



**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:** 5/14/2021 **VisitType:** Monitoring Visit

**Arrival:** 3:30 PM

**Departure:** 5:30 PM

**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

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april.brown@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.
05/14/2021	Monitoring Visit	Good Standing	
10/19/2020	Licensing Study	Good Standing	
01/28/2020	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-1st Left EHS 1	One Year Olds and Two Year Olds and Three Year Olds	2	3	C	8	C	NA	NA	Story
Main	B 2nd left EHS 2	One Year Olds and Two Year Olds	2	3	C	8	C	NA	NA	Free Play
Main	C 3rd left EHS 3	Infants and Two Year Olds and Three Year Olds	2	4	C	15	C	NA	NA	Outside
Main	D-4th Left		0	0	C	17	C	NA	NA	Not In Use
Main	E- 4th Right		0	0	C	22	C	NA	NA	Not In Use
Main	F- 3rd Right		0	0	C	22	C	NA	NA	Not In Use
Main	G-2nd Right		0	0	C	20	C	NA	NA	Not In Use
Main	H- 1st Right		0	0	C	17	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 129						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 10			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 May 14, 2021. Core Rules and background checks were all reviewed. A virtual inspection was conducted on May 18, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on April 30, 2021 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 05/14/2021

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:** 5/14/2021    **VisitType:** Monitoring Visit    **Arrival:** 3:30 PM    **Departure:** 5:30 PM

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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**

A variety of equipment and toys were observed throughout the center on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

**N/A**

**Comment**

Center does not provide swimming activities at this time. 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. 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**

Both Playground A's for infants and toddlers and Playgrounds B and C for Preschool children were observed to be clean and in good repair on this date. The director submitted pictures of the playground areas to the Department for review. The director reported that Playground B which was for school age was not in use at this time and under construction. The children that utilized this playground would not return to the center until August of 2021. A Virtual Visit was conducted due to the COVID-19 pandemic.

**Comment**

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

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

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.

**Comment**

Please ensure the new updated infant feeding form is used. Discussed revision to the written feeding plans for children under the age of 1 years old. Age-appropriate solid foods (including cereal) shall not be given to infants or children less than one (1) year of age until recommended as developmentally appropriate by the child's primary care physician and indicated in writing by the Parent(s). As soon as the feeding plan indicates that a child is ready for solid foods, the child shall be fed from individual spoons and individual containers or dishes. A child shall not be fed directly from the original baby food container if the contents are to be fed to the child at more than one (1) meal or to more than one (1) child. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

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

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

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

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

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

<b>Policies and Procedures</b>
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**591-1-1-.29 Required Reporting****Met****Comment**

Discussed reporting requirements with the director on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

<b>Safety</b>
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**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. Regulations regarding proper discipline were discussed with the Director on this date.

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

Center does not provide routine transportation. A Virtual Visit was conducted due to the COVID-19 pandemic.

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<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

Discussed SIDS and infant sleeping position with the director on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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<b>Staff Records</b>
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**Records Reviewed: 65****Records with Missing/Incomplete Components: 0**

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Staff # 1	Met
Date of Hire: 03/01/1999	
Staff # 2	Met
Date of Hire: 01/14/2019	
Staff # 3	Met
Date of Hire: 01/22/2019	
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
Date of Hire: 11/01/2018	
Staff # 10	Met
Staff # 11	Met

Date of Hire: 11/27/2018

Staff # 12 Met

Date of Hire: 07/16/2012

Staff # 13 Met

Date of Hire: 01/11/2015

Staff # 14 Met

Staff # 15 Met

Date of Hire: 03/06/2019

Staff # 16 Met

Date of Hire: 03/20/2018

Staff # 17 Met

Date of Hire: 01/18/2019

Staff # 18 Met

Date of Hire: 01/18/2019

Staff # 19 Met

Date of Hire: 11/01/2019

Staff # 20 Met

Date of Hire: 02/25/2019

Staff # 21 Met

Date of Hire: 09/16/2015

Staff # 22 Met

Date of Hire: 08/01/2019

Staff # 23 Met

Date of Hire: 04/05/2018

Staff # 24 Met

Date of Hire: 04/16/2010

Staff # 25 Met

Date of Hire: 01/17/2019

Staff # 26 Met

Date of Hire: 01/17/2015

Staff # 27 Date of Hire: 01/16/2015	Met
Staff # 28 Date of Hire: 01/18/2019	Met
Staff # 29 Date of Hire: 01/15/2019	Met
Staff # 30 Date of Hire: 01/30/2019	Met
Staff # 31 Date of Hire: 01/24/2019	Met
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: 04/26/2021	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 36 Date of Hire: 09/12/2019	Met
Staff # 37 Date of Hire: 01/11/2019	Met
Staff # 38 Date of Hire: 08/18/2008	Met
Staff # 39 Date of Hire: 12/11/2018	Met
Staff # 40 Date of Hire: 01/22/2015	Met
Staff # 41 Date of Hire: 01/23/2015	Met



Staff # 42 Date of Hire: 01/24/2019	Met
Staff # 43 Date of Hire: 08/22/2019	Met
Staff # 44 Date of Hire: 01/28/2019	Met
Staff # 45 Date of Hire: 01/03/2010	Met
Staff # 46 Date of Hire: 07/12/2019	Met
Staff # 47 Date of Hire: 01/08/2016	Met
Staff # 48 Date of Hire: 01/17/2019	Met
Staff # 49 Date of Hire: 10/22/2018	Met
Staff # 50 Date of Hire: 08/01/2018	Met
Staff # 51 Date of Hire: 09/16/2015	Met
Staff # 52 Date of Hire: 01/23/2019	Met
Staff # 53 Date of Hire: 08/01/2015	Met
Staff # 54 Date of Hire: 01/10/2015	Met
Staff # 55 Date of Hire: 01/22/2015	Met
Staff # 56 Date of Hire: 01/24/2019	Met

Staff # 57 Date of Hire: 08/27/2019	Met
Staff # 58 Date of Hire: 01/17/2019	Met
Staff # 59 Date of Hire: 08/07/2018	Met
Staff # 60 Date of Hire: 02/08/2019	Met
Staff # 61 Date of Hire: 01/16/2015	Met
Staff # 62 Date of Hire: 01/29/2015	Met
Staff # 63 Date of Hire: 01/22/2019	Met
Staff # 64 Date of Hire: 07/25/2019	Met
Staff # 65	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 one file for an employee hired since last visit which was completed on October 19, 2020. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Additional cleaning and sanitizing recommendations due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on April 30, 2021.

**Staffing and Supervision****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.

**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.