



**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:** 12/13/2021 **VisitType:** Licensing Study

**Arrival:** 9:00 AM

**Departure:** 11:00 AM

**CCLC-17764**

**Gilmer County Head Start**

305 Calvin Jackson Dr. Ellijay, GA 30540 Gilmer County  
(706) 635-4045 beth.mcarthur@ndohs.org

**Regional Consultant**

Stephanie Clark

Phone: (770) 357-1712

Fax: (770) 357-1715

stephanie.clark@decals.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.
12/13/2021	Licensing Study	Good Standing	
02/26/2021	Monitoring Visit	Good Standing	
10/14/2020	Licensing Study	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	#12 (7R) EHS	Two Year Olds and Three Year Olds	2	5	C	23	C	NA	NA	Centers
Main	#3 (2R) (3-4 HS)	Three Year Olds and Four Year Olds	1	15	C	22	C	NA	NA	Circle Time, Centers
Main	#5 (3R) (3-4 HS)	Three Year Olds	2	15	C	22	C	NA	NA	Transitioning
Main	#7 (4R) (3-4 HS)	Four Year Olds	2	18	C	22	C	NA	NA	Centers
Main	#9 (5R)	Three Year Olds	2	13	C	22	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 111						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 66			Total Capacity @35 sq. ft.: 111			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	178	C

**Comments**

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

The Consultant requests the provider to sign and date the report in two areas and return to back to the consultant after the report is reviewed and signed.

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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Beth McArthur, Program Official

Date

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Stephanie Clark, Consultant

Date



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### Findings Report

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The following information is associated with a Licensing Study:

### 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-.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)

Technical Assistance

#### Technical Assistance

591-1-1-.25 - Please be mindful to keep items that pose a hazard inaccessible to children.

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

Technical Assistance

#### Technical Assistance

591-1-1-.26 – Please ensure to monitor the playground areas for the following hazards: - Normal wear and tear of playground equipment and toys. Potential entrapment hazards in the fence surrounding the playground area. Biting and/or stinging insects (i.e. ants, bees, etc.). Loose and/or weak tree branches surrounding the playground area. Standing water in and around playground equipment after inclement weather. Fall zones and resilient surface.

### Health and Hygiene

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

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Comment**

Staff were observed to remind children to wash hands.

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**591-1-1-.20 Medications(CR)** **Technical Assistance**

**Technical Assistance**

591-1-1-.20 - Discussed proper medication documentation and procedures.

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**Safety**

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

**Comment**

Age-appropriate discussion and/or redirection observed.

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**591-1-1-.13 Field Trips(CR)** **Met**

**Comment**

Center does not participate in field trips at this time.

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**591-1-1-.36 Transportation(CR)** **Met**

**Comment**

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

**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: 15**

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

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Staff # 1 Met

Date of Hire: 03/11/2020

Staff # 2 Met

Date of Hire: 07/23/2014

Staff # 3 Met

Date of Hire: 02/14/2014

Staff # 4 Met

Date of Hire: 10/03/2011

Staff # 5 Met

**Records Reviewed: 15****Records with Missing/Incomplete Components: 0**

Date of Hire: 09/26/2006

Staff # 6 Met

Date of Hire: 09/08/2020

Staff # 7 Met

Date of Hire: 07/30/2018

Staff # 8 Met

Date of Hire: 10/09/2017

Staff # 9 Met

Date of Hire: 01/23/2017

Staff # 10 Met

Date of Hire: 01/22/2019

Staff # 11 Met

Date of Hire: 03/29/2021

Staff # 12 Met

Date of Hire: 09/18/2000

Staff # 13 Met

Date of Hire: 11/15/1993

Staff # 14 Met

Date of Hire: 07/21/2011

Staff # 15 Met

Date of Hire: 07/26/2021

**Staff Credentials Reviewed: 6****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided one (1) file(s) for employees hired since last visit.

**591-1-1-.14 First Aid & CPR Technical Assistance****Technical Assistance**

591-1-1-.14 - Please be mindful of training expiration dates.

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

591-1-1-.33 - Discussed staff training. Please obtain required documentation each year.

**Technical Assistance**

591-1-1-.31 - Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

<b>Staffing and Supervision</b>
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**Comment**

Center observed to maintain appropriate staff:child ratios.

**Comment**

Adequate supervision observed on this date.