



**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:** 10/4/2018    **VisitType:** Monitoring Visit    **Arrival:** 10:35 AM    **Departure:** 2:00 PM

**CCLC-33101**

**Stewart County Head Start**

15582 Highway 27 East Lumpkin, GA 31815 Stewart County  
 (706) 890-0158 kthomas@esphedstart.org

**Regional Consultant**

Sondra Paster

Phone: (478) 314-5803  
 Fax: (478) 314-5811  
 sondra.paster@decals.ga.gov

**Mailing Address**

P.O. Box 158  
 Richland, GA 31815

**Quality Rated:** ★ ★

| <b>Compliance Zone Designation</b> |                  |               |
|------------------------------------|------------------|---------------|
| 10/04/2018                         | Monitoring Visit | Good Standing |
| 04/16/2018                         | Licensing Study  | Good Standing |
| 12/06/2017                         | Monitoring Visit | 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                            | Playground |                 | 0                               | 0        | C    | 227                           | C            | NA         | NA           | Not In Use                    |
| Main                            | Room A     | Two Year Olds   | 2                               | 7        | C    | 24                            | C            | NA         | NA           | Lunch, Outside                |
| Main                            | Room B     | Three Year Olds | 2                               | 16       | C    | 24                            | C            | NA         | NA           | Transitioning, Outside, Lunch |
| Total Capacity @35 sq. ft.: 275 |            |                 |                                 |          |      | Total Capacity @25 sq. ft.: 0 |              |            |              |                               |
| Total # Children this Date: 23  |            |                 | Total Capacity @35 sq. ft.: 275 |          |      | Total Capacity @25 sq. ft.: 0 |              |            |              |                               |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------|----------------------|-----------------------|
|----------|------------|----------------------|-----------------------|

**Comments**

A criminal record check letter was left on this date.

Plan of Improvement: Developed This Date 10/04/2018

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).



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)

Katherine Thomas, Program Official

Date

Sondra Paster, Consultant

Date



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### Findings Report

**Date:** 10/4/2018 **VisitType:** Monitoring Visit **Arrival:** 10:35 AM **Departure:** 2:00 PM

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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**

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

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

**N/A**

**Comment**

Center does not provide swimming activities.

### Facility

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

**Met**

**Comment**

Licensed capacity observed to be 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.

### Health and Hygiene

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

**Met**

**Comment**

Proper diapering procedures observed.

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

Proper hand washing observed throughout the center.

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**591-1-1-.20 Medications(CR)****Technical Assistance****Technical Assistance**

Discussed ensuring that medication that is not given is documented on the dispensing record. The director will ensure updated parent authorization forms are completed every two weeks for medication dispensed (accompanied with doctor's note) beyond a two week period.

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**Safety**

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

Age-appropriate discussion and/or redirection observed.

**Comment**

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

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

A current inspection completed on May 30, 2018 was observed for the yellow bus (PB3858) used in transporting children this date.

**Comment**

Complete documentation of transportation observed.

**Comment**

The vehicle had an approved fire extinguisher and first aid kit on this date.

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**Sleeping & Resting Equipment**

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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****N/A****Comment**

The center does not provide care for infants.

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**Staff Records**

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**Records Reviewed: 9****Records with Missing/Incomplete Components: 0**

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Staff # 1 Met

Date of Hire: 04/19/2018

Staff # 2 Met

Date of Hire: 08/31/2013

Staff # 3 Met

Date of Hire: 11/18/2009

Staff # 4 Met

Date of Hire: 04/05/2013

Staff # 5 Met

Date of Hire: 10/18/2011

**Records Reviewed: 9**

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

|                                       |     |
|---------------------------------------|-----|
| Staff # 6<br>Date of Hire: 09/30/2013 | Met |
| Staff # 7<br>Date of Hire: 02/19/2016 | Met |
| Staff # 8<br>Date of Hire: 11/19/2009 | Met |
| Staff # 9<br>Date of Hire: 07/17/2015 | Met |

**Staff Credentials Reviewed: 9**

**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**

**Not Met**

**Finding**

591-1-1-.09(1)(d) requires the Center to ensure that every Provisional Employee has a valid and current satisfactory Fingerprint Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center and must be supervised at all times by a Director or Employee with a valid and current satisfactory Comprehensive Records Check Determination. The Fingerprint Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Provisional Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Fingerprint Records Check Determination is required. It was determined based on review of records that the center was observed to have four staff present that were observed to be without comprehensive background checks. The staff were observed to have satisfactory national background checks but were not supervised by a staff with a current satisfactory comprehensive record check determination on this date. The consultant further observed one additional staff that was not present to be without Comprehensive Record check determinations.

**POI (Plan of Improvement)**

The Center will ensure that every Provisional Employee has a valid and current satisfactory Fingerprint Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center and must be supervised at all times by a Director or Employee with a valid and current satisfactory Comprehensive Records Check Determination. The Fingerprint Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Provisional Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Fingerprint Records Check Determination is required. The center submitted authorizations for Comprehensive Record Check determinations for all staff while the consultant was on site.

**Correction Deadline: 10/4/2018**

**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.

**Comment**

Adequate supervision observed on this date.