



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: 1/16/2019 **VisitType:** Licensing Study **Arrival:** 10:05 AM **Departure:** 1:00 PM

CCLC-3418

Wayne Head Start

724 North Fourth Street Jesup, GA 31545 Wayne County
 (912) 427-4527 ttowns@coastalgacaa.org

Regional Consultant

Connie Boatright

Phone: (912) 544-9701

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connie.boatright@dec.al.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.
01/16/2019	Licensing Study	Good Standing	
08/10/2018	Monitoring Visit	Good Standing	
01/29/2018	Licensing Study	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	1-2nd Right	PreK	2	17	C	17	C	NA	NA	Circle Time, Transitioning
Main	2 - Front Room	Three Year Olds and Four Year Olds	2	15	C	18	C	NA	NA	Transitioning, Circle Time
Main	3 - 1st Right	Three Year Olds and Four Year Olds and Five Year Olds	2	14	C	16	C	NA	NA	TV, Circle Time
Main	4 - 3rd Left	Three Year Olds and Four Year Olds	2	17	C	19	C	NA	NA	Centers
Main	5 - 2nd Left	Three Year Olds and Four Year Olds	2	16	C	17	C	NA	NA	Transitioning, TV, Outside
Main	6 - 1st Left	Three Year Olds and Four Year Olds	2	15	C	15	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 102			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 94			Total Capacity @35 sq. ft.: 102							
			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	165	C

Comments

This Licensing Study is the second regulatory visit for Wayne Head Start this 2018 - 2019 fiscal year.

The center currently has a two star Quality Rating.

The center director stated medication is administered, no field trips are provided and routine transportation is provided.

The consultant reviewed all staff files and finds that each staff member has a satisfactory comprehensive fingerprint criminal records clearance determination letter on file.

Plan of Improvement: Developed This Date 01/16/2019

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.al.ga.gov/CCS/RulesAndRegulations.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.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).

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

Tanisha Towns, Program Official

Date

Connie Boatright, Consultant

Date



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Findings Report

Date: 1/16/2019 **VisitType:** Licensing Study

Arrival: 10:05 AM

Departure: 1:00 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Met

Comment

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

Correction Deadline: 1/16/2019

Comment

The consultant observed current lesson plans posted in all classrooms.

Correction Deadline: 1/16/2019

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)

Met

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

Records Reviewed: 6

Records with Missing/Incomplete Components: 0

Child # 5

Met

Child # 6

Met

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

Met

Comment

Parent agreements observed obtained/completed.

Comment

Parent authorizations obtained/completed.

Comment

Records were observed to be complete and well organized.

Comment

The consultant observed all children present to be signed in on the log in and log out sheet.

Correction Deadline: 1/16/2019

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)

Technical Assistance

Technical Assistance

591-1-1-.25(13) - The center director and staff will ensure that all brooms and dust pans are stored out of child reach. Additionally, the center director and staff will ensure that all trash cans are covered with lids.

Correction Deadline: 1/16/2019

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

Met

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute.

Correction Deadline: 8/10/2018

Corrected on 1/16/2019

.26(4) - The previous citation is observed to be corrected on this date.

Food Service

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

Met

Comment

Center menu meets USDA guidelines.

Comment

The consultant observed a current menu to be posted throughout the center.

Health and Hygiene

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

The center director stated there are currently no diapering children enrolled. The center is equipped to diaper children. The center staff stated proper diapering techniques.

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

Proper hand washing observed throughout the center.

Comment

Staff were observed to remind children to wash hands.

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

Documentation for medication dispensing observed complete.

Organization

591-1-1-.16 Governing Body & License**Met****Comment**

The consultant observed a 2019 Bright From The Start license to be posted on the parent bulletin board.

Correction Deadline: 1/16/2019

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Met****Comment**

The consultant observed a current emergency plan to be posted on the parent bulletin board.

Correction Deadline: 1/21/2019

Comment

The consultant observed a thoroughly documented fire and tornado drill log to be posted on the parent bulletin board.

Correction Deadline: 1/21/2019

Comment

The consultant observed the center to have their Policy & Procedure posted on the parent bulletin board.

Correction Deadline: 1/21/2019

591-1-1-.22 Parental Access**Met****Comment**

The consultant observed the parental access notice to be posted on the parent bulletin board and at the entry of the school hallway.

Correction Deadline: 1/16/2019

591-1-1-.27 Posted Notices**Met****Comment**

Observed all required posted notices.

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.

Comment

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

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

Center does not participate in field trips at this time.

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

A current/completed inspection was observed for all vehicles used in transporting children this date.

Comment

Complete documentation of transportation observed.

Comment

The vehicle had an approved fire extinguisher and first aid kit on this date.

Sleeping & Resting Equipment**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Comment

The consultant observed the cots to be labeled per individual child, stored within the classroom setting and covered inaccessible to the children.

Correction Deadline: 1/16/2019

Staff Records**Records Reviewed: 19****Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 08/11/2016

Staff # 2

Met

Date of Hire: 06/23/2201

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 3

Met

Date of Hire: 12/30/2013

Staff # 4

Met

Date of Hire: 03/27/2017

Staff # 5

Met

Records Reviewed: 19**Records with Missing/Incomplete Components: 0**

Date of Hire: 04/22/2017

Staff # 6 Met

Date of Hire: 05/14/2016

Staff # 7 Met

Date of Hire: 01/28/2013

Staff # 8 Met

Date of Hire: 09/30/2002

Staff # 9 Met

Date of Hire: 04/22/2016

Staff # 10 Met

Date of Hire: 03/19/2018

Staff # 11 Met

Date of Hire: 08/19/2015

Staff # 12 Met

Date of Hire: 08/03/2017

Staff # 13 Met

Date of Hire: 11/27/2018

Staff # 14 Met

Date of Hire: 09/22/2014

Staff # 15 Met

Date of Hire: 08/13/2018

Staff # 16 Met

Date of Hire: 08/11/2017

Staff # 17 Met

Date of Hire: 12/12/2012

Staff # 18 Met

Date of Hire: 08/07/2013

Staff # 19 Met

Date of Hire: 12/01/2017

Staff Credentials Reviewed: 19

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

Criminal record checks were observed to be complete.

Comment

Director provided [] file(s) for employees hired since last visit.

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

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

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

Documentation observed of required staff training.

Correction Deadline: 2/28/2018

Corrected on 1/16/2019

.33(6) - The previous citation is observed to be corrected on this date.

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

Center observed to maintain appropriate staff:child ratios.

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

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