



**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: 4/30/2019 **VisitType:** Licensing Study **Arrival:** 10:50 AM **Departure:** 1:35 PM

CCLC-3278

Butts County Head Start & Pre-K

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

Regional Consultant

Valarie Musselwhite

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valarie.musselwhite@decal.ga.gov

Mailing Address

Same

Quality Rated: ★ ★ ★

Compliance Zone Designation		
04/30/2019	Licensing Study	Good Standing
12/05/2018	Monitoring Visit	Good Standing
03/13/2018	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	1 -1L (infant-two years)	Two Year Olds and Three Year Olds	2	5	C	20	C	NA	NA	Lunch
Main	2-1R(1yr-2yrs)	One Year Olds and Two Year Olds and Three Year Olds	2	7	C	18	C	NA	NA	Lunch,Outside
Main	3-2L (one/two years)	Two Year Olds and Three Year Olds	2	8	C	19	C	NA	NA	Lunch
Main	4-2R (four-five yrs)	Three Year Olds and Four Year Olds	3	18	C	20	C	NA	NA	Outside,Lunch
Main	5-3R (four-five years)	Three Year Olds and Four Year Olds and Five Year Olds	2	17	C	20	C	NA	NA	Lunch,Music
Main	6-3L (infant-tuos)		0	0	C	19	C	NA	NA	
Total Capacity @35 sq. ft.: 116						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 55			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-tuos	22	C

Comments

Plan of Improvement: Developed This Date 04/30/2019

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

Beverly Morgan, Program Official

Date

Valarie Musselwhite, Consultant

Date



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Findings Report

Date: 4/30/2019 **VisitType:** Licensing Study

Arrival: 10:50 AM

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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.

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

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 3

Records with Missing/Incomplete Components: 0

Child # 1

Met

Child # 2

Met

Child # 3

Met

591-1-1-.08 Children's Records

Met

Comment

Records were observed to be complete and well organized.

Facility

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

Center appears clean and well maintained.

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

Correction Deadline: 1/11/2019

Corrected on 4/30/2019

.26(8) - Correction of previous citation in that the consultant observed all playground equipment to have adequate resilient surfacing.

Health and Hygiene

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

Comment

Staff stated 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 **N/A**

Comment

Center does not keep animals on premises.

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

Comment

Please be mindful of voice tone in redirecting children.

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

Comment

Documentation observed to be complete for a walking field trip to Butts County Parks and Recreation on April 18, 2019.

591-1-1-.36 Transportation(CR) **N/A**

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR) **Not Met**

Finding

591-1-1-.30(1)(b)4 requires that a light cover be available for each child's use on a cot or mat and shall be marked for individual use or laundered daily. If marked for individual use, they must be laundered weekly or more frequently if needed. It was determined based on staff statements that children in Classroom 1L and Classroom 2R did not have a light cover during rest time because they were not clean.

POI (Plan of Improvement)

The Center will ensure that a light cover is available for each child and will meet the requirements for laundering.

Correction Deadline: 4/30/2019

Staff Records

Records Reviewed: 25

Records with Missing/Incomplete Components: 5

Staff # 1 Not Met

Date of Hire: 12/10/2018

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 2 Met

Date of Hire: 10/30/2017

Staff # 3 Met

Date of Hire: 12/02/2013

Staff # 4 Met

Date of Hire: 10/31/2013

Staff # 5 Met

Date of Hire: 09/01/1982

Staff # 6 Met

Date of Hire: 08/01/2016

Staff # 7 Met

Date of Hire: 01/16/2002

Staff # 8 Met

Date of Hire: 05/01/2013

Staff # 9 Met

Date of Hire: 08/17/2009

Staff # 10 Not Met

Date of Hire: 01/07/2019

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 11 Not Met

Date of Hire: 09/11/2018

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 12 Date of Hire: 08/03/2015	Met
Staff # 13 Date of Hire: 08/01/2018	Met
Staff # 14 Date of Hire: 05/13/2016	Met
Staff # 15 Date of Hire: 10/15/2018	Met
Staff # 16 Date of Hire: 08/20/2015	Met
Staff # 17 Date of Hire: 09/16/2015	Met
Staff # 18 Date of Hire: 12/01/2018	Met
Staff # 19 Date of Hire: 01/07/2019 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing	Not Met
Staff # 20 Date of Hire: 01/07/2019	Met
Staff # 21 Date of Hire: 09/08/2017	Met
Staff # 22 Date of Hire: 10/24/2018	Met
Staff # 23 Date of Hire: 09/16/2015	Met
Staff # 24 Date of Hire: 04/11/2017	Met
Staff # 25 Date of Hire: 10/15/2018 <u>"Missing/Incomplete Components"</u>	Not Met

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff Credentials Reviewed: 25

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

Not Met

Finding

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of records that four of twenty-five staff did not have current First Aid and CPR training.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 5/31/2019

591-1-1-.24 Personnel Records

Technical Assistance

Technical Assistance

591-1-1-.24(1) - Please ensure all staff personnel files are given to the consultant each visit.

Correction Deadline: 5/5/2019

591-1-1-.33 Staff Training

Not Met

Finding

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on a review of records that one staff did not obtain the required Health and Safety orientation training.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 5/31/2019

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.

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

Met

Comment

Adequate supervision observed on this date.