



**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:** 1/14/2019    **VisitType:** Licensing Study    **Arrival:** 10:50 AM    **Departure:** 3:10 PM

**CCLC-35956**

**Henry County Head Start Center**

84 Carter's Lane Locust Grove, GA 30248 Henry County  
 (770) 957-3524 ccaffee@mtccdc.org

**Regional Consultant**

April Brown

Phone: (770) 357-5101

Fax: (770) 357-5102

april.brown@decals.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
01/14/2019	Licensing Study	Good Standing	
09/25/2018	Monitoring Visit	Good Standing	
05/14/2018	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	A-1st Left EHS 1	Infants and Two Year Olds and Three Year Olds	2	7	C	8	C	NA	NA	Outside
Main	B 2nd left EHS 2	Two Year Olds and Three Year Olds	2	6	C	8	C	NA	NA	Outside
Main	C 3rd left EHS 3	One Year Olds and Two Year Olds and Three Year Olds	2	6	C	15	C	NA	NA	Outside
Main	D-4th Left	Three Year Olds and Four Year Olds	2	17	C	17	C	NA	NA	Circle Time
Main	E- 4th Right	PreK	2	20	C	22	C	NA	NA	Circle Time
Main	F- 3rd Right	PreK	3	13	C	22	C	NA	NA	Lunch
Main	G-2nd Right	Three Year Olds	3	16	C	20	C	NA	NA	Lunch
Main	H- 1st Right		0	0	C	17	C	NA	NA	Not In Use

Total Capacity @35 sq. ft.: 129

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 85

Total Capacity @35 sq. ft.: 129


Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	A- Infant/Toddler	32	C
Main	A- Infants/Toddlers	32	C
Main	B-Preschool	52	C
Main	C- Preschool	79	C
Main	Playground B	186	C

**Comments**

Plan of Improvement: Developed This Date 01/14/2019

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](mailto: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.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](mailto:qualityrated@dec.al.ga.gov)

---

Cindy Caffee, Program Official

Date

---

April Brown, Consultant

Date



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

### Findings Report

**Date:** 1/14/2019 **VisitType:** Licensing Study **Arrival:** 10:50 AM **Departure:** 3:10 PM

#### CCLC-35956

#### Henry County Head Start Center

84 Carter's Lane Locust Grove, GA 30248 Henry County  
(770) 957-3524 ccaffee@mtecdc.org

#### Regional Consultant

April Brown

Phone: (770) 357-5101  
Fax: (770) 357-5102  
april.brown@decals.ga.gov

**Mailing Address**  
Same

The following information is associated with a Licensing Study:

### Activities and Equipment

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

Not Met

#### Finding

591-1-1-.12(4) requires that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. It was determined based on observation the following equipment was not secured as required:

- \* In the second left classroom, a computer and printer were located on top of a low desktop on the left side of the classroom.
- \* In the third left classroom, a printer was located on top of a low table to the left of the classroom.
- \* In the fourth left classroom, a computer was on top of a low table on the right side of the classroom.
- \* In the second right classroom, a computer, printer and modem were located on a low desktop on the left side of the classroom.
- \* In the third right classroom, a computer, printer and radio were located on top of a lower table on the left side of the classroom.
- \* In the fourth right classroom, a computer, printer, radio and modem were on top of a low desktop on the right side of the classroom.

#### POI (Plan of Improvement)

The Center will ensure that the identified equipment or furniture and any other such existing or future items are secured adequately and will have a system for checking these for stability.

**Correction Deadline: 1/14/2019**

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

Met

#### Comment

Center does not provide swimming activities at this time.

#### Comment

Pool not in use at this time, gates observed locked on this date.

### Children's Records

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers	
Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers	
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers	
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers	

**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 records four out of five children's files did not have the father's name, address, work address or work number, and home phone number as required.

**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: 1/14/2019**

	<b>Facility</b>
--	-----------------

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

**Met**

**Comment**

Licensed capacity observed to be met by the center on this date.

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

**Met**

**Comment**

Please be mindful to keep items that pose a hazard inaccessible to children. Consultant observed to safety latches that were no operable underneath the diaper changing table in the first left classroom; however, there were no hazards observed underneath the cabinets on this date.

**Correction Deadline: 9/25/2018**

**Corrected on 1/14/2019**

**Correction of citation in that there were no hazardous equipment or materials accessible to children in care on this date.**

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

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute as needed.

**Comment**

Playground observed to be clean and in good repair on this date.

**Food Service**

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

**Comment**

Center menu meets USDA guidelines on this date. Consultant discussed the new USDA guidelines with the director. Children were served turkey sandwiches on wheat bread, carrot and celery sticks, mixed fruit and milk on this date.

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

**Comment**

Kitchen appears clean and well organized on this date.

**Health and Hygiene**

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

**Comment**

Staff stated proper knowledge of diapering procedures on this date.

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

**Comment**

Proper hand washing observed throughout the center on this date.

**591-1-1-.20 Medications(CR) N/A**

**Comment**

The center currently does not dispense or administer medication at this time.

**Policies and Procedures**

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

**Comment**

Consultant observed and discussed the new written emergency plan with the director on this date.

**Correction Deadline: 1/19/2019**

**591-1-1-.29 Required Reporting Met**

**Comment**

Discussed reporting requirements with the director on this date.

## Safety

### 591-1-1-.05 Animals

N/A

#### Comment

Center does not keep animals on premises on this date.

### 591-1-1-.11 Discipline(CR)

Met

#### Comment

Age-appropriate discussion and redirection observed 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 at this time.

## Sleeping & Resting Equipment

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

Met

#### Comment

Discussed SIDS and infant sleeping position on this date.

#### 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.

## Staff Records

**Records Reviewed: 26**

**Records with Missing/Incomplete Components: 3**

Staff # 1

Met

Date of Hire: 04/09/2018

Staff # 2

Met

Date of Hire: 03/20/2009

Staff # 3

Met

Date of Hire: 10/26/2017

Staff # 4

Not Met

Date of Hire: 09/26/2014

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 5

Met

Date of Hire: 04/16/2010

Staff # 6

Met

Date of Hire: 08/20/2018

Staff # 7	Not Met
Date of Hire: 09/30/2009	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 8	Met
Date of Hire: 08/01/2001	
Staff # 9	Met
Date of Hire: 10/22/2018	
Staff # 10	Met
Date of Hire: 10/22/2018	
Staff # 11	Met
Date of Hire: 11/13/2018	
Staff # 12	Met
Date of Hire: 08/18/2008	
Staff # 13	Met
Date of Hire: 10/01/2018	
Staff # 14	Met
Date of Hire: 01/16/2015	
Staff # 15	Met
Date of Hire: 03/19/2018	
Staff # 16	Met
Date of Hire: 12/11/2000	
Staff # 17	Met
Date of Hire: 09/16/2015	
Staff # 18	Met
Date of Hire: 09/29/2015	
Staff # 19	Met
Date of Hire: 01/01/2010	
Staff # 20	Met
Date of Hire: 01/01/2011	
Staff # 21	Met



**Records Reviewed: 26****Records with Missing/Incomplete Components: 3**

Date of Hire: 10/16/2014

Staff # 22 Met

Date of Hire: 11/15/2011

Staff # 23 Not Met

Date of Hire: 01/03/2010

"Missing/Incomplete Components"

.33(4)-Food Prep Training Missing 4 hrs.

Staff # 24 Met

Date of Hire: 05/01/2018

Staff # 25 Met

Date of Hire: 09/16/2015

Staff # 26 Met

Date of Hire: 10/12/2015

**Staff Credentials Reviewed: 26****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Criminal record checks were observed to be complete on this date.

**Comment**

Director provided six files for employees hired since last visit conducted on September 25, 2018.

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

591-1-1-.33(5) requires the Director and person with primary responsibility for food preparation to have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on a review of records that one cook did not have four hours of food preparation training as required.

**POI (Plan of Improvement)**

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

**Correction Deadline: 2/13/2019****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 records that two staff members did not have 10 clock hours of annual training for 2018 as required.

**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.

---

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations on this date.

<b>Staffing and Supervision</b>
---------------------------------

---

**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios on this date.

---

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

**Met**

**Comment**

Adequate supervision observed on this date.