



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: 1/29/2021 **VisitType:** Licensing Study **Arrival:** 8:45 AM **Departure:** 9:45 AM

CCLC-33769

Coffee County Head Start

511 Pine Street Douglas, GA 31554 Coffee County
 (912) 720-1007 mhenderson@myactionpact.org

Regional Consultant

Beth Houtz

Phone: (229) 238-2130

Fax: (229) 238-2955

beth.houtz@dec.al.ga.gov

Mailing Address

P.O. Box 1965
 Waycross, GA 31502-1965

Quality Rated: ★ ★

Compliance Zone Designation			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.
01/29/2021	Licensing Study	Good Standing	
09/10/2020	Monitoring Visit	Good Standing	
01/14/2020	Licensing Study	Good Standing	
			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
One Bldg.	A	PreK	2	5	C	20	C	NA	NA	Centers
One Bldg.	B	Three Year Olds	3	13	C	20	C	NA	NA	Breakfast
One Bldg.	C		0	0	C	20	C	NA	NA	
One Bldg.	D		0	0	C	20	C	NA	NA	
One Bldg.	E		0	0	C	20	C	NA	NA	
One Bldg.	F	Two Year Olds and Three Year Olds	2	2	C	20	C	NA	NA	Centers

Total Capacity @35 sq. ft.: 120

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 20

Total Capacity @35 sq. ft.: 120

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
One Bldg.	Infant / Toddler Playground	29	C
One Bldg.	one plgr.	77	C

Comments

An Administrative Review was conducted on January 28, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on January 29, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on August 15, 2020 was reviewed during the virtual inspection.

Plan of Improvement: No Plan Developed

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/RuleAndRegulations.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.

- 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

Melody Henderson, Program Official

Date

Beth Houtz, Consultant

Date



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

Findings Report

Date: 1/29/2021 **VisitType:** Licensing Study

Arrival: 8:45 AM

Departure: 9:45 AM

CCLC-33769

Coffee County Head Start

511 Pine Street Douglas, GA 31554 Coffee County
(912) 720-1007 mhenderson@myactionpact.org

Mailing Address

P.O. Box 1965
Waycross, GA 31502-1965

Regional Consultant

Beth Houtz

Phone: (229) 238-2130

Fax: (229) 238-2955

beth.houtz@decal.ga.gov

The following information is associated with a Licensing Study:

Activities and Equipment

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

Met

Comment

Discussed rotating toys to support the procedures of daily disinfecting.

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

Parent authorizations obtained/completed.

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

Please be mindful to keep items that pose a hazard inaccessible to children.

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. The grass on the playground appeared to be well maintained. The consultant discussed daily monitoring of the playground and playground equipment to ensure that hazards are not present while children are present for care.

Food Service

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

Comment

Center menu meets USDA guidelines.

Health and Hygiene

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Diapering was not directly observed during the virtual walk through. Procedures and sanitation regarding proper diapering were discussed with the Director/Provider on this date.

Comment

Staff state proper knowledge of diapering procedures.

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Handwashing was not directly observed during the virtual walk through. Hand washing supplies were observed, and hand washing practices were discussed with the Director on this date.

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

Comment

Documentation for medication dispensing observed complete.

Safety

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director/Provider on this date.

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

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. No infants are currently enrolled. Tight fitting sheets, SIDS, and infant sleeping position were discussed with the Director on this date. The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Staff Records**Records Reviewed: 22****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 11/19/2014	
Staff # 2	Met
Date of Hire: 11/26/2012	
Staff # 3	Met
Date of Hire: 01/13/2003	
Staff # 4	Met
Date of Hire: 08/22/2013	
Staff # 5	Met
Date of Hire: 01/19/2021	
Staff # 6	Met
Date of Hire: 08/19/2002	
Staff # 7	Met
Date of Hire: 09/24/2018	
Staff # 8	Met
Date of Hire: 07/30/2018	
Staff # 9	Met
Date of Hire: 09/02/2014	
Staff # 10	Met
Date of Hire: 07/21/2005	
Staff # 11	Met
Date of Hire: 12/18/2013	
Staff # 12	Met
Date of Hire: 11/01/2011	

Staff # 13 Date of Hire: 08/17/2015	Met
Staff # 14 Date of Hire: 08/01/2006	Met
Staff # 15 Date of Hire: 08/07/2014	Met
Staff # 16 Date of Hire: 08/01/2016	Met
Staff # 17 Date of Hire: 04/12/2010	Met
Staff # 18 Date of Hire: 01/15/2020	Met
Staff # 19 Date of Hire: 03/12/2018	Met
Staff # 20 Date of Hire: 07/29/2019	Met
Staff # 21 Date of Hire: 09/09/2019	Met
Staff # 22 Date of Hire: 09/23/2019	Met

Staff Credentials Reviewed: 7

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

Comment

Criminal record checks were observed to be complete.

Comment

Director provided one file(s) for employees hired since last visit.

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

Comment

Evidence observed of 50% 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

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 August 15, 2020.

Staffing and Supervision

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

Adequate supervision observed on this date.

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

Center observed to maintain appropriate staff:child ratios.