



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: 9/7/2017 **VisitType:** Monitoring Visit **Arrival:** 9:45 AM **Departure:** 12:45 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

Phone: (912) 544-9930
 Fax: (912) 544-9926
 rena.keene@decal.ga.gov

Mailing Address
 Same

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.
09/07/2017	Monitoring Visit	Good Standing	
02/01/2017	Licensing Study	Good Standing	
09/26/2016	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
Main	1-2nd Right	PreK	2	18	C	17	NC	NA	NA	Centers
Main	2 - Front Room	Three Year Olds	2	18	C	18	C	NA	NA	Circle Time, Transitioning, Clean Up
Main	3 - 1st Right	Three Year Olds	2	16	C	16	C	NA	NA	Centers
Main	4 - 3rd Left	Three Year Olds	2	14	C	19	C	NA	NA	Circle Time, Outside, Centers
Main	5 - 2nd Left	Three Year Olds	2	14	C	17	C	NA	NA	Centers
Main	6 - 1st Left	Three Year Olds	2	12	C	15	C	NA	NA	Outside, Circle Time
Total Capacity @35 sq. ft.: 102			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 92			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 Monitoring Visit and to follow up on any previously cited rule violations. The director stated that there have been eight new employees hired since last visit.

Plan of Improvement: Developed This Date 09/07/2017

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.



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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@decga.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://decga.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)

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 Monitoring 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

Facility

591-1-1-.19 License Capacity(CR)

Met

Comment

Licensed Capacity Routinely Met

591-1-1-.25 Physical Plant - Safe Environment(CR)

Met

Comment

Observation-Center Clean/Well Maintained

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

Technical Assistance

Technical Assistance

591-1-1-.26(9) - Discussed marking tree roots and stump with bright paint to prevent tripping hazards.

Correction Deadline: 9/7/2017

Health and Hygiene

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

Met

Comment

No children are enrolled who require diapering.

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

Comment

Observed-Staff Remind Children Wash Hand

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

Comment

Discussed-Documentation/Procedures - Director stated that medications are not administered at the center.

Safety

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

Comment

Observed-Positive Learning Environment

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

Comment

No Field Trips at This Time

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

Comment

Observed-Complete Documentation

Sleeping & Resting Equipment

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

Comment

Correct number of mats; disinfecting discussed

Staff Records

Records Reviewed: 19

Records with Missing/Incomplete Components: 9

Staff # 1 **Not Met**

Date of Hire: 08/11/2016

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing

Staff # 2 **Not Met**

Date of Hire: 07/24/2017

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing

Staff # 3 **Not Met**

Date of Hire: 06/23/2201

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

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing

Staff # 4 **Met**

Date of Hire: 12/30/2013

Staff # 5	Not Met
Date of Hire: 03/27/2017	
<u>"Missing/Incomplete Components"</u>	
.24(d)-Evidence of Orientation Missing	
Staff # 6	Met
Date of Hire: 04/22/2017	
Staff # 7	Met
Date of Hire: 05/14/2016	
Staff # 8	Not Met
Date of Hire: 01/28/2013	
<u>"Missing/Incomplete Components"</u>	
.24(d)-Evidence of Orientation Missing	
Staff # 9	Not Met
<u>"Missing/Incomplete Components"</u>	
.24(d)-Evidence of Orientation Missing	
Staff # 10	Met
Date of Hire: 09/30/2002	
Staff # 11	Met
Date of Hire: 04/22/2016	
Staff # 12	Met
Date of Hire: 08/19/2015	
Staff # 13	Not Met
Date of Hire: 08/03/2017	
<u>"Missing/Incomplete Components"</u>	
.24(d)-Evidence of Orientation Missing	
Staff # 14	Met
Date of Hire: 09/22/2014	
Staff # 15	Met
Staff # 16	Met
Date of Hire: 08/21/2013	
Staff # 17	Not Met
Date of Hire: 08/11/2017	

Records Reviewed: 19**Records with Missing/Incomplete Components: 9**"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing

Staff # 18

Met

Date of Hire: 12/12/2012

Staff # 19

Not Met

Date of Hire: 08/07/2013

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff Credentials Reviewed: 19**591-1-1-.09 Criminal Records Check(CR)****Technical Assistance****Technical Assistance**

591-1-1-.09(1)(d) requires each Employee and Center Director hired on or after January 1, 2014 to have a satisfactory Fingerprint Records Check Determination with a Records Check Clearance date that is within 12 months of their hire date. In order for the Department to issue a satisfactory Fingerprint Records Check Determination, each Employee and Director must submit both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. Eight employee records were observed to have satisfactory background checks, but were not listed on the center's KOALA list for Comprehensive Background checks. Please ensure that portability requirements are met for employees who transfer from another center within 12 months of their effective satisfactory date. If an employee transfers after one year from the effective date, a new Comprehensive Background fingerprint check is required.

Correction Deadline: 9/7/2017

591-1-1-.33 Staff Training**Not Met****Finding**

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined based on a review of staff records that there was no evidence of orientation for the eight employees hired since last visit. A copy of the department's orientation form was provided to the director.

POI (Plan of Improvement)

The Center will develop and provide orientation for all new Staff prior to their staff's assignment to children or task.

Correction Deadline: 9/7/2017

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

All lead staff education requirements were found to be met based on a review of staff records. All staff were qualified for the positions which they hold.

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-Direct Supervision/Attentive Staff