



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: 9/7/2017 **VisitType:** Monitoring Visit **Arrival:** 10:00 AM **Departure:** 12:00 PM

CCLC-4258

Helena Head Start

36 W 13th Street McRae, GA 31055 Telfair County
 (229) 868-6234 shataviaholmes.mgcaa@gmail.com

Mailing Address

P.O. Box 55216
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Regional Consultant

Kesha McNeal

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kesha.mcneal@dec.al.ga.gov

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.
09/07/2017	Monitoring Visit	Good Standing	
02/27/2017	Licensing Study	Good Standing	
09/22/2016	Monitoring Visit	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	1	Three Year Olds	2	16	C	17	C	NA	NA	Music, Outside, Transitioning
Main	2	Three Year Olds and Four Year Olds	2	15	C	17	C	NA	NA	Transitioning, Music, Outside
Main	3		0	0	C	17	C	NA	NA	
Total Capacity @35 sq. ft.:			51			Total Capacity @25 sq. ft.: 0				
Total # Children this Date:			31			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	69	C

Comments

The center director stated that no new staff has been hired since the visit on this date. The facility does not conduct transportation or field trips at this time. On this date the consultant reviewed children's records due to the center not having access to files on their last visit

Plan of Improvement: No Plan Developed

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)

Linda Richardson, Program Official

Date

Kesha McNeal, 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**

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****Correction Deadline: 2/27/2017****Corrected on 9/7/2017**

It was determined based on the consultant's review of records that the center had obtained the required documents on this date.

591-1-1-.23 Parental Authorization Met

Correction Deadline: 2/27/2017

Corrected on 9/7/2017

It was determined based on the consultant's review of records that the center had the required documents on this date.

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-Center Clean/Well Maintained

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

No diapering children enrolled.

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

Comment

Observed-Proper Hand Washing Throughout

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

Comment

Discussed-Documentation/Procedures. On this date the director stated that no medication is being dispensed on this date.

Organization

591-1-1-.37 Inspections & Investigations Met

Correction Deadline: 2/28/2017

Corrected on 9/7/2017

It was determined based on the consultant's review of records that the center had access to all records and files on this date.

Safety

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

Comment

Observed-Positive Learning Environment

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

Staff Records

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

Met

Comment

Criminal Records Check complete

Comment

No new hires

Correction Deadline: 2/27/2017

Corrected on 9/7/2017

It was determined based on the consultant's review of records that all staff had satisfactory criminal records on file on this date.

591-1-1-.24 Personnel Records

Met

Correction Deadline: 2/27/2017

Corrected on 9/7/2017

It was determined based on the consultant's review that the center had the required documents on this date.

591-1-1-.33 Staff Training

Met

Correction Deadline: 3/9/2017

Corrected on 9/7/2017

It was determined based on the consultant's review of records that the center had completed ten hours of annual training for 2016 on this date.

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

Met

Comment

Staff comply with all applicable laws and regulations on this date.

Correction Deadline: 9/7/2017

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