



**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:** 5/3/2022      **VisitType:** Monitoring Visit      **Arrival:** 9:25 AM      **Departure:** 11:45 AM

**CCLC-35956**

**Henry County Head Start Center**

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

**Regional Consultant**

April Brown

Phone: (770) 357-5101  
 Fax: (770) 357-5102  
 april.brown@dec.al.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.
05/03/2022	Monitoring Visit	Good Standing	
10/06/2021	Licensing Study	Good Standing	
05/14/2021	Monitoring Visit	Good Standing	

  

<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.

**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	Two Year Olds and Three Year Olds	2	7	C	8	C	NA	NA	Circle Time
Main	B 2nd left EHS 2	Two Year Olds and Three Year Olds	2	5	C	8	C	NA	NA	TV
Main	C 3rd left EHS 3	One Year Olds and Two Year Olds and Three Year Olds	2	7	C	15	C	NA	NA	Outside
Main	D-4th Left	GA PreK	2	12	C	17	C	NA	NA	Centers
Main	E- 4th Right		0	0	C	22	C	NA	NA	Not In Use
Main	F- 3rd Right	Five Year Olds	2	16	C	22	C	NA	NA	Free Play
Main	G-2nd Right	GA PreK	2	17	C	20	C	NA	NA	Circle Time
Main	H- 1st Right	Three Year Olds and Four Year Olds	2	13	C	17	C	NA	NA	Transitioning

Total Capacity @35 sq. ft.: 129

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 77

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

Consultant reviewed the final report with the person in charge in absence of the director on May 10, 2022. The director was previously advised of report on site May 3, 2022 and on May 6, 2022 when documents were submitted.

Plan of Improvement: Developed This Date 05/03/2022

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 Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

**Contact the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.state.ga.us](mailto:qualityrated@dec.state.ga.us) for more information. Free technical assistance is available!**

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), do the following:

- 1) Log into DECAL KOALA [www.decalkoala.com](http://www.decalkoala.com) with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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

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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**

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

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

**Comment**

Pool not in use at this time, gates observed locked on this date.

### Facility

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

**Comment**

Licensed capacity observed to be met by the center on this date.

**591-1-1-.25 Physical Plant - Safe Environment(CR)** **Not Met**

**Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined the following hazards were present and accessible to children in care:

- \* An unlocked cabinet in the second left classroom contained adult scissors and a stapler.
- \* A safety bag which contained first aid supplies labeled, "keep out of reach of children", was located on a low shelf behind curtains in the fourth left classroom and on top of the cubbies in the second right classroom.
- \* A staff member's purse was located on a low shelf behind the curtains in the fourth left classroom.
- \* A broom and dust pan were located behind a curtain in the third right classroom.

**POI (Plan of Improvement)**

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

**Correction Deadline: 5/3/2022**

**Technical Assistance**

Please ensure that the center and surrounding premises be kept clean, free of debris and in good repair. Consultant discussed with the director to ensure all vents in the children's bathrooms were securely attached to the ceiling, in working order and free of dust as required. Consultant also discussed with the director to ensure the toilet in the fourth left classroom is repaired properly to ensure continued compliance.

**Correction Deadline: 5/3/2022**

**591-1-1-.26 Playgrounds(CR)****Not Met****Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute as needed.

**Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined that fencing surrounding Playgrounds A, B, and C measured three feet and three and a half feet in height instead of four feet in height which was required. Additionally, the fences were rusted in some areas and had grass and tree limbs protruding throughout the back fence on Playground B. There was a five inch gap at the bottom of the fence located on Playground A which posed as an entrapment hazard. The fence gate on Playground A was also unlocked on this date.

**POI (Plan of Improvement)**

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

**Correction Deadline: 6/1/2022**

**Health and Hygiene****591-1-1-.10 Diapering Areas & Practices(CR)****Technical Assistance****Comment**

Staff stated proper knowledge of diapering procedures on this date.

**Technical Assistance**

Please ensure that center staff do not use the area used for diapering for food preparation and keep the diapering area clear of formulas, food, food utensils and food preparation items at all times in the event children are diapered in that area. If children are not diapered in that area, please place a sign up to state that children are not diapered in the diaper changing area.

**Correction Deadline: 5/3/2022**

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

Proper hand washing observed throughout the center on this date.

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

The center currently does not dispense or administer medication at this time.

**Policies and Procedures****591-1-1-.21 Operational Policies & Procedures****Met****Comment**

Program observed to have completed emergency drills. Documentation of the drills were discussed on this date.

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

Discussed reporting requirements with the director on this date.

**Safety**

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

Age-appropriate discussion and redirection observed on this date.

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

Center does not provide routine transportation at this time.

**Sleeping & Resting Equipment**

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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Not Evaluated****Comment**

Discussed SIDS and infant sleeping position; however, there were no infants enrolled on this date.

**Staff Records****Records Reviewed: 56****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 Date of Hire: 11/27/2018	Met
Staff # 11 Date of Hire: 01/11/2015	Met
Staff # 12	Met
Staff # 13 Date of Hire: 01/18/2019	Met
Staff # 14 Date of Hire: 01/18/2019	Met
Staff # 15 Date of Hire: 09/16/2015	Met
Staff # 16 Date of Hire: 08/01/2019	Met
Staff # 17 Date of Hire: 04/05/2018	Met
Staff # 18 Date of Hire: 04/16/2010	Met
Staff # 19 Date of Hire: 01/17/2019	Met
Staff # 20 Date of Hire: 07/12/2021	Met
Staff # 21 Date of Hire: 01/17/2015	Met
Staff # 22 Date of Hire: 01/16/2015	Met
Staff # 23 Date of Hire: 01/18/2019	Met
Staff # 24 Date of Hire: 01/15/2019	Met
Staff # 25	Met

Date of Hire: 01/30/2019

Staff # 26 Met

Date of Hire: 01/24/2019

Staff # 27 Met

Date of Hire: 09/09/2021

Staff # 28 Met

Date of Hire: 01/11/2019

Staff # 29 Met

Date of Hire: 03/09/2019

Staff # 30 Met

Date of Hire: 09/12/2019

Staff # 31 Met

Date of Hire: 01/11/2019

Staff # 32 Met

Date of Hire: 08/18/2008

Staff # 33 Met

Date of Hire: 12/11/2018

Staff # 34 Met

Date of Hire: 01/22/2015

Staff # 35 Met

Date of Hire: 01/23/2015

Staff # 36 Met

Date of Hire: 01/24/2019

Staff # 37 Met

Date of Hire: 08/22/2019

Staff # 38 Met

Date of Hire: 01/28/2019

Staff # 39 Met

Date of Hire: 07/12/2019

Staff # 40 Met

Date of Hire: 01/08/2016



Staff # 41 Date of Hire: 01/17/2019	Met
Staff # 42 Date of Hire: 10/22/2018	Met
Staff # 43 Date of Hire: 08/01/2018	Met
Staff # 44 Date of Hire: 08/01/2015	Met
Staff # 45 Date of Hire: 01/10/2015	Met
Staff # 46 Date of Hire: 01/22/2015	Met
Staff # 47 Date of Hire: 01/24/2019	Met
Staff # 48 Date of Hire: 09/27/2021	Met
Staff # 49 Date of Hire: 08/27/2019	Met
Staff # 50 Date of Hire: 01/17/2019	Met
Staff # 51 Date of Hire: 06/16/2021	Met
Staff # 52 Date of Hire: 02/08/2019	Met
Staff # 53 Date of Hire: 01/16/2015	Met
Staff # 54 Date of Hire: 01/29/2015	Met
Staff # 55 Date of Hire: 01/22/2019	Met

Staff # 56

Met

Date of Hire: 07/25/2019

**Staff Credentials Reviewed: 12**

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

**Met**

**Comment**

Criminal record checks were observed to be complete on this date.

**Comment**

Director provided one file for an employee hired since the last visit which was completed on October 6, 2021.

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations on this date.

**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.

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

**Met**

**Comment**

Adequate supervision observed on this date.