



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: 9/25/2018 **VisitType:** Monitoring Visit **Arrival:** 9:25 AM **Departure:** 11:20 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

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april.brown@decal.ga.gov

Mailing Address

Same

Quality Rated: ★ ★

Compliance Zone Designation		
09/25/2018	Monitoring Visit	Good Standing
05/14/2018	Licensing Study	Good Standing
11/09/2017	Monitoring Visit	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	2	7	C	8	C	NA	NA	Transitioning
Main	B 2nd left EHS 2	One Year Olds and Two Year Olds	2	7	C	8	C	NA	NA	Free Play
Main	C 3rd left EHS 3	Infants and One Year Olds and Two Year Olds	2	7	C	15	C	NA	NA	Floor Play, Free Play
Main	D-4th Left	Three Year Olds	3	11	C	17	C	NA	NA	Free Play
Main	E- 4th Right	PreK	2	16	C	22	C	NA	NA	Centers
Main	F- 3rd Right	PreK	2	19	C	22	C	NA	NA	Centers
Main	G-2nd Right	Three Year Olds	2	14	C	20	C	NA	NA	Centers
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: 81			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 director was informed that a fingerprint background determination for any staff that had fingerprints completed before January 1, 2014 must obtain an updated fingerprint determination by October 1, 2018. The director was further informed that all staff must have a comprehensive background check determination on file no later than October 1, 2018. The consultant discussed new criminal background policies and procedures that will become effective on October 1, 2018. The director will review the upcoming changes to ensure criminal background compliance is maintained.

Plan of Improvement: Developed This Date 09/25/2018

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).



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.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

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.

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

Comment

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

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) **Not Met**

Finding

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that a staff member's purse was located on the counter top in the first left classroom accessible to children in care.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 9/25/2018

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

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute.

Health and Hygiene

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

Staff state proper knowledge of diapering procedures.

591-1-1-.17 Hygiene(CR)**Technical Assistance****Correction Deadline: 5/14/2018****Corrected on 9/25/2018****Correction of citation in that the garbage cans were observed to be covered in all classrooms on this date.****Technical Assistance**

Consultant discussed ensuring that children wash their hands when transitioning from one location to another. The first left classroom was observed to not wash their hands when transitioning from one place to another. The remainder of the classrooms throughout the center stated proper knowledge of handwashing procedures.

Correction Deadline: 9/25/2018

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 discussed the new written emergency procedure plan on this date.

Correction Deadline: 9/30/2018**Safety**

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

Age-appropriate discussion and/or redirection observed.

591-1-1-.36 Transportation(CR)**N/A****Comment**

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Discussed SIDS and infant sleeping position.

Staff Records**Records Reviewed: 22****Records with Missing/Incomplete Components: 0**

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 Met

Date of Hire: 09/26/2014

Staff # 5 Met

Date of Hire: 04/16/2010

Staff # 6 Met

Date of Hire: 06/11/2018

Staff # 7 Met

Date of Hire: 09/30/2009

Staff # 8 Met

Date of Hire: 08/01/2001

Staff # 9 Met

Date of Hire: 08/18/2008

Staff # 10 Met

Date of Hire: 01/16/2015

Staff # 11 Met

Date of Hire: 12/11/2000

Staff # 12 Met

Date of Hire: 09/16/2015

Staff # 13 Met

Date of Hire: 01/01/2010

Staff # 14 Met

Date of Hire: 01/01/2011

Staff # 15 Met

Date of Hire: 08/01/2018

Staff # 16 Met

Date of Hire: 10/16/2014

Staff # 17 Met

Date of Hire: 11/15/2011

Records Reviewed: 22

Records with Missing/Incomplete Components: 0

Staff # 18 Date of Hire: 01/03/2010	Met
Staff # 19 Date of Hire: 05/01/2018	Met
Staff # 20 Date of Hire: 09/16/2015	Met
Staff # 21 Date of Hire: 10/13/2014	Met
Staff # 22 Date of Hire: 10/12/2015	Met

Staff Credentials Reviewed: 22

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

Comment

Criminal records checks were observed to be complete.

Comment

Director provided four files for employees hired since last visit which was conducted on May 14, 2018.

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

Comment

Please ensure that all staff files are well organized and maintained as required.

Correction Deadline: 9/30/2018

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

Center observed to maintain appropriate staff:child ratios.

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

Comment

Adequate supervision observed on this date.