



**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: 12/15/2021 **VisitType:** Monitoring Visit

Arrival: 12:00 PM

Departure: 1:30 PM

CCLC-666

E.E. Butler Head Start/Pre-K

1300 Athens Street Gainesville, GA 30507 Hall County
(770) 536-1816 wanda.harris@ndohs.org

Regional Consultant

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@decal.ga.gov

Mailing Address

Same

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.
12/15/2021	Monitoring Visit	Good Standing	
08/05/2021	Incident Investigation Closure	Good Standing	
05/20/2021	Incident Investigation & Follow Up	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	T Back L Hall 1R		0	0	C	20	C	NA	NA	
Main	U Back R Hall		0	0	C	22	C	NA	NA	
Main	O Main Hall 2L	Three Year Olds	2	17	C	21	C	NA	NA	Circle Time
Main	A 1R Hall 1R	Four Year Olds	2	10	C	22	C	NA	NA	Lunch
Main	B 1R Hall 2R	Four Year Olds	2	10	C	22	C	NA	NA	Lunch
Main	D 1R Hall 4R	Four Year Olds	2	15	C	22	C	NA	NA	Lunch
Main	E 1R Hall 5R	One Year Olds and Two Year Olds	2	7	C	21	C	NA	NA	Nap
Main	F 1R Hall 3L	Two Year Olds	2	8	C	17	C	NA	NA	Lunch, Transitioning
Main	G 1R Hall 2L	Infants and One Year Olds and Two Year Olds	2	6	C	19	C	NA	NA	Nap
Main	H 1R Hall 1L	Two Year Olds	2	6	C	22	C	NA	NA	Nap
Main	I L Hall 1L	Three Year Olds	2	9	C	19	C	NA	NA	Lunch
Main	J L Hall 2L	Three Year Olds	2	14	C	22	C	NA	NA	Lunch
Main	L 2R Hall 2L		0	0	C	22	C	NA	NA	
Main	P Main Hall 3L		0	0	C	21	C	NA	NA	
Main	R Main Hall 4L	Three Year Olds	2	14	C	21	C	NA	NA	Lunch
Main	S Back L Hall 2R		0	0	C	22	C	NA	NA	
Main	C 1R Hall 3R	Four Year Olds	2	11	C	22	C	NA	NA	Lunch
Main	K Hall 2L		0	0	C	19	C	NA	NA	
Main	M 2R Hall 1L		0	0	C	22	C	NA	NA	
Main	N Main Hall 1L		0	0	C	21	C	NA	NA	

	Total Capacity @35 sq. ft.: 382	Total Capacity @25 sq. ft.: 0	Building @35 capacity limited by Fire Marshall Limitations
Total # Children this Date: 127	Total Capacity @35 sq. ft.: 382	Total Capacity @25 sq. ft.: 0	Building @25 capacity limited by Fire Marshall Limitations


Building	Playground	Playground Occupancy	Playground Compliance
Main	Large Playground	368	C
Main	Small Playground	52	C

Comments

An administrative review was completed on December 15, 2021. Staff background checks were all reviewed. A virtual inspection was conducted on December 15, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.



Plan of Improvement: No Plan Developed

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

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@decals.ga.gov.

- 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://decals.ga.gov/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)

Wanda Harris, Program Official

Date

Margarita Collier, 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

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)

Met

Comment

Center appears clean and well maintained.

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

Met

Comment

Playground observed to be clean and in good repair.

Health and Hygiene

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

Met

Comment

The diapering areas were observed to be clean and in good repair.

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

Staff were observed to remind children to wash hands.

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

Documentation for medication dispensing observed complete.

Safety

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

Staff were observed to maintain a positive learning environment on this date.

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

Center does not provide routine transportation.

Sleeping & Resting Equipment

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.

Staff Records**Records Reviewed: 45****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 08/01/2016	
Staff # 2	Met
Staff # 3	Met
Staff # 4	Met
Staff # 5	Met
Staff # 6	Met
Staff # 7	Met
Date of Hire: 02/01/2021	
Staff # 8	Met
Staff # 9	Met
Staff # 10	Met
Date of Hire: 09/05/2017	

Staff # 11 Date of Hire: 09/20/2011	Met
Staff # 12 Date of Hire: 03/17/2021	Met
Staff # 13 Date of Hire: 11/20/2000	Met
Staff # 14 Date of Hire: 01/07/2019	Met
Staff # 15	Met
Staff # 16 Date of Hire: 07/31/2017	Met
Staff # 17	Met
Staff # 18	Met
Staff # 19 Date of Hire: 02/22/1993	Met
Staff # 20	Met
Staff # 21	Met
Staff # 22 Date of Hire: 02/26/2001	Met
Staff # 23 Date of Hire: 10/29/2010	Met
Staff # 24	Met
Staff # 25	Met
Staff # 26 Date of Hire: 11/15/2017	Met
Staff # 27 Date of Hire: 10/18/2018	Met
Staff # 28 Date of Hire: 09/21/2019	Met

Records Reviewed: 45

Records with Missing/Incomplete Components: 0

Staff # 29 Date of Hire: 04/15/2015	Met
Staff # 30	Met
Staff # 31	Met
Staff # 32 Date of Hire: 08/06/2019	Met
Staff # 33	Met
Staff # 34 Date of Hire: 09/05/2018	Met
Staff # 35 Date of Hire: 08/12/2019	Met
Staff # 36 Date of Hire: 08/15/2019	Met
Staff # 37	Met
Staff # 38 Date of Hire: 08/06/2007	Met
Staff # 39 Date of Hire: 02/09/2015	Met
Staff # 40	Met
Staff # 41 Date of Hire: 10/30/2013	Met
Staff # 42	Met
Staff # 43 Date of Hire: 02/13/2017	Met
Staff # 44	Met
Staff # 45 Date of Hire: 11/17/2003	Met

Staff Credentials Reviewed: 10

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

Technical Assistance

Comment

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit was conducted on May 20, 2021.

Comment

Criminal record checks were observed to be complete.

Technical Assistance

The consultant discussed the following information regarding criminal record checks with the director:

- Monitor the expiration dates of all staff members' criminal record check letters.
- Submit a portability request via DECAL KOALA for newly hired staff members that have a previous satisfactory comprehensive criminal record check letter issued by the department.
- Ensure that all newly hired staff members have evidence of a satisfactory comprehensive criminal record check letter prior to providing services to children present for care.
- Ensure that all newly hired and/or seasonal staff members with a six-month break of employment from child care submit an updated criminal record check application and complete the fingerprinting process prior to rendering services for child care services.

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

Correction Deadline: 5/23/2021

Corrected on 12/15/2021

The previous citation was observed to be corrected. The consultant observed the previously cited staff members to have evidence of a current first aid and CPR training card on file.

591-1-1-.33 Staff Training **Met**

Correction Deadline: 1/10/2022

Corrected on 12/15/2021

The previous citation was observed to be corrected. The consultant observed the cooks to complete the required nutrition training.

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

Comment

Staff observed to be compliant with applicable laws and regulations.

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

Staff observed to provide direct supervision and be attentive to children's needs.