



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: 11/16/2017 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 11:10 AM **Departure:** 3:30 PM

CCLC-3412

Evans County Head Start

720 North Church Street Claxton, GA 30417 Evans County
 (912) 739-4576 sdoomes@coastalgacaa.org

Mailing Address
 Same

Regional Consultant

Kesha McNeal

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kesha.mcneal@dec.al.ga.gov

Joint with: Angelette Anderson

Quality Rated: ★ ★

<u>Compliance Zone Designation</u>			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.
11/16/2017	Complaint Closure	Good Standing	
11/16/2017	Complaint Investigation & Licensing Study	Good Standing	
03/20/2017	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
1	Rm 1	Three Year Olds and Four Year Olds	2	15	C	20	C	NA	NA	Lunch,Centers,Transitioning,Clean Up
1	Rm 2	Three Year Olds and Four Year Olds	2	14	C	20	C	NA	NA	Circle Time,Lunch,Transitioning
1	Rm 3	Three Year Olds and Four Year Olds	2	16	C	20	C	NA	NA	Lunch,Transitioning,Circle Time
1	Rm 5	Two Year Olds and Three Year Olds	2	6	C	19	C	NA	NA	Story,Lunch,Transitioning,Outside
1	Rm B	One Year Olds and Two Year Olds	2	8	C	19	C	NA	NA	Transitioning,Story,Art
1	Room 4	Infants and One Year Olds	2	7	C	19	C	NA	NA	Floor Play,Feeding,Transitioning,Diapering
Total Capacity @35 sq. ft.: 117					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 66					Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
1	Playground	365	C

Comments

The center director provided five files for employees hired since the last visit on this date. The facility does not conduct transportation, but field trips. The consultant and director discussed the following items:

- * The center must develop an updated emergency procedures plan. The consultant left a template of the emergency procedure plan for the facility on this date.
- * On this date the consultants review medication documentation.
- * Please remember that all staff need to complete comprehensive background checks.
- * Please remember that the center has a limitation of 57 due to the Fire Marshal/Certificate of Occupancy.

Plan of Improvement: Developed This Date 11/16/2017

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.

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.al.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://dec.al.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.dec.al.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@dec.al.ga.gov

Syreeta Doomes, Program Official

Date

Angelette Anderson, Consultant

Date

Kesha McNeal, Consultant

Date



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Findings Report

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The following information is associated with a Licensing Study Visit:

Activities and Equipment

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

Met

Comment

Observed-Variety Throughout Center

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

Met

Comment

No Swimming Activities Provided

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

Parent Authorizations Obtained/Completed

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-No Hazards Accessible

591-1-1-.26 Playgrounds(CR)	Not Met
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Finding

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on the consultant's observation that the fencing on the toddler playground on the left middle section was measuring three feet, ten inches.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 11/16/2017

Food Service

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

Menu Meets USDA Guidelines

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

Kitchen Appears Clean/Well Organized

Health and Hygiene

591-1-1-.07 Children's Health	Technical Assistance
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Technical Assistance

Please ensure that children don't have pacifiers or other hazardous items attach to their clothing

Correction Deadline: 11/16/2017

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

Observed-Proper Diapering

Comment

Staff Stated Proper Knowledge

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

Observed-Proper Hand Washing Throughout

Comment

Observed-Staff Remind Children Wash Hand

591-1-1-.20 Medications(CR)**Not Met****Finding**

591-1-1-.20(1) requires Personnel to obtain specific written authorization from the child's physician or parent in order to dispense prescription or non-prescription medications, except for first aid. Such authorization will include when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent. It was determined based on the consultant's review of records that beginning on September 26, 2017 through the present that the written authorization was missing the full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent.

POI (Plan of Improvement)

The Center will train Staff to obtain and review parental authorizations to ensure the authorization contains complete information. The designated person(s) will monitor daily.

Correction Deadline: 11/16/2017**Finding**

591-1-1-.20(3) requires the Center to maintain a record of medication dispensed that includes the date, time and amount of medication, any noticeable adverse reaction, and the signature or initials of the person administering the medication. It was determined based on the consultant's review of records that medication given since September 26, 2017 to the present was missing the date, and time the medication should be given.

POI (Plan of Improvement)

The Center will train Staff responsible for dispensing medication in the accurate completion and storage of the records and will implement a plan to monitor this.

Correction Deadline: 11/16/2017**Policies and Procedures****591-1-1-.21 Operational Policies & Procedures****Technical Assistance****Technical Assistance**

Please ensure that the center has an updated written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals.

Correction Deadline: 11/21/2017**Safety****591-1-1-.11 Discipline(CR)****Met****Comment**

Observed-Positive Learning Environment

Finding

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on the consultant's review of documents that on October 26, 2017 for the field to Ogelthorpe Family Dental the center did not document a second check of the vehicle.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 11/16/2017

Sleeping & Resting Equipment

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

Met

Comment

Correct number of mats; disinfecting discussed

Comment

Discussed-SIDS/Infant Sleeping Position

Staff Records

Records Reviewed: 19

Records with Missing/Incomplete Components: 1

Staff # 1	Met
Date of Hire: 12/04/2015	
Staff # 2	Met
Date of Hire: 02/09/2017	
Staff # 3	Met
Staff # 4	Met
Date of Hire: 09/27/2017	
Staff # 5	Met
Staff # 6	Met
Date of Hire: 11/01/2016	
Staff # 7	Met
Staff # 8	Met
Staff # 9	Met
Date of Hire: 06/28/2017	

Records Reviewed: 19**Records with Missing/Incomplete Components: 1**

Staff # 10	Met
Staff # 11	Met
Date of Hire: 08/17/2017	
Staff # 12	Met
Date of Hire: 11/21/2016	
Staff # 13	Not Met
Date of Hire: 10/05/2017	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 14	Met
Date of Hire: 11/21/2016	
Staff # 15	Met
Date of Hire: 01/16/1990	
Staff # 16	Met
Staff # 17	Met
Staff # 18	Met
Staff # 19	Met
Date of Hire: 10/10/2017	

Staff Credentials Reviewed: 19

591-1-1-.09 Criminal Records Check(CR)**Not Met****Finding**

591-1-1-.09(1)(i) requires that if the Center accept a satisfactory determination letter issued by the Department for a potential Director or Employee as evidence of that individual's Satisfactory Records Check Determination, the Records Check Clearance Date must be within the preceding 12 months from the hire date, and the Center does not know or reasonably should not know that the individual's satisfactory status has not changed. It was determined based on the consultant's review of records that an employee did not have Records Check Clearance Date must be within the preceding 12 months from the hire date.

POI (Plan of Improvement)

The Center will ensure that each potential Employee bringing a satisfactory determination letter issued by the Department has a Satisfactory Records Check Determination that is dated within the preceding 12 months from the hire date. The Center will not employ individual's whose satisfactory status has changed.

Correction Deadline: 11/16/2017**591-1-1-.14 First Aid & CPR****Met**

Comment

Observed-50% Certified First Aid & CPR

Comment

Observed-Center/Vehicle Kits Complete

Comment

Reminder-Training Expiration Dates

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

Observed - Documentation Of Training

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-Adequate Supervision