



**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:** 8/14/2019    **VisitType:** Licensing Study    **Arrival:** 10:05 AM    **Departure:** 6:00 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**

Chilon Martin

Phone: (404) 591-5648  
 Fax: (404) 591-5650  
 chilon.martin@decal.ga.gov

**Mailing Address**  
 Same

Joint with: Angelia Boykins

**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.
08/14/2019	Licensing Study	Good Standing	
01/14/2019	Licensing Study	Good Standing	
09/25/2018	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	A-1st Left EHS 1	One Year Olds and Two Year Olds	2	7	C	8	C	NA	NA	Outside, Transitioning
Main	B 2nd left EHS 2	One Year Olds and Two Year Olds	2	7	C	8	C	NA	NA	Outside
Main	C 3rd left EHS 3	Infants and One Year Olds and Two Year Olds	2	7	C	15	C	NA	NA	Outside
Main	D-4th Left	Three Year Olds	3	12	C	17	C	NA	NA	Outside, Transitioning
Main	E- 4th Right	Four Year Olds	3	16	C	22	C	NA	NA	Transitioning, Outside
Main	F- 3rd Right	Three Year Olds and Four Year Olds	2	20	C	22	C	NA	NA	Outside
Main	G-2nd Right	Three Year Olds	2	10	C	20	C	NA	NA	Free Play
Main	H- 1st Right	Three Year Olds	2	10	C	17	C	NA	NA	Floor Play, Not In Use
Total Capacity @35 sq. ft.: 129						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 89			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 was to conduct a licensing study.

A one day letter was left at the facility as well as a CRC affidavit.

A copy of the report was reviewed and discussed with staff and a copy was left at the facility.

Plan of Improvement: Developed This Date 08/14/2019

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.state.ga.us/CCS/Regulations.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.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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.state.ga.us/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](mailto:qualityrated@decal.ga.gov)

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Cindy Caffee, Program Official

Date

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Chilon Martin, Consultant

Date

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Angelia Boykins, 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**

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

**Corrected on 8/14/2019**

**Previous citation observed corrected on this date. All computers, printers, modems and radios were observed to be secured to the tables in all classrooms.**

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

**Met**

**Comment**

Center does not provide swimming activities. There was a covered swimming pool observed at the center on this date. Center staff stated the center does not provide any swimming activities at this time.

### Children's Records

**Records Reviewed: 5**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

**Met**

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

Corrected on 8/14/2019

Previous citation observed corrected on this date. Please be mindful that there are no blank spaces on any paperwork in the children's records.

<b>Facility</b>
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**591-1-1-.06 Bathrooms** **Met**

**Comment**

Bathrooms observed to be clean and well maintained on this date.

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

**Comment**

Licensed capacity observed to be routinely met by center.

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

**Comment**

Center appears clean and well maintained on this date.

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

**Technical Assistance**

Please ensure that all exposed tree roots should be removed, covered or painted a bright color in order to avoid a tripping hazard for the children.

**Correction Deadline: 8/14/2019**

<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition** **Technical Assistance**

**Technical Assistance**

The provider will ensure that any changes to the menu are posted daily.

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

**Comment**

Kitchen appears clean and well organized on this date.

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)** **Met**

**Comment**

Staff state proper knowledge of diapering procedures on this date.

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

**Comment**

Proper hand washing observed throughout the center on this date.

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

**Comment**

The Provider currently does not dispense/administer medication at this time.

<b>Policies and Procedures</b>
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**591-1-1-.21 Operational Policies & Procedures** **Met**

**Comment**

Program observed complete emergency drills

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

**Comment**

Discussed reporting requirements on this date.

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**Safety**

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**591-1-1-.05 Animals** **Met**

**Comment**

Center does not keep animals on premises.

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

**Comment**

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

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

**Comment**

Center does not participate in field trips at this time. Staff stated they have not taken a field trip in over two years.

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

**Comment**

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)** **Not Met**

**Finding**

591-1-1-.30(1)(b)1 requires that cots and mats are of sound construction and of sufficient size to accommodate comfortably the size and weight of the child; and that mats are in good repair, washable, covered with a waterproof material and at least two inches (2") thick. It was determined based on observation that:

- \*\*\*\* In the first right classroom, there were at least ten (10) mats that were torn and not in good repair.
- \*\*\*\* In the second right classroom, there were at least ten (10) mats that were torn and not in good repair.
- \*\*\*\* In the fourth left classroom, there were at least 10 mats that were torn and not in good repair. There was also a torn red cushion in the rocking chair in the quiet area.

**POI (Plan of Improvement)**

The Center will ensure that cots and mats are of sound construction and of sufficient size to accommodate the size and weight of the child and mats are in good repair, washable, covered with a waterproof material and is at least two inches thick.

**Correction Deadline: 8/14/2019**

**Finding**

591-1-1-.30(4). requires that if cots and mats are stored in the children's activity room or area, they shall be stored to prevent children's access to them and to allow maximum use of play space. When storage is available and used for the storage of cots and mats that allows the cots, mats and any bedding to be stored without touching any other cots, mats or bedding, the bedding may be left on the cot or mat. When such storage is not available for the cots and mats, each child's bedding shall be kept separate from other children's bedding and stored in containers marked for individual use, such as, but not limited to, bins, cubbies, or bags. It was determined based on observation that the sheets and blankets on the cots stored in the second left classroom were stacked in a way that the bedding was touching the other cots that there were stored under and above.

**POI (Plan of Improvement)**

The Center will store cots and mats so children do not have access to them and they don't take up play space and will store them so each child's bedding is separate from the others.

**Correction Deadline: 8/14/2019**

<b>Staff Records</b>
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**Records Reviewed: 19**

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

Staff # 1	Met
Staff # 2 Date of Hire: 09/29/2015	Met
Staff # 3 Date of Hire: 08/01/2019	Met
Staff # 4 Date of Hire: 10/16/2014	Met
Staff # 5	Met
Staff # 6 Date of Hire: 09/16/2015	Met
Staff # 7 Date of Hire: 06/04/2019	Met
Staff # 8 Date of Hire: 04/09/2018	Met
Staff # 9 Date of Hire: 04/16/2010	Met
Staff # 10	Met
Staff # 11 Date of Hire: 10/01/2018	Met

Staff # 12 Date of Hire: 08/18/2008	Met
Staff # 13 Date of Hire: 06/21/2019	Met
Staff # 14 Date of Hire: 01/03/2010	Met
Staff # 15 Date of Hire: 10/15/2018	Met
Staff # 16 Date of Hire: 11/13/2018	Met
Staff # 17 Date of Hire: 09/16/2015	Met
Staff # 18 Date of Hire: 01/23/2019	Met
Staff # 19 Date of Hire: 01/08/2016	Met

**Staff Credentials Reviewed: 14****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met****Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that one employee had not submitted to fingerprint checks or completed a records check application for this location. This employee had a satisfactory comprehensive at another childcare center, however, this staff member was transferred to this location on August 5, 2019 without having a completed satisfactory criminal records check.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will maintain records to ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will maintain records] to ensure the CRC rules are maintained.

**Correction Deadline: 8/14/2019**



**Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of records that one employee had a satisfactory comprehensive records check that was older than the preceding 12 months of their hire date and had not submitted to a new records check for this location.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will maintain records to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will maintain records to ensure the CRC rules are maintained.

**Correction Deadline: 8/14/2019**

**Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of records that the center did not meet the portability guidelines for one employee. The employee was within their portability date of October 19, 2019.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will check employees' records on a regular basis to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will maintain up to date records to ensure CRC rules are maintained.

**Correction Deadline: 8/14/2019**

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

Evidence observed of 50% of center staff certified in First Aid and CPR. Consultant observed all staff members with the exception of one in the center to have up to date CPR/1st aid certifications.

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**591-1-1-.24 Personnel Records****Not Met****Finding**

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on a review of records that at least eleven (11) staff members didn't have evidence of completing orientation in their records. There were at least six staff members with incomplete applications to include a completed ten year history and two staff members without an application in their file.

**POI (Plan of Improvement)**

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

**Correction Deadline: 8/19/2019**

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**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 the director and 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: 8/31/2019****Recited on 8/14/2019****Defer**

This previous citation will be deferred until 12/31/2018.

**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: 2/13/2019**

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

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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**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 on this date.

**Comment**

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