



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: 10/4/2017 **VisitType:** Licensing Study **Arrival:** 11:25 AM **Departure:** 2:20 PM

CCLC-39116

Liberty Early Head Start

200 Brantley Drive Hinesville, GA 31313 Liberty County
 (912) 876-5984 tjakes@coastalgacaa.org

Regional Consultant

Kesha McNeal

Phone: (866) 359-1672

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kesha.mcneal@decals.ga.gov

Mailing Address

85 Murray Crossing Blvd. Crossing
 LUCOWIC, GA 31316

Compliance Zone Designation			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.
10/04/2017	Licensing Study	Good Standing	
04/26/2017	Monitoring Visit	Good Standing	
11/10/2016	Licensing Study	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	Infants and One Year Olds	2	5	C	13	C	NA	NA	Nap,Lunch,Feeding,Diapering,Transitioning
Main	B	One Year Olds and Two Year Olds	2	8	C	15	C	NA	NA	Transitioning,Lunch,Story,Nap
Main	C	Two Year Olds and Three Year Olds	2	7	C	18	C	NA	NA	Nap,Lunch,Story,Transitioning
Total Capacity @35 sq. ft.: 46						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 20			Total Capacity @35 sq. ft.: 46			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	60	C

Comments

The facility does not conduct transportation or field trips. A one day letter was left due to an employee being outside of the twelve month portability. Center staff provided three files for employees hired since the last visit on this date. The center director was not present during the visit. The consultant and center staff discussed the following items:

* The center must develop an updated emergency procedures plan. The consultant left a template of the emergency procedure plan for the facility on this date.

Plan of Improvement: Developed This Date 10/04/2017

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).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.



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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@decga.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://decga.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)

Ntasha Buskey, Program Official

Date

Kesha McNeal, 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

Comment

Observed-Variety Throughout Center

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

Met

Comment

No Swimming Activities Provided

Children's Records

Records Reviewed: 4

Records with Missing/Incomplete Components: 0

Child # 1

Met

Child # 2

Met

Child # 3

Met

Child # 4

Met

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

Met

Comment

Observed-Records Complete/Well Organized

Comment

Parent Agreements Obtained/Completed

Facility

591-1-1-.06 Bathrooms **Met**

Comment

Observation-Clean and Well Maintained

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

Comment

Licensed Capacity Routinely Met

591-1-1-.25 Physical Plant - Safe Environment(CR) **Not Met**

Comment

Observation-Center Clean/Well Maintained

Finding

591-1-1-.25(17) requires that the Center premises be free of plants and shrubs which are poisonous or hazardous. It was determined based on the consultant's observation that there was thorny plants and bushes located on the front right section of the playground causing a potential pinching hazard.

POI (Plan of Improvement)

The harmful item will be removed.

Correction Deadline: 10/4/2017

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

Correction Deadline: 4/26/2017

Corrected on 10/4/2017

It was determined based on the consultant's observation that the previous citation was corrected.

Food Service

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

Comment

Menu Meets USDA Guidelines

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

Comment

Kitchen Appears Clean/Well Organized

Health and Hygiene

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

Comment

Diapering requirements discussed

Comment

Observed-Proper Diapering

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

Comment

Observed-Proper Hand Washing Throughout

591-1-1-.20 Medications(CR) **N/A**

Comment

Discussed-Documentation/Procedures. On this date center staff stated that no medication is being dispensed.

Policies and Procedures

Technical Assistance

Please ensure that the center has an updated written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals.

Correction Deadline: 10/9/2017

Safety

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

Comment

No Animals Kept

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

Comment

Observed-Positive Learning Environment

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

Comment

No Field Trips at This Time

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) **Met**

Comment

Correct number of mats; disinfecting discussed

Comment

Observed-Pleasant Naptime Environment

Staff Records

Records Reviewed: 11

Records with Missing/Incomplete Components: 2

Staff # 1 Met

Date of Hire: 02/27/2014

Staff # 2 Met

Date of Hire: 04/10/2017

Staff # 3 Met

Date of Hire: 08/01/2005

Staff # 4 Met

Records Reviewed: 11**Records with Missing/Incomplete Components: 2**

Date of Hire: 02/29/2016

Staff # 5

Met

Date of Hire: 11/11/2016

Staff # 6

Not Met

Date of Hire: 08/04/2010

"Missing/Incomplete Components"

.24(1)-10 Yr. Work History Missing,.24(1)-Address Missing,.24(1)-DOB Missing,.24(1)-Education Experience Missing,.24(1)-Evidence of Orientation Missing,.24(1)-Phone Number Missing,.24(1)-SSN Missing,.24(1)-Work Experience Missing,.36(5)-Drivers License Missing,.09-Criminal Records Check Dissatisfied

Staff # 7

Not Met

Date of Hire: 08/16/2017

"Missing/Incomplete Components"

.24(1)-Education Experience Missing,.24(1)-Evidence of Orientation Missing,.24(1)-Work Experience Missing,.24(1)-Phone Number Missing,.24(1)-SSN Missing,.24(1)-10 Yr. Work History Missing,.24(1)-Address Missing,.36(5)-Drivers License Missing

Staff # 8

Met

Date of Hire: 08/02/2013

Staff # 9

Met

Staff # 10

Met

Date of Hire: 12/12/2016

Staff # 11

Met

Date of Hire: 12/13/2016

Staff Credentials Reviewed: 11**591-1-1-.09 Criminal Records Check(CR)****Not Met****Finding**

591-1-1-.09(1)(i) requires that if the Center accept a satisfactory determination letter issued by the Department for a potential Director or Employee as evidence of that individual's Satisfactory Records Check Determination, the Records Check Clearance Date must be within the preceding 12 months from the hire date, and the Center does not know or reasonably should not know that the individual's satisfactory status has not changed. It was determined based on the consultant's review of records that an employee did not have a Satisfactory Records Check Determination within the preceding 12 months from the hire date.

POI (Plan of Improvement)

The Center will ensure that each potential Employee bringing a satisfactory determination letter issued by the Department has a Satisfactory Records Check Determination that is dated within the preceding 12 months from the hire date. The Center will not employ individual's whose satisfactory status has changed.

Correction Deadline: 10/4/2017

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

Observed-50% Certified First Aid & CPR

Comment

Observed-Center/Vehicle Kits Complete

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 the consultant's review of records that the center did not have a complete personnel file for the director, and an employee on this date.

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: 10/9/2017

591-1-1-.33 Staff Training**Met****Comment**

Observed - Documentation Of Training

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

Lead staff education requirements

Staffing and Supervision

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