



**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: 1/28/2020 **VisitType:** Monitoring Visit **Arrival:** 10:50 AM **Departure:** 2:15 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

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april.brown@dec.al.gov

Mailing Address

Same

Quality Rated: ★ ★

Compliance Zone Designation		
01/28/2020	Monitoring Visit	Good Standing
08/14/2019	Licensing Study	Good Standing
01/14/2019	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	One Year Olds and Two Year Olds and Three Year Olds	2	8	C	8	C	NA	NA	Free Play
Main	B 2nd left EHS 2	One Year Olds and Two Year Olds	2	8	C	8	C	NA	NA	Free Play
Main	C 3rd left EHS 3	One Year Olds and Two Year Olds and Three Year Olds	2	8	C	15	C	NA	NA	Lunch
Main	D-4th Left	Three Year Olds and Four Year Olds	2	12	C	17	C	NA	NA	Circle Time
Main	E- 4th Right	PreK	3	21	C	22	C	NA	NA	Lunch
Main	F- 3rd Right	PreK	2	22	C	22	C	NA	NA	Lunch
Main	G-2nd Right	Three Year Olds	2	16	C	20	C	NA	NA	Transitioning
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: 95

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 01/28/2020

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.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.

- 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.dec.state.ga.us/>
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.state.ga.us

Cindy Caffee, Program Official

Date

April Brown, 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

Equipment and furniture observed to be properly secured, as applicable on this date.

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.

Facility

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

Comment

Licensed capacity observed to be met by 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 discussed with the director and staff members to ensure plastic Walmart bags are not accessible to children in care.

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. Per the director the back right playground was not in use at this time.

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 Provider currently does not dispense or administer medication at this time.

Safety

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

Comment

Age-appropriate discussion and redirection observed 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**

Correction Deadline: 8/14/2019

Corrected on 1/28/2020

Correction of citation in that mats and cots were in good repair. The center purchased new mats that were observed to be in good repair on this date.

Correction Deadline: 8/14/2019

Corrected on 1/28/2020

Correction of citation in that sheets and blankets were observed to be stored as to not touch each other as required on this date.

Staff Records

Records Reviewed: 24

Records with Missing/Incomplete Components: 0

Staff # 1 Met

Date of Hire: 03/01/1999

Staff # 2 Met

Date of Hire: 09/28/2016

Staff # 3 Met

Date of Hire: 11/27/2018

Staff # 4 Met

Date of Hire: 07/16/2012

Staff # 5 Date of Hire: 08/15/2019	Met
Staff # 6 Date of Hire: 11/01/2019	Met
Staff # 7 Date of Hire: 02/25/2019	Met
Staff # 8 Date of Hire: 09/16/2015	Met
Staff # 9 Date of Hire: 08/01/2019	Met
Staff # 10 Date of Hire: 04/05/2018	Met
Staff # 11 Date of Hire: 04/16/2010	Met
Staff # 12 Date of Hire: 01/08/2016	Met
Staff # 13 Date of Hire: 01/16/2015	Met
Staff # 14 Date of Hire: 11/05/2018	Met
Staff # 15 Date of Hire: 08/18/2008	Met
Staff # 16 Date of Hire: 12/11/2018	Met
Staff # 17 Date of Hire: 01/28/2019	Met
Staff # 18 Date of Hire: 01/03/2010	Met
Staff # 19 Date of Hire: 01/08/2016	Met

Records Reviewed: 24

Records with Missing/Incomplete Components: 0

Staff # 20 Date of Hire: 10/22/2018	Met
Staff # 21 Date of Hire: 08/01/2018	Met
Staff # 22 Date of Hire: 09/16/2015	Met
Staff # 23 Date of Hire: 01/23/2019	Met
Staff # 24 Date of Hire: 01/16/2015	Met

Staff Credentials Reviewed: 14

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) **Met**

Comment

Director provided two files for employees hired since last visit which was completed on August 14, 2019.

Correction Deadline: 8/14/2019

Corrected on 1/28/2020

Correction of citation in that the director, employee and provisional employees all had a satisfactory comprehensive background check from the Department as required.

Correction Deadline: 8/14/2019

Corrected on 1/28/2020

Correction of citation in that all employees were observed to have a valid and current satisfactory comprehensive records check from the Department as required on this date.

Correction Deadline: 8/14/2019

Corrected on 1/28/2020

Correction of citation in that all directors, employees and provisional employees, excluding Students-in-Training were observed to have been electronically ported as required on this date.

591-1-1-.24 Personnel Records **Met**

Correction Deadline: 8/19/2019

Corrected on 1/28/2020

Correction of citation in that all personnel files contained orientation check lists and applications on this date.

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

Correction Deadline: 8/31/2019

Corrected on 1/28/2020

Correction of citation in that the director and cooks all have four hours of nutrition training as required on this date.

Defer

Staff training will be deferred until the next licensing study visit.

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

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

Met

Comment

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

Staffing and Supervision

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.