



**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

**Cover Sheet**

**Date:** 10/6/2021    **VisitType:** Licensing Study    **Arrival:** 8:00 AM    **Departure:** 10:00 AM

**CCLC-35956**

**Henry County Head Start Center**

84 Carter's Lane Locust Grove, GA 30248 Henry County  
(770) 957-3524 ccaffee@mtccdc.org

**Regional Consultant**

April Brown

Phone: (770) 357-5101

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april.brown@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
10/06/2021	Licensing Study	Good Standing
05/14/2021	Monitoring Visit	Good Standing
10/19/2020	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-1st Left EHS 1		0	0	C	8	C	NA	NA	Not In Use
Main	B 2nd left EHS 2		0	0	C	8	C	NA	NA	Not In Use
Main	C 3rd left EHS 3	Two Year Olds	2	3	C	15	C	NA	NA	Free Play
Main	D-4th Left	GA PreK	2	9	C	17	C	NA	NA	Music
Main	E- 4th Right	Three Year Olds	2	13	C	22	C	NA	NA	Circle Time
Main	F- 3rd Right		0	0	C	22	C	NA	NA	Not In Use
Main	G-2nd Right	GA PreK	2	17	C	20	C	NA	NA	Circle Time
Main	H- 1st Right	Three Year Olds	2	9	C	17	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 129						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 51			Total Capacity @35 sq. ft.: 129			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A- Infant/Toddler	32	C
Main	A- Infants/Toddlers	32	C
Main	B-Preschool	52	C
Main	C- Preschool	79	C
Main	Playground B	186	C

**Comments**

An Administrative Review was conducted on October 6, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on October 13, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

Plan of Improvement: Developed This Date 10/06/2021

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



### Important New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

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)

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)

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Cindy Caffee, Program Official

Date

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April Brown, Consultant

Date



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### Findings Report

**Date:** 10/6/2021    **VisitType:** Licensing Study    **Arrival:** 8:00 AM    **Departure:** 10:00 AM

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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**

Equipment and furniture observed to be properly secured, as applicable on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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**591-1-1-.35 Swimming Pools & Water-related Activities(CR)****N/A****Comment**

Center does not provide swimming activities per the director on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

<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**

Parent authorizations obtained and completed on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

**Comment**

Records were observed to be complete and well organized on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

**Facility**

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

**Met**

**Comment**

Licensed capacity observed to be met by the center on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

**Met**

**Comment**

Center appears clean and well maintained on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

**Comment**

Please be mindful to keep items that pose a hazard inaccessible to children. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

**Met**

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute. A Virtual Visit was conducted due to the COVID-19 pandemic.

**Comment**

Playgrounds observed to be clean and in good repair on this date. Playground B was not in use at this time. A Virtual Visit was conducted due to the COVID-19 pandemic.

**Food Service**

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

**Met**

**Comment**

Center menu meets USDA guidelines. The director reported that the carrots on the menu were steamed and not raw carrots. Consultant discussed new revision to restricted food rule which states: Foods that are associated with young children’s choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

**Met**

**Comment**

Kitchen appears clean and well organized on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

**Health and Hygiene**

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

**Met**

**Comment**

Hand washing requirements for diapering were discussed with the director on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Staff were observed to remind children to wash hands as required on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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**591-1-1-.20 Medications(CR)****N/A****Comment**

The center currently does not dispense or administer medication at this time. A Virtual Visit was conducted due to the COVID-19 pandemic.

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<b>Policies and Procedures</b>
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**591-1-1-.21 Operational Policies & Procedures****Technical Assistance****Technical Assistance**

591-1-1-.21(3) - Please ensure drills for fire, tornado and other emergency situations are documented as required. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. A Virtual Visit was conducted due to the COVID-19 pandemic.

**Correction Deadline: 10/11/2021**

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**591-1-1-.29 Required Reporting****Technical Assistance****Technical Assistance**

591-1-1-.29(3) Discussed reporting requirements with the director on this date. Please ensure the Director or designated person-in-charge report to the Department within twenty-four (24) hours or the next work day: any death of a child while in the care of the Center; any serious illness or injury requiring hospitalization or professional medical attention other than first aid of a child while in the care of the Center; any situation when a child in care becomes missing, such as, but not limited to, a child who is left on a vehicle, a child who leaves the building, playground, or property, or a child who is left behind on any trip; any fire; any structural disaster; any emergency situation that requires temporarily relocating children; and any time the program's operating status changes (i.e., open to closed or temporarily closed and temporarily closed to open). A Virtual Visit was conducted due to the COVID-19 pandemic.

**Correction Deadline: 10/6/2021**

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<b>Safety</b>
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**591-1-1-.05 Animals****N/A****Comment**

Center does not keep animals on premises at this time. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Age-appropriate discussion and redirection observed on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Center does not participate in field trips at this time per the director on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Center does not provide routine transportation at this time per the director. A Virtual Visit was conducted due to the COVID-19 pandemic.

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## Sleeping & Resting Equipment

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

**Met**

**Comment**

Discussed SIDS and infant sleeping position with the director; however, there were no infants currently enrolled on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

## Staff Records

**Records Reviewed: 64**

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

Staff # 1	Met
Date of Hire: 01/14/2019	
Staff # 2	Met
Date of Hire: 01/22/2019	
Staff # 3	Met
Date of Hire: 07/12/2021	
Staff # 4	Met
Date of Hire: 01/23/2019	
Staff # 5	Met
Date of Hire: 02/21/2019	
Staff # 6	Met
Date of Hire: 02/24/2020	
Staff # 7	Met
Date of Hire: 09/28/2016	
Staff # 8	Met
Date of Hire: 08/20/2018	
Staff # 9	Met
Staff # 10	Met
Date of Hire: 11/27/2018	
Staff # 11	Met
Date of Hire: 07/16/2012	
Staff # 12	Met
Date of Hire: 01/11/2015	
Staff # 13	Met

Staff # 14 Date of Hire: 03/06/2019	Met
Staff # 15 Date of Hire: 01/18/2019	Met
Staff # 16 Date of Hire: 01/18/2019	Met
Staff # 17 Date of Hire: 08/16/2021	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 18 Date of Hire: 02/25/2019	Met
Staff # 19 Date of Hire: 09/16/2015	Met
Staff # 20 Date of Hire: 08/01/2019	Met
Staff # 21 Date of Hire: 04/05/2018	Met
Staff # 22 Date of Hire: 04/16/2010	Met
Staff # 23 Date of Hire: 01/17/2019	Met
Staff # 24 Date of Hire: 07/12/2021	Met
Staff # 25 Date of Hire: 01/17/2015	Met
Staff # 26 Date of Hire: 01/16/2015	Met
Staff # 27 Date of Hire: 01/18/2019	Met
Staff # 28 Date of Hire: 01/15/2019	Met



Staff # 29 Date of Hire: 01/30/2019	Met
Staff # 30 Date of Hire: 01/24/2019	Met
Staff # 31 Date of Hire: 09/09/2021	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 32 Date of Hire: 11/05/2018	Met
Staff # 33 Date of Hire: 01/11/2019	Met
Staff # 34 Date of Hire: 03/09/2019	Met
Staff # 35 Date of Hire: 09/12/2019	Met
Staff # 36 Date of Hire: 01/11/2019	Met
Staff # 37 Date of Hire: 08/18/2008	Met
Staff # 38 Date of Hire: 12/11/2018	Met
Staff # 39 Date of Hire: 01/22/2015	Met
Staff # 40 Date of Hire: 01/23/2015	Met
Staff # 41 Date of Hire: 01/24/2019	Met
Staff # 42 Date of Hire: 08/22/2019	Met
Staff # 43 Date of Hire: 01/28/2019	Met

Staff # 44 Date of Hire: 01/03/2010	Met
Staff # 45 Date of Hire: 07/12/2019	Met
Staff # 46 Date of Hire: 01/08/2016	Met
Staff # 47 Date of Hire: 01/17/2019	Met
Staff # 48 Date of Hire: 10/22/2018	Met
Staff # 49 Date of Hire: 08/01/2018	Met
Staff # 50 Date of Hire: 08/01/2015	Met
Staff # 51 Date of Hire: 01/10/2015	Met
Staff # 52 Date of Hire: 01/22/2015	Met
Staff # 53 Date of Hire: 07/12/2021	Met
Staff # 54 Date of Hire: 01/24/2019	Met
Staff # 55 Date of Hire: 09/27/2021	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 56 Date of Hire: 08/27/2019	Met
Staff # 57 Date of Hire: 01/17/2019	Met
Staff # 58 Date of Hire: 06/16/2021	Met

Staff # 59	Met
Date of Hire: 02/08/2019	
Staff # 60	Met
Date of Hire: 01/16/2015	
Staff # 61	Met
Date of Hire: 01/29/2015	
Staff # 62	Met
Date of Hire: 01/22/2019	
Staff # 63	Met
Date of Hire: 07/25/2019	
Staff # 64	Met

**Staff Credentials Reviewed: 16****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****Comment**

Criminal record checks were observed to be complete on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

**Comment**

Director provided seven files for employees hired since the last visit which was completed on May 14, 2021. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Evidence observed of 50% of center staff certified in First Aid and CPR on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

**591-1-1-.33 Staff Training Technical Assistance****Comment**

Documentation observed of required annual staff training for 2020 on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

**Technical Assistance**

591-1-1-.33(2) - Please ensure the initial Center orientation includes the following subjects: the Center's policies and procedures; the portions of these rules dealing with the care, health and safety of children; the Staff person's assigned duties and responsibilities; reporting requirements for suspected cases of child abuse, neglect or deprivation; missing children, communicable diseases and serious injuries; emergency weather plans; the program's emergency preparedness plan; childhood injury control; the administration of medicine; reducing the risk of Sudden Infant Death Syndrome (SIDS); hand washing; fire safety; water safety; and prevention of HIV/AIDS and blood borne pathogens. A Virtual Visit was conducted due to the COVID-19 pandemic.

**Correction Deadline: 10/7/2021****591-1-1-.31 Staff(CR) Met****Comment**

Staff observed to be compliant with applicable laws and regulations on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

## Staffing and Supervision

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

Met

#### Comment

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

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

Met

#### Comment

Adequate supervision observed on this date. Consultant discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger. A Virtual Visit was conducted due to the COVID-19 pandemic.