



**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:** 10/15/2019 **VisitType:** Licensing Study

**Arrival:** 8:40 AM

**Departure:** 1:15 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**

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>		
10/15/2019	Licensing Study	Good Standing
05/20/2019	Monitoring Visit	Good Standing
12/05/2018	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	13	C	27	C	NA	NA	Outside
Main	B - 2R	Three Year Olds and Four Year Olds	2	16	C	24	C	NA	NA	Outside
Main	C - 3R Back	Three Year Olds	2	14	C	24	C	NA	NA	Circle Time
Main	C - 3R Front		0	0	C	28	C	NA	NA	Not In Use
Main	D - 4R	PreK	2	17	C	37	C	NA	NA	Centers
Main	E - 5R		0	0	C	37	C	NA	NA	Not In Use
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	Infants and One Year Olds and Two Year Olds	2	8	C	29	C	NA	NA	Free Play
Main	I - 9R	Infants and One Year Olds and Two Year Olds	3	9	C	23	C	NA	NA	Centers
Main	J - 1L	One Year Olds and Two Year Olds	2	8	C	18	C	NA	NA	Free Play
Main	K - 10R Left Hall	Three Year Olds and Four Year Olds	2	9	C	39	C	NA	NA	Centers
Main	N - 2L Left Hall		0	0	C	24	C	NA	NA	Not In Use
<b>Total Capacity @35 sq. ft.: 340</b>						<b>Total Capacity @25 sq. ft.: 0</b>				
<b>Total # Children this Date: 94</b>			<b>Total Capacity @35 sq. ft.: 340</b>			<b>Total Capacity @25 sq. ft.: 0</b>				

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

**Comments**

Plan of Improvement: Developed This Date 10/15/2019

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/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.

**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.

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:** 10/15/2019 **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)**

**Technical Assistance**

**Technical Assistance**

591-1-1-.12(2) - Consultant discussed with provider to ensure that the blue chair in room B and in room K are removed or repaired. The chair in both rooms had exposed foam.

**Correction Deadline: 10/15/2019**

**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: 0**

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

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

**Met**

**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

Please be mindful to keep items that pose a hazard inaccessible to children.

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

Met

#### Comment

Playground observed to be clean and in good repair.

## Food Service

### 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

Staff were observed to remind children to wash hands.

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

Met

#### Comment

Discussed proper medication documentation and procedures.

## Policies and Procedures

### 591-1-1-.21 Operational Policies & Procedures

Technical Assistance

#### Technical Assistance

591-1-1-.21(3) - Consultant discussed with provider to ensure that tornado and other emergency situation drills are conducted every six months.

**Correction Deadline: 10/20/2019**

### 591-1-1-.27 Posted Notices

Met

#### Comment

Observed all required posted notices.

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

Staff # 1

Met

Date of Hire: 04/08/2019

Staff # 2

Met

Date of Hire: 12/05/2016

Staff # 3

Met

Date of Hire: 12/05/2008

Staff # 4

Met

Date of Hire: 10/11/2017

Staff # 5

Met

Date of Hire: 10/09/2017

Staff # 6

Met

Date of Hire: 10/03/2013

Staff # 7

Met

Date of Hire: 08/03/2015

**Records Reviewed: 14**

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

Staff # 8 Date of Hire: 08/01/2019	Met
Staff # 9 Date of Hire: 07/22/2019	Met
Staff # 10 Date of Hire: 09/01/2006	Met
Staff # 11 Date of Hire: 08/04/2011	Met
Staff # 12 Date of Hire: 09/14/2017	Met
Staff # 13 Date of Hire: 08/26/2019	Met
Staff # 14 Date of Hire: 08/29/2019	Met

**Staff Credentials Reviewed: 12**

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

**Comment**

Criminal record checks were observed to be complete.

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

**Comment**

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

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

**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**

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

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

**Comment**

Center observed to maintain appropriate staff:child ratios.