



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: 2/9/2018 **VisitType:** Licensing Study **Arrival:** 11:00 AM **Departure:** 3:00 PM

CCLC-33769

Coffee County Head Start

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

Regional Consultant

Sharelle Cross

Phone: (770) 357-7044

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sharelle.cross@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. 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.
02/09/2018	Licensing Study	Good Standing	
09/06/2017	Monitoring Visit	Good Standing	
03/29/2017	Licensing Study	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
One Bldg.	A	One Year Olds and Two Year Olds and Three Year Olds	2	5	C	20	C	NA	NA	Lunch
One Bldg.	B	Three Year Olds and Four Year Olds	3	15	C	20	C	NA	NA	Lunch
One Bldg.	C	Three Year Olds	2	8	C	20	C	NA	NA	Lunch
One Bldg.	D	Three Year Olds	2	14	C	20	C	NA	NA	Lunch
One Bldg.	E	One Year Olds and Two Year Olds and Three Year Olds	2	7	C	20	C	NA	NA	Lunch
One Bldg.	F	One Year Olds and Two Year Olds	2	12	C	20	C	NA	NA	Feeding

Total Capacity @35 sq. ft.: 120

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 61

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

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. You are encouraged not to wait and to complete the process as soon as possible.

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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

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

Lavette Flowers, Program Official

Date

Sharelle Cross, Consultant

Date



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Findings Report

Date: 2/9/2018 **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

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.

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)

Technical Assistance

Technical Assistance

591-1-1-.26(9) - Please ensure the orange metal rider and the red metal rider with the tunnel on the older playground are painted as the paint is chipped in several areas.

Correction Deadline: 2/9/2018

Food Service

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

Center menu meets USDA guidelines.

591-1-1-.18 Kitchen Operations	Met
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Comment

The food is not cooked at this location. Consultant observed the area where the food is plated and served to be clean and in good repair.

Health and Hygiene

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

Hand washing requirements for diapering were discussed with the director on this date.

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

Proper hand washing observed throughout the center.

591-1-1-.20 Medications(CR)	Not Met
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Comment

Please document N/A or none if no adverse reaction is observed.

Finding

591-1-1-.20(3) requires the Center to maintain a record of medication dispensed that includes the date, time and amount of medication, any noticeable adverse reaction, and the signature or initials of the person administering the medication. It was determined based on a review of medication logs that the time was not documented when medication was dispensed on three different days in December 2017.

POI (Plan of Improvement)

The Center will train Staff responsible for ensuring that all required sections on the medication logs are completed as required. The director or management will review the form each time medication is dispensed for accuracy each time medication is dispensed.

Correction Deadline: 2/9/2018

Safety

591-1-1-.05 Animals	Met
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Comment

Center does not keep animals on premises.

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

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

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

Center does not participate in field trips at this time.

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

Center does not provide routine transportation.

Sleeping & Resting Equipment

Correction Deadline: 9/6/2017

Corrected on 2/9/2018

.30(4) - This citation was corrected on this date. Consultant observed the cots stored in the hallway and covered.

Staff Records

Records Reviewed: 25

Records with Missing/Incomplete Components: 12

Staff # 1	Not Met
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Date of Hire: 10/26/2015

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 2	Not Met
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Date of Hire: 08/19/2002

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 3	Met
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Date of Hire: 08/20/1974

Staff # 4	Not Met
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Date of Hire: 08/05/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 5	Met
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Date of Hire: 02/22/2016

Staff # 6	Not Met
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Date of Hire: 04/12/2010

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 7	Not Met
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Date of Hire: 11/26/2012

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.14(2)-CPR missing

Staff # 8	Met
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Date of Hire: 10/16/2017

Staff # 9	Met
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Staff # 10	Met
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Date of Hire: 09/02/2014

Staff # 11

Not Met

Date of Hire: 08/22/2013

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 12

Not Met

Date of Hire: 07/18/2005

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 13

Met

Date of Hire: 08/17/2016

Staff # 14

Met

Date of Hire: 09/13/2016

Staff # 15

Not Met

Date of Hire: 08/01/2006

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 16

Not Met

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 17

Met

Date of Hire: 11/07/2016

Staff # 18

Not Met

Date of Hire: 11/19/2014

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 19

Met

Date of Hire: 08/07/2014

Staff # 20

Not Met

Date of Hire: 07/30/2001

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 21

Met

Date of Hire: 04/27/2017

Staff # 22 Not Met
 Date of Hire: 07/28/2008
"Missing/Incomplete Components"
 .33(5)-10 Hrs. Annual Training

Staff # 23 Met
 Date of Hire: 08/17/2015

Staff # 24 Met
 Date of Hire: 10/16/2006

Staff # 25 Met
 Date of Hire: 11/26/2012

Staff Credentials Reviewed: 25

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

Comment

Criminal records checks were observed to be complete.

591-1-1-.33 Staff Training Not Met

Finding

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on a review of staff files that 12 employees did not have the 10 hours of annual training as required.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 3/11/2018

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

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

Staffing and Supervision

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

Comment

Staff observed to provide direct supervision and be attentive to children's needs.

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

Comment

Adequate supervision observed on this date.