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

Date: 11/6/2024 **VisitType:** Licensing Study **Arrival:** 10:45 AM **Departure:** 2:15 PM

CCLC-55274
Lanier County Head Start
104 South Oak Street Lakeland, GA 31635 Lanier County
(229) 482-3467 cbarrett@coastalplain.org

Regional Consultant
Rena Keene
Phone: (706) 855-3458
Fax: (706) 434-7639
rena.keene@decal.ga.gov

Mailing Address
Same

Quality Rated: No

Compliance Zone Designation		
11/06/2024	Licensing Study	Good Standing
11/06/2023	Licensing Study	Good Standing
03/15/2023	Monitoring Visit	Good Standing

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.

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	Four Year Olds and Five Year Olds	2	15	C	20	C	NA	NA	Transitioning,Circle Time,Music,Lunch
Main	B	Three Year Olds	2	11	C	20	C	NA	NA	Art,Transitioning,Lunch
		Total Capacity @35 sq. ft.: 40			Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 26		Total Capacity @35 sq. ft.: 40			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	119	C

Enrolled Children

Under 1 years	1 years	2 years	3 years	4 years	5 years (Prekony)	5 years and older
0	0	0	11	14	0	1

Comments
The purpose of today's visit was to conduct a Licensing Study.

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

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)

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 a1 855-800-7747 or qualityrated@decal.ga.gov for more information. Free techincal assistance is available!

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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.

Children's Records

Records Reviewed: 5 **Records with Missing/Incomplete Components: 5**

Child # 1 Not Met

"Missing/Incomplete Components"

.08(1)-Address Missing,.08(1)-Allergies and Disabilities,.08(1)-Doctor, Clinic, Phone Numbers,.08(1)-Emergency Contact information Missing,.08(1)-Living arrangements if not with both parents,.08(1)-Parent Names, Work Numbers

Child # 2 Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers,.08(1)-Allergies and Disabilities

Child # 3 Not Met

"Missing/Incomplete Components"

.08(1)-Emergency Contact information Missing,.08(3)-Address of Release Person Missing,.08(1)-Allergies and Disabilities

Child # 4 Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities,.08(1)-Doctor, Clinic, Phone Numbers

Child # 5 Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers,.08(1)-Allergies and Disabilities

591-1-1-.08 Children's Records **Not Met**

Finding
591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, intellectual disabilities or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records that all five of the five children's records reviewed had incomplete enrollment forms as follows:

1. The record for Child No. 1 did not include emergency contact information, the doctor's name and telephone number, and an indication of whether the child had any allergies or special needs.
2. The record for Child No. 2 did not include the name and telephone number of the child's doctor, and did not address if the child had any known allergies or special needs.
3. The record for Child No. 3 did not list an emergency contact in the event a parent could not be reached and did not include information for release persons other than a parent.
4. The record for Child No. 4 did not include a name and telephone number for the child's doctor, and no indication was given as to whether the child had any allergies or special needs.
5. The record for Child No. 5 did not include a name and telephone number for the child's doctor, and no indication was given as to whether the child had any allergies or special needs.

POI (Plan of Improvement)
Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 11/6/2024

Recited on 11/6/2024

Finding
591-1-1-.08(1)(b) requires Center Staff to maintain a file for each child that includes parental authorizations, including, but not limited to, written authorization for the Center to obtain emergency medical care for the child when the Parent is not available. It was determined based on a review of children's records that four of five children whose records were reviewed did not contain completed written authorizations to obtain emergency medical care.

POI (Plan of Improvement)
The Center will develop and follow a system to place and maintain all types of parental authorizations in these files.

Correction Deadline: 11/6/2024

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) — Met

Comment
Center appears clean and well maintained.

591-1-1-.26 Playgrounds(CR) — Defer

Comment
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. Due to the effects of Hurricane Helene on September 27, 2024, the fence on the playground is damaged in several areas and the gate was disconnected from the fence. The playground is currently inaccessible to the children until repairs are completed.

Correction Deadline: 11/6/2024

Defer
591-1-1-.26(9)- Hazards were observed on the playground that were a result damage caused by Hurricane Helene on September 27, 2024. Sections of the metal roof of the shade structure is laying on the ground, along with other metal sheets. Several tree limbs are hanging loosely from the trees, and sticks and other debris are spread throughout the playground. The children do not have access to the playground until the repairs and clean up are completed.

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: 11/6/2023

Food Service

591-1-1-.15 Food Service & Nutrition — Met

Comment
Center menu meets USDA guidelines. The lunch served during the visit included beef tacos with lettuce and tomatoes, corn, mangos, and milk.

Comment
CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk
5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk
2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA’s website:
DECAL
http://decal.ga.gov/CACFP/Handbook.aspx
USDA
http://www.fns.usda.gov/cacfp/cacfp-handbooks

591-1-1-.18 Kitchen Operations — Met

Comment
Kitchen appears clean and well organized.

Health and Hygiene

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

Comment
There were no children enrolled in the program on this date who require diapering.

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.

Policies and Procedures

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

Comment
Program observed complete emergency drills

591-1-1-.27 Posted Notices **Met**

Comment
Please make sure that all required signs are posted and up to date, including the menu for the current week's meals and snacks..

Safety

591-1-1-.05 Animals **Met**

Comment
Center does not keep animals on premises.

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

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

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

Comment
Center does not participate in field trips at this time.

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
Pleasant naptime environment observed.

Staff Records

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) **Not Met**

Comment
Director provided three (3) files for employees hired since last visit.

Finding
591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of staff records and staff statements that the background clearances for two employees were not successfully ported to the center before they were on site and present with children at the center. Employee No. 4 received a satisfactory background clearance on March 21, 2024, to work at another Head Start Center under the Coastal Plains System, then was hired to work at the current center on July 10, 2024, and was present with children when the school year began on August 14, 2024. Employee No. 4 was observed in Classroom B with eleven children during the visit on November 6, 2024. Additionally, an administrative staff, Employee No. 2, is employed by Coastal Plains and was assigned duties at this center beginning with the start of the school year on August 14, 2024, and was observed to be present on the premises assisting the director on November 6, 2024.

POI (Plan of Improvement)
IMMEDIATE CORRECTION - The Center will ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will ensure CRC rules are maintained.

Correction Deadline: 11/6/2024

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

Comment
Evidence observed of 100% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training **Not Met**

Finding
91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in ongoing health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on a review of staff records that Employee No. 5 and Employee No. 7 did not receive the required ten hours of ongoing training during the 2023 calendar year.

POI (Plan of Improvement)
The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 12/6/2024

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.