



**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: 3/16/2018 **VisitType:** Licensing Study **Arrival:** 8:50 AM **Departure:** 10:35 AM

CCLC-685

Union County Head Start

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Regional Consultant

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Quality Rated: ★ ★ ★

Compliance Zone Designation		
03/16/2018	Licensing Study	Good Standing
11/07/2017	Monitoring Visit	Good Standing
05/01/2017	Licensing Study	Good Standing

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.

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-2nd Left		0	0	C	21	C	NA	NA	
Main	B-3rd Left (4 YR HS)		0	0	C	24	C	NA	NA	
Main	C-4th Left (4 YR HS)		0	0	C	24	C	NA	NA	
Main	Cafeteria-1st Left		0	0	C	43	C	NA	NA	
Main	D-1st Right		0	0	C	24	C	NA	NA	
Main	E-2nd Right		0	0	C	24	C	NA	NA	
Total Capacity @35 sq. ft.: 160						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 0			Total Capacity @35 sq. ft.: 160			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Preschool	69	C

Comments

Follow up to the previous Monitoring Visit that was conducted on November 17, 2017 was completed on this date.

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.

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.al.ga.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://dec.al.ga.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)



Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.ga.gov/>
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.al.ga.gov

Mary Beth Moss, Program Official

Date

Colleen Covey, Consultant

Date

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.

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

Comment

Playground observed to be clean and in good repair.

Food Service

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

Comment

Center menu meets USDA guidelines.

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

Comment

Meals are provided by the local school district. The most recent health inspection for the district was completed on March 7, 2017 with a score of 100.

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR) **N/A**

Comment

The center does not serve diapered children.

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

Comment

Staff stated proper hand washing procedures.

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

Comment

The Director stated that no medication has been administered since the previous visit was conducted on November 7, 2017.

Safety

591-1-1-.05 Animals **N/A**

Comment

Center does not keep animals on premises.

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

Comment

Staff stated proper discipline techniques. .

591-1-1-.13 Field Trips(CR)**N/A****Comment**

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)**N/A****Comment**

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

The center does not serve infants. Proper storage of mats and blankets was observed.

Staff Records

Records Reviewed: 5**Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 04/01/2017

Staff # 2

Met

Staff # 3

Met

Date of Hire: 11/20/2017

Staff # 4

Met

Date of Hire: 10/10/2017

Staff # 5

Met

Date of Hire: 02/05/2018

Staff Credentials Reviewed: 5

591-1-1-.09 Criminal Records Check(CR)**Met****Comment**

Criminal records checks were observed to be complete for all five staff members employed on this date. Three new staff members were added since the previous visit was conducted on November 7, 2017.

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

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

591-1-1-.24 Personnel Records**Technical Assistance****Technical Assistance**

The Director was provided an updated staff orientation form.

Correction Deadline: 3/21/2018

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

Documentation observed of required staff training for the 2017 year. Health and Safety training was observed completed as required.

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

Consultant observed staff comply with applicable laws and regulations on this date.

Staffing and Supervision

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

There were no children present this date. Proper ratios and classroom capacities were discussed with the director on this date.

591-1-1-.32 Supervision(CR)**Met****Comment**

There were no children present on this date. Proper supervision of children, including being prompt to children's needs, was discussed with the director on this date.