



**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:** 8/31/2022 **VisitType:** Monitoring Visit

**Arrival:** 12:55 PM **Departure:** 2:30 PM

**CCLC-33769**

**Coffee County Head Start**

511 Pine Street Douglas, GA 31554 Coffee County  
 (912) 720-1007 mhenderson@myactionpact.org

**Regional Consultant**

Jerica Davis

Phone: (478) 314-9452  
 Fax: (478) 314-9443  
 jerica.davis@decal.ga.gov

**Mailing Address**

P.O. Box 1965  
 Waycross, GA 31502-1965

**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.
08/31/2022	Monitoring Visit	Good Standing	
03/15/2022	Licensing Study	Good Standing	
08/31/2021	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
One Bldg.	A	One Year Olds and Two Year Olds	2	6	C	20	C	NA	NA	Snack,Nap
One Bldg.	B	Infants and One Year Olds and Two Year Olds	2	8	C	20	C	NA	NA	Snack,Nap
One Bldg.	C	Three Year Olds and Four Year Olds	2	13	C	20	C	NA	NA	Snack,Nap
One Bldg.	D	Three Year Olds and Four Year Olds	2	11	C	20	C	NA	NA	Nap,Snack
One Bldg.	E	Three Year Olds and Four Year Olds	2	12	C	20	C	NA	NA	Snack,Nap
One Bldg.	F	PreK	2	11	C	20	C	NA	NA	Snack

Total Capacity @35 sq. ft.: 120

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 61

Total Capacity @35 sq. ft.: 120

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
One Bldg.	Infant / Toddler Playground	29	C
One Bldg.	one plgr.	77	C

**Comments**

An in-person Monitoring Visit was conducted on August 31, 2022. All criminal background checks were reviewed during the visit. The visit report was completed on September 7, 2022 and emailed to the director on this date.

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/RuleAndRegulations.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@dec.state.ga.us](mailto:qualityrated@dec.state.ga.us) 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](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)

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Melody Henderson, Program Official

Date

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Jerica Davis, 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**

Please be mindful to keep items that pose a hazard inaccessible to children. Please ensure to keep hand sanitizer inaccessible to children.

**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 on the far left playground, there were three bolts in the back right corner and two bolts in the back left corner that were protruding and were longer than the allowed two threads in length that posed a potential hazard.

**POI (Plan of Improvement)**

The Center will inspect then fencing and ensure all bolts and cut down to the allowed two threads in length.

**Correction Deadline: 8/31/2022**

**Technical Assistance**

Please ensure that the playground 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. Please repair, replace, or remove the cracked gutter downspout splash blocks on the far right playground.

**Correction Deadline: 8/31/2022**

**Health and Hygiene**

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

**Met**

**Comment**

Proper diapering procedures observed.

**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 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)**

**Technical Assistance**

**Comment**

Discussed SIDS and infant sleeping position.

**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.

**Technical Assistance**

Please ensure that children are placed on cots so that one child's head is toward another child's feet in the same row. To help prevent the spread of germs, please ensure children are placed head to toe for nap time.

**Correction Deadline: 8/31/2022**

**Staff Records**

**Records Reviewed: 16**

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

Staff # 1

Met

Date of Hire: 11/26/2012

Staff # 2 Met  
Date of Hire: 08/22/2013

Staff # 3 Met  
Date of Hire: 06/28/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 4 Met  
Date of Hire: 08/19/2002

Staff # 5 Met  
Date of Hire: 07/30/2018

Staff # 6 Met  
Date of Hire: 09/02/2014

Staff # 7 Met  
Date of Hire: 03/03/2022

Staff # 8 Met  
Date of Hire: 08/17/2015

Staff # 9 Met  
Date of Hire: 08/01/2005

Staff # 10 Met  
Date of Hire: 03/21/2027 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 11 Met  
Date of Hire: 04/12/2010

Staff # 12 Met  
Date of Hire: 01/15/2020

Staff # 13 Met  
Date of Hire: 07/29/2019

Staff # 14 Met  
Date of Hire: 03/04/2022

Staff # 15 Met  
Date of Hire: 01/03/2022

Staff # 16 Met  
Date of Hire: 09/09/2019

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**Staff Credentials Reviewed: 7**

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

Criminal record checks were observed to be complete.

**Correction Deadline: 3/15/2022****Corrected on 8/31/2022****.09(1)(j) - This citation was observed to be corrected on this date. All criminal record checks were complete.**

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

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Met****Comment**

Center observed to maintain appropriate staff:child ratios.

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

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