



**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:** 2/18/2020    **VisitType:** Licensing Study    **Arrival:** 9:00 AM    **Departure:** 1:00 PM

**CCLC-663**

**Banks County Pre-K/Head Start**

335 Evans Street Homer, GA 30547 Banks County  
 (706) 677-2963 jan.bertrang@ndohs.org

**Regional Consultant**

Kelly Jones

Phone: (770) 357-7062

Fax: (770) 357-7061

kelly.jones@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★ ★

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
02/18/2020	Licensing Study	Good Standing	
09/10/2019	Monitoring Visit	Good Standing	
03/06/2019	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:Front Hall-2L	Four Year Olds and Five Year Olds	2	15	C	22	C	NA	NA	Transitioning,Ce nters	
Main	B:Front Hall-2R	Three Year Olds and Four Year Olds	2	12	C	22	C	NA	NA	Centers,Transitio ning	
Main	C:Front Hall-1R	Four Year Olds and Five Year Olds	2	16	C	22	C	NA	NA	Transitioning,Ce nters	
Main	D:Back Hall-1L	PreK	2	16	C	21	C	NA	NA	Transitioning,Cir cle Time	
Main	E:Back Hall-2R	PreK	2	21	C	21	C	NA	NA	Transitioning,Ce nters	
Main	F:Back Hall-2L	PreK	2	20	C	22	C	NA	NA	Centers,Transitio ning	
Main	G:Back Hall-1R	Three Year Olds and Four Year Olds	2	13	C	21	C	NA	NA	Transitioning,Ce nters	
<b>Total Capacity @35 sq. ft.: 151</b>						<b>Total Capacity @25 sq. ft.: 0</b>					
<b>Total # Children this Date: 113</b>			<b>Total Capacity @35 sq. ft.: 151</b>			<b>Total Capacity @25 sq. ft.: 0</b>			<b>Building @25 capacity limited by Health Department Limitations</b>		

<b>Building</b>	<b>Playground</b>	<b>Playground Occupancy</b>	<b>Playground Compliance</b>
Main	Playground A	125	C

**Comments**

The purpose of the visit was to conduct a license study and to follow-up on the previous visit conducted on September 10, 2019.

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).



Please refer to the website, <http://www.dec.state.ga.us/CCS/Regulations.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](mailto: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](mailto:qualityrated@dec.state.ga.us)

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Jan Bertrang, Program Official

Date

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Kelly Jones, Consultant

Date



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### Findings Report

**Date:** 2/18/2020 **VisitType:** Licensing Study

**Arrival:** 9:00 AM

**Departure:** 1:00 PM

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The following information is associated with a Licensing Study:

<b>Activities and Equipment</b>
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**591-1-1-.12 Equipment & Toys(CR)**

**Met**

**Comment**

A variety of equipment and toys were observed throughout the center.

**Comment**

Equipment and furniture observed to be properly secured, as applicable.

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

**Met**

**Comment**

Center does not provide swimming activities.

<b>Children's Records</b>
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**Records Reviewed: 5****Records with Missing/Incomplete Components: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

**Met**

**Comment**

Records were observed to be complete and well organized.

<b>Facility</b>
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**591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

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

Licensed capacity observed to be routinely met by center.

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

No hazards observed accessible to children on this date.

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

Playground observed to be clean and in good repair.

<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition****Met****Comment**

Center menu meets USDA guidelines.

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

Kitchen appears clean and well organized.

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Hand washing requirements for diapering were discussed with the director on this date.

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

Proper hand washing observed throughout the center.

**Comment**

Staff were observed to remind children to wash hands.

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

Documentation for medication dispensing observed complete.

<b>Policies and Procedures</b>
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**591-1-1-.21 Operational Policies & Procedures****Met****Comment**

Program observed complete emergency drills

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

Observed all required posted notices.

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**Safety**

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

Animals maintained clean and appropriately caged.

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

Staff were observed to maintain a positive learning environment on this date.

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

Center does not participate in field trips at this time.

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

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

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**Staff Records**

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**Records Reviewed: 58****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 08/02/2019	
Staff # 2	Met
Date of Hire: 06/07/2010	
Staff # 3	Met
Date of Hire: 06/06/2019	
Staff # 4	Met
Date of Hire: 08/02/2019	
Staff # 5	Met
Staff # 6	Met

Staff # 7	Met
Staff # 8	Met
Staff # 9	Met
Staff # 10	Met
Date of Hire: 11/11/1996	
Staff # 11	Met
Date of Hire: 07/23/2018	
Staff # 12	Met
Staff # 13	Met
Date of Hire: 07/23/2018	
Staff # 14	Met
Date of Hire: 09/05/2019	
Staff # 15	Met
Date of Hire: 11/23/2018	
Staff # 16	Met
Date of Hire: 09/19/2019	
Staff # 17	Met
Staff # 18	Met
Staff # 19	Met
Staff # 20	Met
Date of Hire: 04/23/2019	
Staff # 21	Met
Staff # 22	Met
Staff # 23	Met
Staff # 24	Met
Staff # 25	Met
Staff # 26	Met
Staff # 27	Met

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Staff # 28	Met
Staff # 29	Met
Staff # 30	Met
Staff # 31	Met
Staff # 32	Met
Date of Hire: 07/29/2019	
Staff # 33	Met
Date of Hire: 10/05/2012	
Staff # 34	Met
Date of Hire: 03/22/2019	
Staff # 35	Met
Date of Hire: 03/22/2019	
Staff # 36	Met
Staff # 37	Met
Staff # 38	Met
Staff # 39	Met
Date of Hire: 07/23/2018	
Staff # 40	Met
Staff # 41	Met
Staff # 42	Met
Staff # 43	Met
Date of Hire: 12/10/2019	
Staff # 44	Met
Staff # 45	Met
Staff # 46	Met
Date of Hire: 10/29/2018	
Staff # 47	Met
Staff # 48	Met



**Records Reviewed: 58**

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

Staff # 49 Date of Hire: 02/19/2019	Met
Staff # 50 Date of Hire: 02/14/2019	Met
Staff # 51	Met
Staff # 52	Met
Staff # 53	Met
Staff # 54	Met
Staff # 55	Met
Staff # 56 Date of Hire: 09/01/2018	Met
Staff # 57	Met
Staff # 58	Met

**Staff Credentials Reviewed: 8**

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

**Comment**

Criminal record checks were observed to be complete.

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

**Comment**

Complete first aid kits observed in center and on vehicles.

**Comment**

Evidence observed of 100% of center staff certified in First Aid and CPR.

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

**Comment**

Documentation observed of required staff training.

**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**

Staff observed to provide direct supervision and be attentive to children's needs.