



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: 5/12/2022 **VisitType:** Monitoring Visit

Arrival: 11:10 AM **Departure:** 12:10 PM

CCLC-680

Stephens County Head Start

176 South Broad Street Toccoa, GA 30577 Stephens County
 (706) 886-7675 patrice.wheeler@ndohs.org

Regional Consultant

Dianne Clarke

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dianne.clarke@decal.ga.gov

Mailing Address

PO Box 129
 Toccoa, GA 30577

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. |
|------------------------------------|------------------|---------------|--|
| 05/12/2022 | Monitoring Visit | Good Standing | |
| 11/01/2021 | Licensing Study | Good Standing | |
| 05/18/2021 | 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-1L | Three Year Olds and Four Year Olds | 2 | 12 | C | 21 | C | NA | NA | Centers |
| Main | B-2L | Four Year Olds | 2 | 11 | C | 21 | C | NA | NA | Outside |
| Main | C-3L | Three Year Olds | 2 | 16 | C | 20 | C | NA | NA | Outside |
| Main | D-4L | | 0 | 0 | C | 20 | C | NA | NA | Not In Use |
| Main | E-5L | Three Year Olds and Four Year Olds | 2 | 13 | C | 20 | C | NA | NA | Story |
| Main | F-2R | | 0 | 0 | C | 17 | C | NA | NA | Not In Use |
| Main | G-1R | | 0 | 0 | C | 18 | C | NA | NA | Not In Use |
| Total Capacity @35 sq. ft.: 137 | | | Total Capacity @25 sq. ft.: 0 | | | | | | | |
| Total # Children this Date: 52 | | | Total Capacity @25 sq. ft.: 0 | | | | | | | |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------|----------------------|-----------------------|
| Main | Playground | 114 | C |

Comments

On this date, consultant followed up to previous visit and conducted an on-site monitoring visit.

Reminders: Please be sure to contact the Stephens County Department of Health if there are positive COVID-19 cases immediately and get their guidance. Please also complete a Required Report in DECAL KOALA for all communicable diseases within 24 hours. Be sure to select "Notifiable Communicable Diseases" to report closures for COVID cases.

Please be sure to enter all temporary closures in DECAL KOALA under the Required Report tab whenever your facility closed temporarily for one day or more.

Incident Reports are to be submitted via DECAL KOALA with all signed staff statements for staff and the director.

As of August 2, 2021, all amendments are required to be entered in DECAL KOALA.

Please be sure to hide staff who are no longer employed in your DECAL KOALA account. Please reach out for help with this, if needed.

Plan of Improvement: Developed This Date 05/12/2022

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.decal.ga.gov/CCS/RulesAndRegulations.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@decal.ga.gov 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 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)

Patrice Wheeler, Program Official

Date

Dianne Clarke, Consultant

Date



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Findings Report

Date: 5/12/2022 **VisitType:** Monitoring Visit **Arrival:** 11:10 AM **Departure:** 12:10 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.

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

Comment

Center does not provide swimming activities.

Facility

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) **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 based on observation that the following hazards were observed in the following classrooms:

- B-2L: Wipes packaging and plastic bags in the manipulative area and was accessible
- C-3L: Plastic bags were observed on shelf in the cubby area and was accessible.
- G-1R: Plastic bags accessible in the diaper area in the girls bathroom at the top hallway.

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: 5/12/2022

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that the door in the girls bathroom was in need of repair.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 5/12/2022

591-1-1-.26 Playgrounds(CR)**Not Met****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 based on observation that the AC unit was not fully enclosed on the playground.

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: 6/12/2022

Finding

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that nails were observed to be exposed on the playground near the AC unit.

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

Correction Deadline: 5/12/2022

Health and Hygiene

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

There were no diaper children enrolled in the program on this date. Proper diaper facilities were observed with warm running water and proper ventilation.

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

Proper hand washing observed throughout the center.

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

The Provider currently does not dispense/administer medication.

Safety

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

Staff stated that they talk to the children and redirect them for discipline.

Comment

Center does not provide routine transportation.

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| Sleeping & Resting Equipment |
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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.

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| Staff Records |
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Records Reviewed: 24**Records with Missing/Incomplete Components: 0**

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|-----------|-----|
| Staff # 1 | Met |
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|--------------------------|--|
| Date of Hire: 12/08/2020 | |
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| Staff # 2 | Met |
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| Staff # 3 | Met |
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| Date of Hire: 03/28/2019 | |
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| Staff # 4 | Met |
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| Staff # 5 | Met |
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| Date of Hire: 04/19/2022 | <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u> |
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| Staff # 6 | Met |
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| Date of Hire: 05/17/2019 | |
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| Staff # 7 | Met |
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| Date of Hire: 09/07/2021 | |
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| Staff # 8 | Met |
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| Date of Hire: 08/02/2021 | |
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| Staff # 9 | Met |
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| Date of Hire: 05/29/2019 | |
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| Staff # 10 | Met |
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|--------------------------|---|
| Date of Hire: 03/15/2022 | <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u> |
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|------------|-----|
| Staff # 11 | Met |
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|--------------------------|--|
| Date of Hire: 07/24/2017 | |
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| Staff # 12 | Met |
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Records Reviewed: 24**Records with Missing/Incomplete Components: 0**

Date of Hire: 03/20/2019

Staff # 13 Met

Date of Hire: 05/20/2019

Staff # 14 Met

Date of Hire: 04/11/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 15 Met

Date of Hire: 11/10/2018

Staff # 16 Met

Date of Hire: 04/01/2019

Staff # 17 Met

Date of Hire: 10/27/2021

Staff # 18 Met

Date of Hire: 05/17/2019

Staff # 19 Met

Date of Hire: 04/01/2019

Staff # 20 Met

Staff # 21 Met

Date of Hire: 08/27/2007

Staff # 22 Met

Date of Hire: 03/21/2019

Staff # 23 Met

Date of Hire: 11/28/2016

Staff # 24 Met

Date of Hire: 07/24/2017

Staff Credentials Reviewed: 3

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

Comment

Criminal record checks were observed to be complete.

-Please ensure that applicants/staff are listing exact dates (including month/day/year) on 10 year work history form in order to determine any breaks in service from the child care industry.

-Please ensure that records checks are redone if there is a six-month break in service.

-Please also ensure that satisfactory records checks are updated before the expiration date.

-Ensure that all therapists and other independent contractors have an updated records check on file, before being present at the center.

-Please ensure that staff with a national background check is always present with a staff who has a comprehensive background check. Staff should never be by themselves.

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

Staff observed to be compliant with applicable laws and regulations.

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|---------------------------------|
| Staffing and Supervision |
|---------------------------------|

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

Center observed to maintain appropriate staff:child ratios.

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

Adequate supervision observed on this date.