



**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:** 11/9/2017    **VisitType:** Monitoring Visit    **Arrival:** 10:30 AM    **Departure:** 11:45 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**

Jessica Grant

Phone: (770) 359-5808  
Fax: (404) 591-5814  
jessica.grant@decal.ga.gov

**Mailing Address**  
Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
11/09/2017	Monitoring Visit	Good Standing
04/20/2017	Licensing Study	Good Standing
12/08/2016	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	Infants and One Year Olds and Two Year Olds	2	7	C	8	C	NA	NA	Circle Time
Main	B 2nd left EHS 2	Two Year Olds and Three Year Olds	2	5	C	8	C	NA	NA	Circle Time
Main	C 3rd left EHS 3	Infants and One Year Olds and Two Year Olds	2	6	C	15	C	NA	NA	Circle Time
Main	D-4th Left	Three Year Olds	2	17	C	17	C	NA	NA	Circle Time
Main	E- 4th Right	PreK	2	17	C	22	C	NA	NA	Circle Time
Main	F- 3rd Right	PreK	2	18	C	22	C	NA	NA	Music
Main	G-2nd Right	Three Year Olds and Four Year Olds	2	15	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: 85			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 11/09/2017

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).

	<b>Reminder:</b> All employees of child care programs must be fingerprinted before <b>January 1, 2017</b> . For instructions and to submit records check applications online, please visit <a href="http://www.decalkoala.com">www.decalkoala.com</a> . 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](mailto: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 1/2 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)

	
<b>Important New Deadlines:</b>	
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: <a href="https://qualityrated.decals.ga.gov/">https://qualityrated.decals.ga.gov/</a> Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or <a href="mailto:qualityrated@decals.ga.gov">qualityrated@decals.ga.gov</a>	

Cindy Caffee, Program Official

Date

Jessica Grant, 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:** 11/9/2017    **VisitType:** Monitoring Visit    **Arrival:** 10:30 AM    **Departure:** 11:45 AM

**CCLC-35956**

**Henry County Head Start Center**

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

**Regional Consultant**

Jessica Grant

Phone: (770) 359-5808  
Fax: (404) 591-5814  
jessica.grant@dec.al.ga.gov

**Mailing Address**  
Same

The following information is associated with a Monitoring Visit:

#### Activities and Equipment

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

**Comment**

Observed-Variety Throughout Center

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

**Comment**

Observed-Pool Not in Use. Staff was on site to drain pool.

#### Facility

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

**Comment**

Licensed Capacity Routinely Met

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

**Comment**

Observation-No Hazards Accessible

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

**Comment**

Observation-Clean/Good Repair

#### Health and Hygiene

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

**Comment**

Observed-Proper Diapering

---

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

Observed-Proper Hand Washing Throughout

---

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

Observed-Complete Documentation

**Safety**

---

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

Observed-Discussion/Redirection

---

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

No Routine Transportation Provided

**Sleeping & Resting Equipment**

---

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

Discussed the SIDS requirement with the staff and director.

**Staff Records****Records Reviewed: 23****Records with Missing/Incomplete Components: 0**

---

Staff # 1	Met
Staff # 2	Met
Staff # 3	Met
Staff # 4	Met
Date of Hire: 10/26/2017	
Staff # 5	Met
Date of Hire: 09/26/2014	
Staff # 6	Met
Date of Hire: 04/16/2010	
Staff # 7	Met
Date of Hire: 04/01/1993	
Staff # 8	Met
Date of Hire: 09/30/2009	
Staff # 9	Met

**Records Reviewed: 23**

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

---

Date of Hire: 08/01/2001

Staff # 10 Met

Staff # 11 Met

Date of Hire: 05/01/2014

Staff # 12 Met

Date of Hire: 08/18/2008

Staff # 13 Met

Date of Hire: 01/16/2015

Staff # 14 Met

Staff # 15 Met

Date of Hire: 12/11/2000

Staff # 16 Met

Date of Hire: 09/16/2015

Staff # 17 Met

Date of Hire: 01/01/2010

Staff # 18 Met

Date of Hire: 10/16/2014

Staff # 19 Met

Date of Hire: 11/15/2011

Staff # 20 Met

Date of Hire: 01/03/2010

Staff # 21 Met

Date of Hire: 09/16/2015

Staff # 22 Met

Date of Hire: 10/13/2014

Staff # 23 Met

Date of Hire: 10/12/2015

**Staff Credentials Reviewed: 23**

---

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

**Met**

**Comment**

Criminal Records Check complete. One new staff hired.

---

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

**Met**

**Comment**

Lead staff education requirements

<b>Staffing and Supervision</b>
---------------------------------

---

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

**Met**

**Comment**

Observed-Appropriate Staff:Child Ratios

---

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

**Met**

**Comment**

Observed-Adequate Supervision