



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: 5/14/2019 **VisitType:** Licensing Study **Arrival:** 11:40 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

Connie Boatright

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connie.boatright@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.
05/14/2019	Licensing Study	Good Standing	
12/10/2018	Monitoring Visit	Good Standing	
02/09/2018	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	Two Year Olds and Three Year Olds	2	3	C	20	C	NA	NA	Transitioning, Nap
One Bldg.	B	One Year Olds and Two Year Olds and Three Year Olds	2	7	C	20	C	NA	NA	Nap, Transitioning
One Bldg.	C	Two Year Olds and Three Year Olds	3	14	C	20	C	NA	NA	Nap, Transitioning
One Bldg.	D	Three Year Olds and Four Year Olds	2	11	C	20	C	NA	NA	Nap, Outside, Transitioning
One Bldg.	E	Three Year Olds and Four Year Olds and Five Year Olds	2	13	C	20	C	NA	NA	Nap, Transitioning
One Bldg.	F	PreK	2	12	C	20	C	NA	NA	Nap, Transitioning
Total Capacity @35 sq. ft.: 120			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 60			Total Capacity @25 sq. ft.: 0							

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

Comments

This Licensing Study is the second regulatory visit for Coffee County Head Start this 2018 - 2019 fiscal year.

The consultant reviewed all staff files and finds that each staff member has a satisfactory comprehensive fingerprint criminal background check on file.

The center director stated medication is provided, no field trips or routine transportation.

The center currently has a two star Quality Rating.

Plan of Improvement: Developed This Date 05/14/2019

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.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.decal.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@decal.ga.gov

Lavette Flowers, Program Official

Date

Connie Boatright, Consultant

Date



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Findings Report

Date: 5/14/2019 **VisitType:** Licensing Study

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Met

Comment

The consultant observed current lesson plans in each classroom.

Correction Deadline: 5/14/2019

Comment

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

Correction Deadline: 5/14/2019

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

Met

Comment

The consultant observed equipment and materials to be in good repair.

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

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 8

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met

Records Reviewed: 8

Records with Missing/Incomplete Components: 0

Child # 5	Met
Child # 6	Met
Child # 7	Met
Child # 8	Met

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

Met

Comment

Parent agreements observed obtained/completed.

Comment

Parent authorizations obtained/completed.

Comment

Records were observed to be complete and well organized.

Facility

591-1-1-.06 Bathrooms

Met

Comment

Bathrooms observed to be clean and well maintained.

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

No hazards observed accessible to children on this date.

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

Technical Assistance

Technical Assistance

591-1-1-.26(9) - The center director / staff will ensure that the weeds which are growing through the climbing equipment located on the small playground is removed.

Correction Deadline: 5/14/2019

Food Service

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

Met

Comment

Center menu meets USDA guidelines.

Comment

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk
5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk
2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://decal.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

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

Kitchen appears clean and well organized.

Health and Hygiene

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

Staff state proper knowledge of diapering procedures.

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

Proper hand washing observed throughout the center.

Comment

Staff were observed to remind children to wash hands.

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

Documentation for medication dispensing observed complete.

Policies and Procedures

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

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

Correction Deadline: 5/19/2019

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

The consultant observed the parental access form to be posted as required.

Correction Deadline: 5/14/2019

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

Observed all required posted notices.

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

Age-appropriate discussion and/or redirection observed.

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

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

Discussed SIDS and infant sleeping position.

Comment

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.

Correction Deadline: 9/6/2017

Corrected on 5/14/2019

.30(4) - The previous citation is observed to be corrected on this date.

Staff Records

Records Reviewed: 33

Records with Missing/Incomplete Components: 0

Staff # 1	Met
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Date of Hire: 10/26/2015

Staff # 2	Met
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Date of Hire: 08/19/2002

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

Staff # 4	Met
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Date of Hire: 08/05/2016

Staff # 5	Met
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Date of Hire: 07/05/2012

Staff # 6	Met
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Date of Hire: 02/22/2016

Staff # 7 Met

Date of Hire: 04/12/2010

Staff # 8 Met

Date of Hire: 03/05/2019

Staff # 9 Met

Date of Hire: 11/26/2012

Staff # 10 Met

Date of Hire: 03/06/2014

Staff # 11 Met

Date of Hire: 10/16/2017

Staff # 12 Met

Date of Hire: 09/02/2014

Staff # 13 Met

Date of Hire: 08/22/2013

Staff # 14 Met

Staff # 15 Met

Date of Hire: 02/26/2016

Staff # 16 Met

Date of Hire: 07/18/2005

Staff # 17 Met

Date of Hire: 08/17/2016

Staff # 18 Met

Date of Hire: 09/13/2016

Staff # 19 Met

Date of Hire: 02/21/2019

Staff # 20 Met

Date of Hire: 09/18/2018

Staff # 21 Met

Date of Hire: 09/18/2018

Records Reviewed: 33**Records with Missing/Incomplete Components: 0**

Staff # 22	Met
Date of Hire: 07/30/2018	
Staff # 23	Met
Date of Hire: 08/01/2006	
Staff # 24	Met
Staff # 25	Met
Date of Hire: 11/19/2014	
Staff # 26	Met
Date of Hire: 08/07/2014	
Staff # 27	Met
Date of Hire: 04/27/2017	
Staff # 28	Met
Date of Hire: 07/28/2008	
Staff # 29	Met
Date of Hire: 08/17/2015	
Staff # 30	Met
Date of Hire: 08/17/2015	
Staff # 31	Met
Date of Hire: 10/16/2006	
Staff # 32	Met
Date of Hire: 11/26/2012	
Staff # 33	Met
Date of Hire: 11/01/2011	

Staff Credentials Reviewed: 33

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

Criminal record checks were observed to be complete.

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

Evidence observed of 100% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training	Met
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Comment

Documentation observed of required staff training.

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**

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