



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: 5/8/2019 **VisitType:** Licensing Study **Arrival:** 11:45 AM **Departure:** 1:30 PM

CCLC-39308

Bacon County Southside Head Start

406 S. Bead Street Alma, GA 31510 Bacon County
(912) 632-0284 gjmoore@myactionpact.org

Regional Consultant

Connie Boatright

Phone: (912) 544-9701

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connie.boatright@dec.al.ga.gov

Mailing Address

Same

Quality Rated: ★ ★

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.
05/08/2019	Licensing Study	Good Standing	
12/11/2018	Monitoring Visit	Good Standing	
02/23/2018	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
One	One room	Three Year Olds and Four Year Olds	2	15	C	18	C	NA	NA	Transitioning, Lun ch, Nap
Total Capacity @35 sq. ft.: 18			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 15			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
One	One plgr.	88	C

Comments

This Licensing Study is the second regulatory visit for Bacon County Southside Head Start this 2018 - 2019 fiscal year.

The consultant reviewed all staff files and finds that each staff member has a satisfactory comprehensive fingerprint criminal records clearance determination letter on file.

The center director stated no field trips or routine transportation is provided.

Plan of Improvement: Developed This Date 05/08/2019

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/RuleAndRegulations.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

Gwenolyn Moore, Program Official

Date

Connie Boatright, 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-.03 Activities

Met

Comment

The consultant observed a variety of age appropriate activities throughout the center.

Correction Deadline: 5/8/2019

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

Met

Comment

The consultant observed toys and equipment to be clean and in good repair.

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

Met

Comment

Center does not provide swimming activities.

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

591-1-1-.08 Children's Records**Met****Comment**

Parent agreements observed obtained/completed.

Comment

Parent authorizations obtained/completed.

Comment

Records were observed to be complete and well organized.

Comment

591-1-1-.08(6) The consultant observed fifteen children to be present and fifteen children to be signed in.

Correction Deadline: 5/8/2019

Facility

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

Bathrooms observed to be clean and well maintained.

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

Licensed capacity observed to be routinely met by center.

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

591-1-1-.25(13) - The center director will ensure that the brown hand railing located on the right side of the building by the walk way is painted and free of chipping paint.

Correction Deadline: 5/8/2019

591-1-1-.26 Playgrounds(CR)**Technical Assistance****Technical Assistance**

591-1-1-.26(6) - The center director will ensure that the yellow four seat springy see saw and the orange two seat see saw is painted and free of chipping paint.

Correction Deadline: 5/18/2019

Food Service

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

Center menu meets USDA guidelines.

Comment

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk
5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk
2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://decal.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

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)**Met****Comment**

Proper hand washing observed throughout the center.

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

Documentation for medication dispensing observed complete.

Policies and Procedures**591-1-1-.21 Operational Policies & Procedures****Met****Comment**

591-1-1-.21(3) The consultant observed through documentation of the fire and tornado drill logs to be posted on the parent bulletin board.

Correction Deadline: 5/13/2019

591-1-1-.22 Parental Access**Met****Comment**

591-1-1-.22 The consultant observed the parental access notice to be posted on the parent bulletin board as required.

Correction Deadline: 5/8/2019

591-1-1-.27 Posted Notices**Met****Comment**

Observed all required posted notices.

Safety

591-1-1-.05 Animals	Met
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Comment

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

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

Center does not participate in field trips at this time.

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

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Comment

591-1-1-.30(4). The consultant observed cots to be stored in the classroom area and to be covered with a sheet as required.

Correction Deadline: 5/8/2019

Staff Records

Records Reviewed: 4

Records with Missing/Incomplete Components: 2

Staff # 1

Not Met

Date of Hire: 01/29/2019

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate,.33(4)-1st Yr. Training - 10 hrs.,.36(5)-Drivers License Missing

Staff # 2

Met

Date of Hire: 07/30/2001

Staff # 3

Met

Date of Hire: 05/09/2017

Staff # 4

Not Met

Date of Hire: 10/27/2016

"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)-Name Missing,.24(1)-Phone Number Missing,.24(1)-SSN Missing,.24(1)-Work Experience Missing,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training,.36(5)-Drivers License Missing

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

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit

Comment

Criminal record checks were observed to be complete.

591-1-1-.14 First Aid & CPR**Technical Assistance****Technical Assistance**

591-1-1-.14(2) - The center director will ensure that a staff member hired 01-29-2019 and a staff member hired 10-27-2019 has completed CPR and First Aid and has a copy of the training in her employee file at each center she works.

Correction Deadline: 6/7/2019**591-1-1-.24 Personnel Records****Technical Assistance****Technical Assistance**

591-1-1-.24(1) - The center director will ensure that a staff member hired 10-27-2016 has a completed personnel file at each location employed to include 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. Additionally, an employee hired 01-29-2019 is missing the SS card.

Correction Deadline: 5/13/2019**591-1-1-.33 Staff Training****Technical Assistance****Technical Assistance**

591-1-1-.33(3) - The center director will ensure that a staff member hired 01-29-2019 and 10-27-2016 has completed Health & Safety Training and has a copy of a certificate of completion in the employee file at each center in which they work.

Correction Deadline: 6/7/2019**Technical Assistance**

591-1-1-.33(4) - The center director will ensure that the employee hired on 01-29-2019 completes the initial ten hours of training in a timely manner as required.

Correction Deadline: 6/7/2019**Technical Assistance**

591-1-1-.33(6) - The center director will ensure that the employee hired 10-27-2016 has proof of 2018 annual training certificates on file at each location employed.

Correction Deadline: 6/7/2019**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.