



**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:** 8/23/2021 **VisitType:** Licensing Study

**Arrival:** 1:10 PM

**Departure:** 2:10 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**

LaTanya Barber-Swift

Phone: (470) 346-1054

Fax: (678) 302-3041

latanya.barber-swift@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★ ★

<b>Compliance Zone Designation</b>		
08/23/2021	Licensing Study	Good Standing
03/02/2021	Monitoring Visit	Good Standing
09/23/2020	Licensing Study	Good Standing

**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.

**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	9	C	27	C	NA	NA	Centers
Main	B - 2R	Three Year Olds	2	12	C	24	C	NA	NA	Centers
Main	C - 3R Back		0	0	C	24	C	NA	NA	Not In Use
Main	C - 3R Front	Three Year Olds	2	13	C	28	C	NA	NA	Free Play
Main	D - 4R	PreK	2	14	C	37	C	NA	NA	Centers
Main	E - 5R	Two Year Olds	2	5	C	37	C	NA	NA	Circle Time
Main	F - 6R	One Year Olds and Two Year Olds	2	7	C	12	C	NA	NA	Free Play
Main	G - 7R		0	0	C	18	C	NA	NA	Not In Use
Main	H - 8R	Three Year Olds and Four Year Olds	2	12	C	29	C	NA	NA	Art
Main	I - 9R		0	0	C	23	C	NA	NA	Not In Use
Main	J - 1L	Infants and One Year Olds and Two Year Olds	2	8	C	18	C	NA	NA	Free Play
Main	K - 10R Left Hall		0	0	C	39	C	NA	NA	Not In Use
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: 80			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

**Comments**

An Administrative Review was conducted on August 23, 2021. Staff files, children's files, training, and background checks were all reviewed.

A virtual visit was conducted September 1, 2021, with the Director Cassandra Brooks. An in-person visit was not conducted due to the COVID-19 pandemic.

Plan of Improvement: Developed This Date 08/23/2021

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/Regulations.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.

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**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](mailto: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.

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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](mailto:qualityrated@decal.ga.gov)

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Cassandra Brooks, Program Official

Date

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LaTanya Barber-Swift, Consultant

Date



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### Findings Report

**Date:** 8/23/2021    **VisitType:** Licensing Study    **Arrival:** 1:10 PM    **Departure:** 2:10 PM

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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: 5**

**Records with Missing/Incomplete Components: 5**

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities,.08(1)-Doctor, Clinic, Phone Numbers,.08(1)-Emergency Contact information Missing,.08(3)-Address of Release Person Missing,.08(3)-Name of Release Person Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities,.08(1)-Doctor, Clinic, Phone Numbers,.08(1)-Emergency Contact information Missing,.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing,.08(3)-Address of Release Person Missing,.08(3)-Name of Release Person Missing

Child # 3

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Number Missing,.08(1)-Doctor, Clinic, Phone Numbers,.08(3)-Address of Release Person Missing,.08(3)-Name of Release Person Missing,.08(1)-Emergency Contact information Missing

Child # 4 Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities,.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing,.08(3)-Address of Release Person Missing,.08(3)-Name of Release Person Missing

Child # 5 Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities,.08(1)-Doctor, Clinic, Phone Numbers,.08(1)-Emergency Contact information Missing,.08(3)-Address of Release Person Missing,.08(3)-Name of Release Person Missing

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.08(1) - The Consultant discussed with the Director to ensure that the child enrollment applications included the following information:

- Allergies and Disabilities,
- Doctor, Clinic, Phone Numbers,
- Emergency Contact information
- Work Address
- Work Number
- Address of Release Person
- Name of Release Person Missing

**Correction Deadline: 8/23/2021**

**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)**

**Met**

**Comment**

Playground observed to be clean and in good repair.

**Food Service**

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

**Met**

**Comment**

591-1-1-.15(2) - Please ensure the new updated infant feeding form is used. Discussed revision to the written feeding plans for children under the age of 1 years old. Age-appropriate solid foods (including cereal) shall not be given to infants or children less than one (1) year of age until recommended as developmentally appropriate by the child's primary care physician and indicated in writing by the Parent(s). As soon as the feeding plan indicates that a child is ready for solid foods, the child shall be fed from individual spoons and individual containers or dishes. A child shall not be fed directly from the original baby food container if the contents are to be fed to the child at more than one (1) meal or to more than one (1) child

**Correction Deadline: 8/23/2021**

**Comment**

591-1-1-.15(7) - Discussed new revision to restricted food rule which states: Foods that are associated with young children’s choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

**Correction Deadline: 8/23/2021**

**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**

Please ensure soiled items are stored inaccessible to children.

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

**N/A**

**Comment**

The Provider currently does not dispense/administer medication.

**Safety**

**591-1-1-.05 Animals**

**N/A**

**Comment**

Center does not keep animals on premises.

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

**Met**

**Comment**

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

**591-1-1-.13 Field Trips(CR)**

**N/A**

**Comment**

Center does not participate in field trips at this time.

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

**N/A**

**Comment**

Center does not provide routine transportation.

**Sleeping & Resting Equipment**

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

**Met**

**Comment**

Discussed SIDS and infant sleeping position.

**Staff Records**

**Records Reviewed: 26**

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

Staff # 1

Met

**Records Reviewed: 26****Records with Missing/Incomplete Components: 0**

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Date of Hire: 08/02/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 2 Date of Hire: 02/04/2020	Met
Staff # 3 Date of Hire: 04/08/2019	Met
Staff # 4 Date of Hire: 06/04/2021	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 5 Date of Hire: 01/16/2002	Met
Staff # 6 Date of Hire: 08/02/2021	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 7 Date of Hire: 01/12/2017	Met
Staff # 8 Date of Hire: 12/05/2008	Met
Staff # 9 Date of Hire: 10/16/2014	Met
Staff # 10 Date of Hire: 10/11/2017	Met
Staff # 11 Date of Hire: 10/13/2014	Met
Staff # 12 Date of Hire: 02/04/2020	Met
Staff # 13 Date of Hire: 09/06/2017	Met
Staff # 14 Date of Hire: 10/09/2017	Met
Staff # 15 Date of Hire: 05/12/2021	Met

**Records Reviewed: 26**

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

Staff # 16 Date of Hire: 10/03/2013	Met
Staff # 17 Date of Hire: 08/03/2015	Met
Staff # 18 Date of Hire: 08/01/2019	Met
Staff # 19 Date of Hire: 08/03/2015	Met
Staff # 20 Date of Hire: 09/12/2018	Met
Staff # 21 Date of Hire: 09/01/2006	Met
Staff # 22 Date of Hire: 09/13/2009	Met
Staff # 23 Date of Hire: 09/14/2017	Met
Staff # 24 Date of Hire: 08/26/2019	Met
Staff # 25 Date of Hire: 07/15/2019	Met
Staff # 26 Date of Hire: 08/29/2019	Met

**Staff Credentials Reviewed: 26**

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<b>591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)</b>	<b>Met</b>
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**Comment**

Criminal record checks were observed to be complete.

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<b>591-1-1-.31 Staff(CR)</b>	<b>Met</b>
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**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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<b>591-1-1-.32 Staff:Child Ratios and Group Size(CR)</b>	<b>Met</b>
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**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

Adequate supervision observed on this date.