



**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:** 8/30/2017    **VisitType:** Licensing Study    **Arrival:** 9:10 AM    **Departure:** 12:40 PM

**CCLC-33761**

**Jeff Davis County Head Start**

96 West Jefferson Street Hazlehurst, GA 31539 Jeff Davis County  
(912) 375-2258 kbennett@myactionpact.org

**Regional Consultant**

Connie Boatright

Phone: (912) 544-9701

Fax: (912) 544-9700

connie.boatright@decal.ga.gov

**Mailing Address**

Same

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
08/30/2017	Licensing Study	Good Standing	
04/11/2017	Complaint Closure	Good Standing	
03/01/2017	Incident Investigation & Follow Up	Good Standing	

**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	A	Three Year Olds and Four Year Olds	2	15	C	25	C	NA	NA	Outside, Transitioning	
Main	B	Three Year Olds and Four Year Olds	3	14	C	25	C	NA	NA	Outside, Transitioning, Circle Time	
Total Capacity @35 sq. ft.:			50			Total Capacity @25 sq. ft.:			0		
Total # Children this Date: 29			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.:			0		

Building	Playground	Playground Occupancy	Playground Compliance
Main	One plgr.	161	C

**Comments**

This Licensing Study is the first regulatory visit for Jeff Davis County Head Start this 2017 - 2018 fiscal year.

The assistant director stated no medications are currently being administered, no field trips or transportation is provided.


The center provides liability insurance.

The consultant reviewed all staff files and finds a satisfactory fingerprint criminal records check clearance determination letter on file for each staff member. The consultant discussed that as of October 1, 2017 all staff members are required to have a comprehensive satisfactory criminal records fingerprint clearance determination letter on file.

No infants are enrolled.

The center currently has a two star Quality Rating.

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](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.



**Sign up Today!**  
[www.qualityrated.decgal.ga.gov](http://www.qualityrated.decgal.ga.gov)  
 Any Licensed Program Eligible to Participate  
**Free** Approved Training  
**Free** Technical Assistance  
 Eligible for \$1,000 Materials Mini Grant  
 1, 2, 3 Star Rated Programs Receive Bonus Packages  
 Great Marketing Tool  
 Raises the Bar in Child Care  
 For More Information:  
 Email: [QualityRated@decgal.ga.gov](mailto:QualityRated@decgal.ga.gov) or Call: 855-800-7747

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@decgal.ga.gov](mailto:CCSRefutations@decgal.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://decgal.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)

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Kimberly Bennett, Program Official	Date	Connie Boatright, Consultant	Date
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### Findings Report

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The following information is associated with a Licensing Study:

### Activities and Equipment

#### 591-1-1-.03 Activities

Not Met

#### Comment

The consultant observed a variety of age appropriate activities through out the center.

**Correction Deadline: 8/30/2017**

#### Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on the consultant's observation and the lead teacher's statement that no current lesson plan has been posted as required by policy.

#### POI (Plan of Improvement)

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

**Correction Deadline: 8/30/2017**

#### 591-1-1-.12 Equipment & Toys(CR)

Met

#### Comment

Observed-Variety Throughout Center

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

Met

#### Comment

No Swimming Activities Provided

### Children's Records

**Records Reviewed: 5**

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

Child # 1

Met

**Records Reviewed: 5**

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

Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

**Met**

**Comment**

Observed-Records Complete/Well Organized

**Comment**

Parent Agreements Obtained/Completed

**Comment**

Parent Authorizations Obtained/Completed

**Facility**

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

**Met**

**Comment**

Observation-Clean and Well Maintained

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

**Met**

**Comment**

Licensed Capacity Routinely Met

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

**Met**

**Comment**

Observation-Center Clean/Well Maintained

**Comment**

Observation-No Hazards Accessible

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**591-1-1-.25 Physical Plant-Structural/Mechanical**

**Met**

**Correction Deadline: 4/11/2017**

**Corrected on 8/30/2017**

**.25(19) - The previous citation is observed to be corrected on this visit.**

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

**Technical Assistance**

**Correction Deadline: 4/11/2017**

**Corrected on 8/30/2017**

**.26(4) - The previous citation is observed to be corrected on this visit.**

**Technical Assistance**

591-1-1-.26(9) - Ensure that ant beds are treated and inactive. (Located near the front of the playground near the Jeff Davis Head Start sign by the main highway).

**Correction Deadline: 8/30/2017**

**Food Service**

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

Menu Meets USDA Guidelines

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**Health and Hygiene**

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

No diapering Children are enrolled.

**Correction Deadline: 8/30/2017**

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

Observed-Proper Hand Washing Throughout

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

The assistant director stated no medications are currently being administered.

**Correction Deadline: 8/30/2017**

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**Policies and Procedures**

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

The consultant observed the fire drill log to be thoroughly documented as required.

**Correction Deadline: 9/4/2017**

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**591-1-1-.22 Parental Access****Met****Comment**

The consultant observed the parental access notice to be posted on the parent bulletin board as required.

**Correction Deadline: 8/30/2017**

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

Observed-All Notices Posted

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**Safety**

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

No Animals Kept

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

Observed-Discussion/Redirection

**Comment**

Observed-Positive Learning Environment

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

No Field Trips at This Time

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

No Routine Transportation Provided

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**Sleeping & Resting Equipment**

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

Correct number of mats; disinfecting discussed

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**Staff Records**

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**Records Reviewed: 8****Records with Missing/Incomplete Components: 1**

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Staff # 1

Met

Date of Hire: 07/31/2017

Staff # 2

Met

Staff # 3

Met

Date of Hire: 04/27/2017

Staff # 4

Met

Date of Hire: 09/14/2009

Staff # 5

Met

Date of Hire: 07/31/2017

Staff # 6

Not Met

Date of Hire: 05/10/2016

"Missing/Incomplete Components"

.33(2)-Health &amp; Safety Certificate

Staff # 7

Met

Date of Hire: 09/19/2016

Staff # 8

Met

Date of Hire: 08/01/2016

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**Staff Credentials Reviewed: 8**

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

Criminal Records Check complete

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

Observed-50% Certified First Aid &amp; CPR

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**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 the consultants review of all staff files, that one staff member hired September 9, 2015 and in a direct care giving role to children has not completed the required Health & Safety and 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: 9/29/2017**

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

Lead staff education requirements

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Met****Comment**

Observed-Direct Supervision/Attentive Staff

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**591-1-1-.32 Supervision(CR)****Met****Correction Deadline: 4/11/2017****Corrected on 8/30/2017****.32(7) - The previous citation is observed to be corrected during this visit.**