



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: 10/18/2024 VisitType: Licensing Study

Arrival: 12:00 PM Departure: 3:10 PM

CCLC-669

Franklin County Head Start/Pre-K (Hartwell Road)  
84 Hartwell Road Lavonia, GA 30553 Franklin County  
(706) 356-3546 kelly.brown@ndo.org

Regional Consultant  
Brittany Lindsey  
Phone: (770) 405-7931  
Fax:  
brittany.lindsey@decal.ga.gov

Mailing Address  
Same

Quality Rated: ★ ★

| Compliance Zone Designation |                 |               | <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.<br><br><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|-----------------------------|-----------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10/18/2024                  | Licensing Study | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 05/08/2024                  | Licensing Study | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 05/02/2023                  | 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                            | A-3-4 years | Four Year Olds and Five Year Olds  | 2     | 13       | C                             | 22         | C            | NA         | NA           | Nap,Transitioning |
| Main                            | B-3 years   | Three Year Olds and Four Year Olds | 2     | 15       | C                             | 25         | C            | NA         | NA           | Nap,Transitioning |
| Main                            | C-4 years   | GA PreK                            | 2     | 11       | C                             | 22         | C            | NA         | NA           | Transitioning,Nap |
| Main                            | D-4 years   | Four Year Olds                     | 2     | 15       | C                             | 22         | C            | NA         | NA           | Nap,Transitioning |
| Main                            | E-4-5 years | Four Year Olds and Five Year Olds  | 2     | 18       | C                             | 22         | C            | NA         | NA           | Music             |
| Main                            | F-Pre-K     | GA PreK                            | 2     | 19       | C                             | 22         | C            | NA         | NA           | Music             |
| Main                            | G-Pre-K     | Three Year Olds and Four Year Olds | 2     | 10       | C                             | 20         | C            | NA         | NA           | Music             |
| Main                            | Gym         |                                    | 0     | 0        | C                             | 75         | C            | NA         | NA           |                   |
| Main                            | H-Pre-K     | Three Year Olds                    | 2     | 14       | C                             | 23         | C            | NA         | NA           | Music             |
| Total Capacity @35 sq. ft.: 253 |             |                                    |       |          | Total Capacity @25 sq. ft.: 0 |            |              |            |              |                   |
| Total # Children this Date: 115 |             |                                    |       |          | Total Capacity @25 sq. ft.: 0 |            |              |            |              |                   |

| Building | Playground | Playground<br>Occupancy | Playground<br>Compliance |
|----------|------------|-------------------------|--------------------------|
| Main     | Playground | 117                     | C                        |

| Enrolled Children |         |         |         |         |                    |                   |
|-------------------|---------|---------|---------|---------|--------------------|-------------------|
| Under 1 years     | 1 years | 2 years | 3 years | 4 years | 5 years (Prekonly) | 5 years and older |
| 0                 | 0       | 0       | 30      | 65      | 35                 | 0                 |

#### Comments

The purpose of the visit was to conduct a Licensing Study and follow up on previous citations.

Reminder: Please continue to work on annual training (10 hours) for 2024-2025 calendar year.

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.al.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](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)



### **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.al.ga.gov](mailto:qualityrated@dec.al.ga.gov) for more information. Free technical assistance is available!**



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

(Findings Report)

Date: 10/18/2024 VisitType: Licensing Study

Arrival: 12:00 PM Departure: 3:10 PM

**CCLC-669**

**Franklin County Head Start/Pre-K (Hartwell Road)**  
84 Hartwell Road Lavonia, GA 30553 Franklin County  
(706) 356-3546 kelly.brown@ndo.org

Regional Consultant  
Brittany Lindsey  
Phone: (770) 405-7931  
Fax:  
brittany.lindsey@decal.ga.gov

Mailing Address  
Same

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)** N/A

**Comment**

Center does not provide swimming activities.

**Children's Records**

**591-1-1-08 Children's Records** Met

**Comment**

Records were observed to be complete and well organized.

**Correction Deadline: 5/8/2024**

**Corrected on 10/18/2024**

.08(1) - The previous citation was observed corrected. The consultant observed children records from previous visit missing parental work addresses and release person's address corrected. The consultant also observed five additional children files to verify implementation of center's plan to obtain all required information for currently enrolled children. The Center has also implemented a paperless method for children records.

**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)****Met****Comment**

Playground observed to be clean and in good repair.

**Food Service****591-1-1-.15 Food Service & Nutrition****Met****Comment**

Center menu meets USDA guidelines.

**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 required diapering. 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.

**Comment**

Staff were observed to remind children to wash hands.

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

The Provider currently does not dispense/administer medication.

**Organization****591-1-1-.16 Governing Body & License****Not Met****Finding**

591-1-1-.16(f) requires the Center to submit an application for an amended License at least 30 days prior to a change if there is a change in the name of the program or Center, changes in the ages of the children to be served, an increase in the regular hours of operation such that the Center would be providing evening or night-time care in addition to day-time care, changes in the services provided, or additions to or changes in the use of the building by the licensed Center. If an emergency situation arises which makes it impossible to give thirty (30) days' notice, the management of the Center shall notify the Department by telephone and shall submit an application for an amended License as soon as management becomes aware of the change that will be necessitated by the emergency situation. In no case, however, shall a new owner operate the Center without first securing a new License or Permit from the Department. It was determined based on observation of classroom I was operating as a Pre K class without an application for an amendment as additional classroom at the Center.

**POI (Plan of Improvement)**

The Center will submit an application for amendment on DECAL KOALA and submit all necessary documentations for classroom I.

**Correction Deadline: 10/18/2024**

**Policies and Procedures**

**Technical Assistance**

591-1-1-.21(3) - Please ensure fire drills are conducted monthly and tornado and other emergency situation drills are conducted every six months.

**Correction Deadline: 10/23/2024**

**Safety****591-1-1-.05 Animals****N/A****Comment**

Animals maintained clean and appropriately caged.

**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)****N/A****Comment**

Center does not participate in field trips at this time.

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

Center does not provide routine transportation.

**Comment**

The Center does not provide transportation, however, fire extinguisher and first aid kit in the building were observed on this date.

**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)****Met****Comment**

Criminal record checks were observed to be complete.

**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-.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.