



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: 9/6/2017 **VisitType:** Monitoring Visit **Arrival:** 9:30 AM **Departure:** 11:15 AM

CCLC-33769

Coffee County Head Start

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

Mailing Address

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

Regional Consultant

Connie Boatright

Phone: (912) 544-9701

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connie.boatright@dec.al.ga.gov

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.
09/06/2017	Monitoring Visit	Good Standing	
03/29/2017	Licensing Study	Good Standing	
09/19/2016	Monitoring Visit	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	Three Year Olds	2	15	C	20	C	NA	NA	Centers
One Bldg.	B	Three Year Olds	3	16	C	20	C	NA	NA	Transitioning, Outside
One Bldg.	C	Three Year Olds	2	15	C	20	C	NA	NA	Centers
One Bldg.	D	Three Year Olds	2	11	C	20	C	NA	NA	Outside, Transitioning
One Bldg.	E	One Year Olds and Two Year Olds and Three Year Olds	2	7	C	20	C	NA	NA	Transitioning, Outside
One Bldg.	F	One Year Olds and Two Year Olds	2	7	C	20	C	NA	NA	Outside, Transitioning
Total Capacity @35 sq. ft.: 120			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 71			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

This Monitoring Visit is the first regulatory visit for Coffee County Head Start this 2017 - 2018 fiscal year.

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

The center director stated no field trips or transportation are provided. Additionally, no medication is provided. The center does provide liability insurance.

No infants are present on during this visit.

Plan of Improvement: Developed This Date 09/06/2017

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.



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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@decga.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://decga.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)

Lavette Flowers, Program OfficialDate

Connie Boatright, ConsultantDate



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Findings Report

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The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.03 Activities

Met

Comment

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

Correction Deadline: 9/6/2017

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

Met

Comment

Observed-Variety Throughout Center

Correction Deadline: 3/29/2017

Corrected on 9/6/2017

.12(2)(a) - The previous citation is observed to be corrected on this day.

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

Met

Comment

No Swimming Activities Provided

Children's Records

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

Met

Correction Deadline: 3/29/2017

Corrected on 9/6/2017

.08(p)1. - The previous citation is observed to be corrected on this day. All children in attendance is observed to be signed into their classrooms.

Facility

591-1-1-.06 Bathrooms	Met
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Comment

Observation-Clean and Well Maintained

591-1-1-.19 License Capacity(CR)	Met
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Comment

Licensed Capacity Routinely Met

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

Observation-Center Clean/Well Maintained

Comment

Observation-No Hazards Accessible

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

Observation-Clean/Good Repair

Health and Hygiene

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

Staff Stated Proper Knowledge

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

Observed-Proper Hand Washing Throughout

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

No medications administered.

Correction Deadline: 9/6/2017

Safety

591-1-1-.05 Animals	Met
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Comment

No Animals Kept

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

Observed-Discussion/Redirection

Comment

Observed-Positive Learning Environment

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

No Field Trips at This Time

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

No Routine Transportation Provided

Sleeping & Resting Equipment

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

Not Met

Finding

591-1-1-.30(4). requires that if cots and mats are stored in the children's activity room or area, they shall be stored to prevent children's access to them and to allow maximum use of play space. When storage is available and used for the storage of cots and mats that allows the cots, mats and any bedding to be stored without touching any other cots, mats or bedding, the bedding may be left on the cot or mat. When such storage is not available for the cots and mats, each child's bedding shall be kept separate from other children's bedding and stored in containers marked for individual use, such as, but not limited to, bins, cubbies, or bags. It was determined based on the consultant's observation that eight cots are being stored inside of the first classroom on the left, not covered and accessible to the one and two-year-old children.

POI (Plan of Improvement)

The Center will store cots and mats so children do not have access to them and they don't take up play space and will store them so each child's bedding is separate from the others.

Correction Deadline: 9/6/2017

Staff Records

Records Reviewed: 36

Records with Missing/Incomplete Components: 0

Staff # 1	Met
Date of Hire: 08/07/2014	
Staff # 2	Met
Date of Hire: 10/26/2015	
Staff # 3	Met
Date of Hire: 07/22/2013	
Staff # 4	Met
Date of Hire: 10/26/2015	
Staff # 5	Met
Date of Hire: 08/19/2002	
Staff # 6	Met
Date of Hire: 08/20/1974	
Staff # 7	Met
Date of Hire: 08/05/2016	
Staff # 8	Met
Date of Hire: 07/05/2012	
Staff # 9	Met
Date of Hire: 02/22/2016	

Staff # 10 Date of Hire: 02/16/2016	Met
Staff # 11 Date of Hire: 04/12/2010	Met
Staff # 12 Date of Hire: 10/26/2015	Met
Staff # 13 Date of Hire: 11/26/2012	Met
Staff # 14 Date of Hire: 03/06/2014	Met
Staff # 15 Date of Hire: 02/16/2016	Met
Staff # 16 Date of Hire: 01/03/2017	Met
Staff # 17 Date of Hire: 08/07/2015	Met
Staff # 18 Date of Hire: 09/02/2014	Met
Staff # 19 Date of Hire: 08/22/2013	Met
Staff # 20	Met
Staff # 21 Date of Hire: 02/26/2016	Met
Staff # 22 Date of Hire: 07/18/2005	Met
Staff # 23 Date of Hire: 08/17/2016	Met
Staff # 24 Date of Hire: 09/13/2016	Met
Staff # 25	Met

Records Reviewed: 36**Records with Missing/Incomplete Components: 0**

Date of Hire: 04/11/2016

Staff # 26

Met

Date of Hire: 08/01/2006

Staff # 27

Met

Staff # 28

Met

Date of Hire: 11/07/2016

Staff # 29

Met

Date of Hire: 11/19/2014

Staff # 30

Met

Date of Hire: 08/07/2014

Staff # 31

Met

Date of Hire: 07/30/2001

Staff # 32

Met

Date of Hire: 07/28/2008

Staff # 33

Met

Date of Hire: 08/17/2015

Staff # 34

Met

Date of Hire: 10/16/2006

Staff # 35

Met

Date of Hire: 11/26/2012

Staff # 36

Met

Date of Hire: 01/16/2015

Staff Credentials Reviewed: 36**591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Criminal Records Check complete

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

Lead staff education requirements

Staffing and Supervision

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

Observed-Appropriate Staff:Child Ratios

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

Observed-Direct Supervision/Attentive Staff