



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: 10/22/2020 **VisitType:** Licensing Study

Arrival: 9:30 AM

Departure: 12:00 PM

CCLC-669

Franklin County Head Start/Pre-K (Hartwell Road)

84 Hartwell Road Lavonia, GA 30553 Franklin County
 (706) 356-3546 angel.coker@ndohs.org

Regional Consultant

Kelly Jones

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kelly.jones@dec.al.ga.gov

Mailing Address

PO Box 519

Lavonia, GA 30553

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.
10/22/2020	Licensing Study	Good Standing	
12/12/2019	Licensing Study	Good Standing	
05/21/2019	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	A-3-4 years	Four Year Olds and Five Year Olds	2	15	C	22	C	NA	NA	Centers
Main	B-3 years	Three Year Olds	2	10	C	25	C	NA	NA	Transitioning, Outside
Main	C-4 years	PreK	2	18	C	22	C	NA	NA	Centers
Main	D-4 years	Four Year Olds	2	14	C	22	C	NA	NA	Centers
Main	E-4-5 years	Four Year Olds and Five Year Olds	2	15	C	22	C	NA	NA	Centers
Main	F-Pre-K		0	0	C	22	C	NA	NA	Outside
Main	G-Pre-K	Three Year Olds and Four Year Olds	2	11	C	20	C	NA	NA	Centers
Main	Gym		0	0	C	75	C	NA	NA	
Main	H-Pre-K	Three Year Olds and Four Year Olds	2	13	C	23	C	NA	NA	Centers, Transitioning
Total Capacity @35 sq. ft.: 253			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 96			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	117	C

Comments

A virtual inspection was conducted on October 22, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. An Administrative Review was conducted on October 21, 2020 staff records, children's files, training and background checks were all reviewed. The program was in compliance with the Executive Order issued on September 30, 2020 was reviewed during the virtual inspection.

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.

- 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

Angel Ayers, Program Official

Date

Kelly Jones, 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

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

Comment

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

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

Records were observed to be complete and well organized.

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)	Met
Comment Center appears clean and well maintained.	
Comment No hazards observed accessible to children on this date.	
591-1-1-.26 Playgrounds(CR)	Met
Comment The outside area appears clean and well maintained. Consultant discussed monitoring the playground and fence surrounding the playground area for normal wear and tear (i.e. exposed roots, active ant beds, resilient surface levels, entrapment hazards, etc.) with the director on this date.	
Food Service	
591-1-1-.15 Food Service & Nutrition	Met
Comment Center menu meets USDA guidelines.	
591-1-1-.18 Kitchen Operations	Met
Comment Kitchen appears clean and well organized.	
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 Proper hand washing observed throughout the center.	
Comment Staff were observed to remind children to wash hands.	
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**

A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit. Consultant discussed with provider to ensure to maintain records as required by the department.

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

591-1-1-.22 - Parental access requirements are met per current COVID-19 guidelines.

Correction Deadline: 10/22/2020

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

Observed all required posted notices.

591-1-1-.29 Required Reporting**Met****Comment**

Thank you for reporting as required.

Safety

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

Center does not keep animals on premises.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through on this date. Staff stated knowledge of appropriate discipline procedures. Staff were observed to maintain a positive learning environment on this date.

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

Center does not participate in field trips at this time.

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

Center does not provide routine transportation.

Sleeping & Resting Equipment

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.

Staff Records

Records Reviewed: 42**Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 08/30/2017

Staff # 2 Met

Date of Hire: 07/23/2018

Staff # 3 Met

Date of Hire: 09/28/1998

Staff # 4 Met

Date of Hire: 02/03/2020

Staff # 5 Met

Date of Hire: 08/15/2007

Staff # 6 Met

Date of Hire: 01/04/2016

Staff # 7 Met

Date of Hire: 12/04/2017

Staff # 8 Met

Date of Hire: 07/15/2019

Staff # 9 Met

Date of Hire: 07/25/2016

Staff # 10 Met

Date of Hire: 07/25/2016

Staff # 11 Met

Date of Hire: 07/22/2019

Staff # 12 Met

Date of Hire: 08/20/2019

Staff # 13 Met

Staff # 14 Met

Date of Hire: 11/14/2005

Staff # 15 Met

Date of Hire: 04/23/2019

Staff # 16 Met

Date of Hire: 08/06/2018

Staff # 17	Met
Staff # 18	Met
Date of Hire: 08/15/2019	
Staff # 19	Met
Date of Hire: 08/20/2018	
Staff # 20	Met
Date of Hire: 04/04/2019	
Staff # 21	Met
Date of Hire: 10/29/2007	
Staff # 22	Met
Date of Hire: 07/29/2020	
Staff # 23	Met
Staff # 24	Met
Staff # 25	Met
Date of Hire: 06/10/2020	
Staff # 26	Met
Staff # 27	Met
Date of Hire: 03/28/2017	
Staff # 28	Met
Date of Hire: 11/27/2017	
Staff # 29	Met
Date of Hire: 08/19/2019	
Staff # 30	Met
Staff # 31	Met
Date of Hire: 09/25/2017	
Staff # 32	Met
Date of Hire: 03/21/2016	
Staff # 33	Met
Date of Hire: 08/09/2004	

Staff # 34	Met
Staff # 35	Met
Date of Hire: 08/29/2014	
Staff # 36	Met
Date of Hire: 07/29/2020	
Staff # 37	Met
Staff # 38	Met
Date of Hire: 09/05/2017	
Staff # 39	Met
Date of Hire: 06/27/2005	
Staff # 40	Met
Staff # 41	Met
Date of Hire: 07/24/2017	
Staff # 42	Met
Date of Hire: 07/23/2018	

Staff Credentials Reviewed: 11**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****Comment**

Criminal record checks were observed to be complete.

Comment

Director provided 2 file(s) for employees hired since last visit December 12, 2019.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit. Consultant discussed with provider to ensure to maintain supplies and materials as required by the department.

Comment

Evidence observed of 100% of center staff certified in First Aid and CPR. CPR and First Aid requirements are met per current COVID-19 guidelines.

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

Documentation observed of required staff training.

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

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during the virtual walk through on this date. The program is in compliance with the Executive Order issued on September 30, 2020.

Staffing and Supervision

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Center observed to maintain appropriate staff:child ratios.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Staff observed to provide direct supervision and be attentive to children's needs.