



**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: 3/29/2018 **VisitType:** Licensing Study

Arrival: 11:50 AM

Departure: 4:15 PM

CCLC-33856

Newton County Head Start Center

25 Lover's Lane Covington, GA 30016 Newton County
(770) 784-7528 cbrooks@mtecdc.org

Regional Consultant

Alva Huff

Phone: (770) 357-3405

Fax: (770) 357-3404

jennifer.taylor@decal.ga.gov

Mailing Address

Same

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.
03/29/2018	Licensing Study	Good Standing	
09/27/2017	Complaint Closure	Good Standing	
09/07/2017	Complaint Investigation & 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
Main	A - 1R	Three Year Olds	2	7	C	27	C	NA	NA	Outside
Main	B - 2R	Three Year Olds	2	16	C	24	C	NA	NA	Outside
Main	C - 3R Back		0	0	C	24	C	NA	NA	Not In Use
Main	C - 3R Front		0	0	C	28	C	NA	NA	Not In Use
Main	D - 4R	PreK	2	15	C	37	C	NA	NA	Outside
Main	E - 5R	Two Year Olds and Three Year Olds	2	16	C	37	C	NA	NA	Transitioning, Outside
Main	F - 6R		0	0	C	12	C	NA	NA	Not In Use
Main	G - 7R		0	0	C	18	C	NA	NA	Not In Use
Main	H - 8R	Two Year Olds and Three Year Olds	2	6	C	29	C	NA	NA	Nap
Main	I - 9R	One Year Olds and Two Year Olds and Three Year Olds	2	5	C	23	C	NA	NA	Nap
Main	J - 1L		0	0	C	18	C	NA	NA	Not In Use
Main	K - 10R Left Hall	Three Year Olds and Four Year Olds	2	14	C	39	C	NA	NA	Outside
Main	N - 2L Left Hall		0	0	C	24	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 340						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 79			Total Capacity @35 sq. ft.: 340			Total Capacity @25 sq. ft.: 0				


Building	Playground	Playground Occupancy	Playground Compliance
Main	A - Front	21	C
Main	B - Back	50	C
Main	C - Right Side	344	C

Comments

The purpose of this visit was to conduct a licensing study and to follow up on the previous visit from September 7, 2017.

Plan of Improvement: Developed This Date 03/29/2018

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@decals.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://decals.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.decals.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@decals.ga.gov

Cassandra Brooks, Program Official

Date

Alva Huff, 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-.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)

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 6

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met

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

Met

Correction Deadline: 9/21/2017

Corrected on 3/29/2018

.08(1) - Previous citation corrected in that consultant observed complete enrollment records for six (6) enrolled children's files reviewed on this date.

Correction Deadline: 9/7/2017

Corrected on 3/29/2018

.08(6) - Previous citation corrected in that consultant observed arrival and departure for enrolled children on this date.

Correction Deadline: 9/7/2017

Corrected on 3/29/2018

.08(7) - Previous citation corrected in that consultant observed complete enrollment records for six (6) enrolled children's files reviewed on this date.

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) **Not Met**

Finding

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined, based on an observation that there was an unlocked storage cabinet in the B-2R classroom. It was further determined, that the storage closet containing teacher supplies, teacher's purses and cleaning supplies was unlocked in the D-4R classroom on this date.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 3/29/2018

Recited on 3/29/2018

Finding

591-1-1-.25(17) requires that the Center premises be free of plants and shrubs which are poisonous or hazardous. It was determined, based on an observation that several tree shrubs were growing through the fencing on the C - Right Side playground on this date.

POI (Plan of Improvement)

The harmful item will be removed.

Correction Deadline: 4/2/2018

Recited on 3/29/2018

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined, based on an observation that there was heavy dust/dirt build-up on the exhaust fans located in the restrooms in classrooms A-1R; B-2R; E-5R; H-8R; and K-10R Left Hall. It was further determined, that the exhaust fan cover in classroom A-1R was broken and the exhaust fan in classroom D-4R was detached from the ceiling on this date.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 4/2/2018

Recited on 3/29/2018

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

Correction Deadline: 9/21/2017

Corrected on 3/29/2018

.26(9) - Previous citation corrected in that consultant observed children's outside playground in good repair on this date.

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

Correction Deadline: 9/7/2017

Corrected on 3/29/2018

.17(7) - Previous citation corrected in that consultant observed proper handwashing procedures on this date.

Correction Deadline: 9/7/2017

Corrected on 3/29/2018

.17(8) - Previous citation corrected in that consultant observed proper handwashing procedures on this date.

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

Correction Deadline: 9/7/2017

Corrected on 3/29/2018

.20(3) - Previous citation corrected in that consultant observed complete documentation of medication being dispensed on this date.

Correction Deadline: 9/8/2017

Corrected on 3/29/2018

.20(5) - Previous citation corrected in that consultant observed complete documentation of medication being dispensed on this date.

Safety

591-1-1-.05 Animals Met

Comment

Center does not keep animals on premises.

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

Comment

Age-appropriate discussion and/or redirection observed.

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

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

Comment

Pleasant naptime environment observed.

Staff Records**Records Reviewed: 27****Records with Missing/Incomplete Components: 3**

Staff # 1	Met
Date of Hire: 10/01/2017	
Staff # 2	Met
Date of Hire: 10/06/2014	
Staff # 3	Met
Date of Hire: 11/02/2012	
Staff # 4	Met
Date of Hire: 10/19/2017	
Staff # 5	Met
Date of Hire: 08/03/2015	
Staff # 6	Met
Date of Hire: 10/11/2017	
Staff # 7	Met
Date of Hire: 12/08/2008	
Staff # 8	Met
Date of Hire: 08/03/2015	
Staff # 9	Met
Date of Hire: 10/16/2014	
Staff # 10	Met
Date of Hire: 12/05/2016	
Staff # 11	Met
Date of Hire: 08/03/2015	
Staff # 12	Not Met
Date of Hire: 11/08/2017	
<u>"Missing/Incomplete Components"</u>	
.14(2)-First Aid Missing,.14(2)-CPR missing	
Staff # 13	Met

Date of Hire: 10/01/2013

Staff # 14 Met

Date of Hire: 09/14/2017

Staff # 15 Met

Date of Hire: 09/01/2006

Staff # 16 Met

Date of Hire: 09/20/2016

Staff # 17 Met

Date of Hire: 03/03/2011

Staff # 18 Not Met

Date of Hire: 10/09/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 19 Met

Date of Hire: 09/15/2017

Staff # 20 Met

Date of Hire: 07/21/2017

Staff # 21 Met

Date of Hire: 08/01/2017

Staff # 22 Not Met

Date of Hire: 11/21/2017

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 23 Met

Date of Hire: 10/13/2014

Staff # 24 Met

Date of Hire: 01/01/2001

Staff # 25 Met

Date of Hire: 08/01/2017

Staff # 26 Met

Date of Hire: 02/12/2015

Staff # 27

Met

Date of Hire: 08/04/2011

Staff Credentials Reviewed: 27

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

Criminal records checks were observed to be complete.

Comment

Director provided (9) file(s) for employees hired since the last visit.

591-1-1-.14 First Aid & CPR**Not Met****Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined, based on a review of records that two employees hired November 2017 did not have current documentation of first aid and CPR training on this date.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 4/12/2018**Recited on 3/29/2018**

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 an observation that an employee hired October 2017 did not have documentation of health and safety orientation training on file on this date.

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: 4/12/2018**Recited on 3/29/2018****Comment**

Discussed: Fire safety training within 90 calendar days of their hire date.

Correction Deadline: 9/17/2017**Corrected on 3/29/2018**

.33(7) - Previous citation corrected in that consultant observed complete documentation of orientation complete for nine (9) new employees on this date.

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

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.