



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: 5/14/2018 **VisitType:** Licensing Study **Arrival:** 10:15 AM **Departure:** 2:45 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

Tasha McDonald
 Phone: (770) 344-3353
 Fax: (678) 891-5601
 tasha.mcdonald@decal.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.
05/14/2018	Licensing Study	Good Standing	
11/09/2017	Monitoring Visit	Good Standing	
04/20/2017	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	A-1st Left EHS 1	One Year Olds and Two Year Olds and Three Year Olds	2	5	C	8	C	NA	NA	Lunch, Transitioning, Outside
Main	B 2nd left EHS 2	Two Year Olds and Three Year Olds	2	7	C	8	C	NA	NA	Outside, Transitioning
Main	C 3rd left EHS 3	Two Year Olds and Three Year Olds	2	4	C	15	C	NA	NA	Floor Play, Outside, Transitioning
Main	D-4th Left	Two Year Olds and Three Year Olds	2	17	C	17	C	NA	NA	Transitioning, Floor Play, Outside
Main	E- 4th Right	PreK	2	11	C	22	C	NA	NA	Transitioning, Outside, Lunch
Main	F- 3rd Right	PreK	2	16	C	22	C	NA	NA	Outside, Floor Play, Transitioning
Main	G-2nd Right	Three Year Olds	2	13	C	20	C	NA	NA	Story, Outside, Transitioning
Main	H- 1st Right		0	0	C	17	C	NA	NA	
Total Capacity @35 sq. ft.:			129			Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 73			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

• The purpose of this visit is to follow up on visit from November 11, 2017 and to conduct a licensing study. Consultant discussed Quality Rated, Comprehensive Background Check, update in USDA guidelines, update of the existing Emergency Preparedness Plan to include all required topics, conducting lockdown drills every six months in addition to fire drills and tornado drills, changes in Provider Search and new features in the provider's Koala account.

Plan of Improvement: Developed This Date 05/14/2018

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@decals.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://decals.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.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

Cindy Caffee, Program Official

Date

Tasha McDonald, 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.

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)

Met

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute.

Food Service

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

Center menu meets USDA guidelines.

Health and Hygiene

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

Proper diapering procedures observed.

591-1-1-.17 Hygiene(CR)**Not Met****Finding**

591-1-1-.17(6) requires garbage and organic waste to be stored in containers that are lined with plastic liners and have tight-fitting covers. Trash and garbage shall be removed from the building daily or as often as necessary to maintain the premises in a clean condition. It was determined based on observation that the garbage cans in A-1st left, B 2nd left, C 3rd left, D- 4th right and F- 3rd right classrooms was observed to be lacking a cover on this date.

POI (Plan of Improvement)

The Center will provide the required containers and implement a plan to ensure that trash and garbage are taken out daily, or more often, if needed.

Correction Deadline: 5/14/2018

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

Per the director, the center does not dispense medication.

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**

Age-appropriate discussion and/or redirection observed.

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**

Center does not provide routine transportation.

Sleeping & Resting Equipment

Comment

Discussed SIDS and infant sleeping position.

Comment

The correct number of mats, sheets and blankets were observed on this date. Consultant discussed with director to ensure that the mats do not have tears and holes. Please ensure to monitor mats for any potential safety hazards.

Staff Records

Records Reviewed: 20	Records with Missing/Incomplete Components: 0
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Staff # 1 Date of Hire: 04/09/2018	Met
Staff # 2 Date of Hire: 03/20/2009	Met
Staff # 3 Date of Hire: 10/26/2017	Met
Staff # 4 Date of Hire: 09/26/2014	Met
Staff # 5 Date of Hire: 12/13/2016	Met
Staff # 6 Date of Hire: 04/16/2010	Met
Staff # 7 Date of Hire: 09/30/2009	Met
Staff # 8 Date of Hire: 08/01/2001	Met
Staff # 9 Date of Hire: 08/18/2008	Met
Staff # 10 Date of Hire: 01/16/2015	Met
Staff # 11 Date of Hire: 12/11/2000	Met
Staff # 12 Date of Hire: 09/16/2015	Met

Records Reviewed: 20

Records with Missing/Incomplete Components: 0

Staff # 13 Date of Hire: 01/01/2010	Met
Staff # 14 Date of Hire: 01/01/2011	Met
Staff # 15 Date of Hire: 10/16/2014	Met
Staff # 16 Date of Hire: 11/15/2011	Met
Staff # 17 Date of Hire: 01/03/2010	Met
Staff # 18 Date of Hire: 09/16/2015	Met
Staff # 19 Date of Hire: 10/13/2014	Met
Staff # 20 Date of Hire: 10/12/2015	Met

Staff Credentials Reviewed: 20

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

Comment

Criminal records checks were observed to be complete.

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

Comment

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

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

Comment

Discussed staff training. Please obtain required documentation.

Comment

Observed complete Health and Safety Orientation Training for each staff member with direct care responsibilities that have been employed beyond 90 calendar days of their hire date.

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

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

Comment

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

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

Met

Comment

Center observed to maintain appropriate staff:child ratios.