



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: 1/29/2018 **VisitType:** Licensing Study **Arrival:** 10:45 AM **Departure:** 2:00 PM

CCLC-3418

Wayne Head Start

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

Regional Consultant

Rena Keene

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 rena.keene@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.
01/29/2018	Licensing Study	Good Standing	
09/07/2017	Monitoring Visit	Good Standing	
02/01/2017	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	Three Year Olds	2	13	C	17	C	NA	NA	Transitioning, Outside
Main	2 - Front Room	Three Year Olds	2	15	C	18	C	NA	NA	Outside, Transitioning
Main	3 - 1st Right	Three Year Olds	2	14	C	16	C	NA	NA	Floor Play, Circle Time
Main	4 - 3rd Left	Three Year Olds	2	12	C	19	C	NA	NA	Centers
Main	5 - 2nd Left	Three Year Olds	2	15	C	17	C	NA	NA	Outside, Transitioning
Main	6 - 1st Left	Three Year Olds	3	14	C	15	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 102			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 83			Total Capacity @35 sq. ft.: 102							
			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	165	C

Comments

The purpose of today's visit was to conduct a Licensing Study and to follow up on previously cited rule violations. The Director stated that there have been no new hires since last visit. All records were checked for required background checks. No Liability Forms were discussed with Director.

Plan of Improvement: Developed This Date 01/29/2018

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@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

Tanisha Towns, Program Official

Date

Rena Keene, 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)

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 6

Records with Missing/Incomplete Components: 3

Child # 1 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 2 Met

Child # 3 Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

Child # 4 Met

Child # 5 Met

Child # 6 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

591-1-1-.08 Children's Records**Not Met****Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of children's records that all required information was not on file. Two of the six children's records reviewed did not contain the address for persons listed to whom the child could be released. One of the six records did not contain the telephone number for the child's physician listed on the enrollment form.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 1/29/2018**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**

Center appears clean and well maintained.

591-1-1-.26 Playgrounds(CR)**Technical Assistance****Technical Assistance**

591-1-1-.26 - Please ensure that there are no protrusion hazards on playground equipment. The orange metal climber at the front of the playground has eight bolts on the inside of the openings that must be either capped with a protective cover or cut down so that the bolts do not extend more than two threads from the securing hardware.

Technical Assistance

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. Please ensure that the cement footer observed beneath the third pole from the back, southwest corner of the playground is covered or removed so that it is no longer accessible to children and does not pose a hazard.

Correction Deadline: 1/29/2018**Food Service**

Technical Assistance

591-1-1-.15 - Lunch observed to be served during visit consisted of turkey burritos, lettuce, tomatoes, black beans and 1 % milk. Consultant discussed with director new USDA requirements that were made effective October 1, 2016. Please ensure that these guidelines are being met.

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

There were no children enrolled in the program who require diapering.

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

Proper hand washing observed throughout the center.

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

Documentation for medication dispensing observed complete.

Policies and Procedures**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**

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**

Complete documentation of transportation observed.

Sleeping & Resting Equipment

Technical Assistance

591-1-1-.30(1)(b)3 requires that sheets or similar coverings for cots or mats shall either be marked for individual use or laundered daily. If marked for individual use, they must be laundered weekly or more frequently if needed. It was determined based on consultant's observation that sheets were not laundered as needed. Two of the top cots in two of the five classrooms were observed to be stained and not clean. Both brown spots and red stains were observed. Please ensure that sheets are laundered as needed, and more often than once a week when they are soiled.

Correction Deadline: 1/29/2018

Staff Records

Records Reviewed: 19

Records with Missing/Incomplete Components: 2

Staff # 1 Met

Date of Hire: 08/11/2016

Staff # 2 Met

Date of Hire: 07/24/2017

Staff # 3 Met

Date of Hire: 06/23/2201

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

Staff # 4 Not Met

Date of Hire: 12/30/2013

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 5 Met

Date of Hire: 03/27/2017

Staff # 6 Met

Date of Hire: 04/22/2017

Staff # 7 Met

Date of Hire: 05/14/2016

Staff # 8 Met

Date of Hire: 01/28/2013

Staff # 9 Met

Staff # 10 Met

Date of Hire: 09/30/2002

Staff # 11 Met

Date of Hire: 04/22/2016

Records Reviewed: 19**Records with Missing/Incomplete Components: 2**

Staff # 12	Met
Date of Hire: 08/19/2015	
Staff # 13	Met
Date of Hire: 08/03/2017	
Staff # 14	Not Met
Date of Hire: 09/22/2014	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 15	Met
Staff # 16	Met
Date of Hire: 08/21/2013	
Staff # 17	Met
Date of Hire: 08/11/2017	
Staff # 18	Met
Date of Hire: 12/12/2012	
Staff # 19	Met
Date of Hire: 08/07/2013	

Staff Credentials Reviewed: 19

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

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit

Comment

Criminal records checks were observed to be complete.

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

Evidence observed of 50% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training **Not Met****Correction Deadline: 9/7/2017****Corrected on 1/29/2018**

.33(1) - Signed orientation forms were observed in all staff records. Please refer to rule no. 591-1-1-.33(2)

Technical Assistance

591-1-1-.33(2) - Please ensure that each item on the orientation forms are marked to show that the subjects required to be reviewed are covered.

Correction Deadline: 1/29/2018**Finding**

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on a review of staff records that two of the 19 staff employed did not have the required ten hours of ongoing training for the 2017 calendar year.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 2/28/2018

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

All staff meet all minimum qualifying requirements.

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.