



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: 10/19/2020 **VisitType:** Licensing Study

Arrival: 8:00 AM

Departure: 10:30 AM

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@decal.ga.gov

Mailing Address

Same

Quality Rated: ★ ★

Compliance Zone Designation		
10/19/2020	Licensing Study	Good Standing
01/28/2020	Monitoring Visit	Good Standing
08/14/2019	Licensing Study	Good Standing

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.

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		0	0	C	8	C	NA	NA	Not In Use
Main	B 2nd left EHS 2		0	0	C	8	C	NA	NA	Not In Use
Main	C 3rd left EHS 3		0	0	C	15	C	NA	NA	Not In Use
Main	D-4th Left		0	0	C	17	C	NA	NA	Not In Use
Main	E- 4th Right		0	0	C	22	C	NA	NA	Not In Use
Main	F- 3rd Right		0	0	C	22	C	NA	NA	Not In Use
Main	G-2nd Right		0	0	C	20	C	NA	NA	Not In Use
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: 0			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

An Administrative Review was conducted on October 19, 2020. Staff files, children's files, training, and background checks were all reviewed. A walk through inspection was conducted on October 22, 2020 with the assistant director / person in charge as there were no children present due to the COVID-19 pandemic. Compliance with the Executive Order issued on August 15, 2020 and new BFTS rules as of October 1, 2020 were reviewed during the inspection.

Plan of Improvement: Developed This Date 10/19/2020

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.

- 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

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: 10/19/2020 **VisitType:** Licensing Study

Arrival: 8:00 AM

Departure: 10:30 AM

CCLC-35956

Henry County Head Start Center

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

Mailing Address
Same

Regional Consultant

April Brown

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

The following information is associated with a Licensing Study:

Activities and Equipment

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

Met

Comment

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a walk through on this date.

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

N/A

Comment

Center does not provide 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

Technical Assistance

591-1-1-.08(1) - Please ensure each child currently enrolled has a completed file which contains the following information as required: 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.

Correction Deadline: 10/19/2020

Facility

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**

Center appears clean and well maintained on this date.

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

Discussed maintenance of resilient surface. Please fluff and redistribute prior to children's arrival to the center as there were no children present on this date.

Comment

Playground observed to be clean and in good repair on this date. Please inspect the playground prior to children returning to the center for potential hazards as required.

Food Service

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

Center menu meets USDA guidelines 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**

Hand washing requirements for diapering were discussed with the director on this date; however, there were no infants enrolled.

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

There were no children present on this date. Proper hand washing of children and staff was discussed with the director on this date.

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

N/A

Comment

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

Policies and Procedures

591-1-1-.29 Required Reporting

Met

Comment

Discussed reporting requirements with the director on this date.

Safety

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

Met

Comment

A walk through visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the walk through as no children were present at the center due to virtual learning. Regulations regarding proper discipline were discussed with the Director on this date.

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

N/A

Comment

Center does not participate in field trips at this time per the director.

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

N/A

Comment

Center does not provide routine transportation per the director, at this time.

Sleeping & Resting Equipment

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

Met

Comment

Cleaning and disinfecting of mats was discussed with the director on this date.

Comment

Discussed SIDS and infant sleeping position with the director; however, no infants were enrolled at this time.

Staff Records

Records Reviewed: 66**Records with Missing/Incomplete Components: 0**

Staff # 1 Met

Date of Hire: 03/01/1999

Staff # 2 Met

Date of Hire: 01/14/2019

Staff # 3 Met

Date of Hire: 01/22/2019

Staff # 4 Met

Date of Hire: 01/23/2019

Staff # 5 Met

Date of Hire: 02/21/2019

Staff # 6 Met

Date of Hire: 02/24/2020

Staff # 7 Met

Date of Hire: 09/28/2016

Staff # 8 Met

Date of Hire: 08/20/2018

Staff # 9 Met

Date of Hire: 11/01/2018

Staff # 10 Met

Staff # 11 Met

Date of Hire: 11/27/2018

Staff # 12 Met

Date of Hire: 07/16/2012

Staff # 13 Met

Date of Hire: 01/11/2015

Staff # 14 Met

Staff # 15 Met

Date of Hire: 03/06/2019

Staff # 16 Met

Date of Hire: 03/20/2018

Staff # 17 Met

Date of Hire: 01/18/2019

Staff # 18 Met

Date of Hire: 08/15/2019

Staff # 19 Met

Date of Hire: 01/18/2019

Staff # 20 Met

Date of Hire: 11/01/2019

Staff # 21 Met

Date of Hire: 02/25/2019

Staff # 22 Met

Date of Hire: 09/16/2015

Staff # 23 Met

Date of Hire: 08/01/2019

Staff # 24 Met

Date of Hire: 04/05/2018

Staff # 25 Met

Date of Hire: 04/16/2010

Staff # 26 Met

Date of Hire: 01/17/2019

Staff # 27 Met

Date of Hire: 01/08/2016

Staff # 28 Met

Date of Hire: 01/17/2015

Staff # 29 Met

Date of Hire: 01/16/2015

Staff # 30 Met

Date of Hire: 01/18/2019

Staff # 31 Met

Date of Hire: 01/15/2019

Staff # 32 Met

Date of Hire: 01/30/2019

Staff # 33 Met

Date of Hire: 01/24/2019

Staff # 34 Met

Date of Hire: 11/05/2018

Staff # 35 Met

Date of Hire: 01/11/2019

Staff # 36 Date of Hire: 03/09/2019	Met
Staff # 37 Date of Hire: 09/12/2019	Met
Staff # 38 Date of Hire: 01/11/2019	Met
Staff # 39 Date of Hire: 08/18/2008	Met
Staff # 40 Date of Hire: 12/11/2018	Met
Staff # 41 Date of Hire: 01/22/2015	Met
Staff # 42 Date of Hire: 01/23/2015	Met
Staff # 43 Date of Hire: 01/24/2019	Met
Staff # 44 Date of Hire: 08/22/2019	Met
Staff # 45 Date of Hire: 01/28/2019	Met
Staff # 46 Date of Hire: 01/03/2010	Met
Staff # 47 Date of Hire: 07/12/2019	Met
Staff # 48 Date of Hire: 01/08/2016	Met
Staff # 49 Date of Hire: 01/17/2019	Met
Staff # 50 Date of Hire: 10/22/2018	Met

Staff # 51 Date of Hire: 08/01/2018	Met
Staff # 52 Date of Hire: 09/16/2015	Met
Staff # 53 Date of Hire: 01/23/2019	Met
Staff # 54 Date of Hire: 08/01/2015	Met
Staff # 55 Date of Hire: 01/10/2015	Met
Staff # 56 Date of Hire: 01/22/2015	Met
Staff # 57 Date of Hire: 01/24/2019	Met
Staff # 58 Date of Hire: 08/27/2019	Met
Staff # 59 Date of Hire: 01/17/2019	Met
Staff # 60 Date of Hire: 08/07/2018	Met
Staff # 61 Date of Hire: 02/08/2019	Met
Staff # 62 Date of Hire: 01/16/2015	Met
Staff # 63 Date of Hire: 01/29/2015	Met
Staff # 64 Date of Hire: 01/22/2019	Met
Staff # 65 Date of Hire: 07/25/2019	Met

Staff # 66

Met

Staff Credentials Reviewed: 16

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 one file for an employee hired since last visit which was completed on January 28, 2020.

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

Met

Comment

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

591-1-1-.33 Staff Training

Met

Comment

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

Correction Deadline: 2/13/2019

Corrected on 10/19/2020

Correction of citation in that staff member's files that were reviewed completed at least 10 hours of annual training for 2019 as required.

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

Met

Comment

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a walk through on this date. The program was in compliance with the Executive Order issued on August 15, 2020.

Staffing and Supervision

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

Met

Comment

There were no children present on this date. Proper ratios and classroom capacities were discussed with the director on this date.

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

Met

Comment

There were no children present on this date. Proper supervision of children, including being prompt to children's needs, was discussed with the director on this date.