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 100% 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. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on February 15, 2021

**Staffing and Supervision**

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

**Comment**

There were no children enrolled on this date. Proper ratios and classroom capacities were discussed with the director on this date.

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

**Comment**

There were no children enrolled on this date. Proper supervision of children, including being prompt to children's needs, was discussed with the director on this date. Discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.