



**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:** 5/24/2021    **VisitType:** Licensing Study    **Arrival:** 10:55 AM    **Departure:** 1:00 PM

**CCLC-16124**

**Whitney Center Head Start**

1129 W Whitney Avenue Albany, GA 31707 Dougherty County  
(229) 436-2055 smckinney@swgacac.com

**Regional Consultant**

Jackqueline Frederick

Phone: (229) 386-3247

Fax: (229) 238-2435

jackqueline.frederick@decal.ga.gov

**Mailing Address**

P.O. Box 3466  
Albany, GA 31706

**Quality Rated:** No

<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.
05/24/2021	Licensing Study	Good Standing	
11/04/2020	Monitoring Visit	Good Standing	
11/15/2019	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
Main	Room 1 (3's)		0	0	C	15	C	NA	NA	
Main	Room 2 (3's)		0	0	C	15	C	NA	NA	
Main	Room 3 (3's)		0	0	C	16	C	NA	NA	
Main	Room 4 (3's)		0	0	C	16	C	NA	NA	
Main	Room 5 (3's)		0	0	C	16	C	NA	NA	
Main	Room 6 (3's)		0	0	C	15	C	NA	NA	
Main	Room 7 (4's)		0	0	C	17	C	NA	NA	
Main	Room 8 (4's)		0	0	C	18	C	NA	NA	
Total Capacity @35 sq. ft.: 128						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 0			Total Capacity @35 sq. ft.: 128			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Outside Playground	45	C

**Comments**

The purpos of today's virtual visit is to conduct a licensing study.

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.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



### 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.decal.ga.gov/>  
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or [qualityrated@decal.ga.gov](mailto:qualityrated@decal.ga.gov)

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@decal.ga.gov](mailto:CCSRefutations@decal.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://decal.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)

Shakaria McKinney, Program Official

Date

Jackqueline Frederick, 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-.19 License Capacity(CR)**

**Met**

**Comment**

Program operating within licensed capacity.

**591-1-1-.25 Physical Plant - Safe Environment(CR)**

**Met**

**Comment**

No hazards observed accessible to children on this date.

**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**

No children enrolled who require diapering. School age children attend only for after school hours.

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

**Comment**

Proper hand washing of children was discussed with the director on this date.

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

**Comment**

The Provider currently does not dispense/administer medication.

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**Safety**

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

**Comment**

There were no children enrolled on this date. The center's discipline policy was reviewed on this date. Regulations regarding proper discipline were discussed with the director on this date.

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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**

Sleeping/Naps are not required for this program. School age children attend only for after school hours.

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**Staff Records**

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**Records Reviewed: 30**

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

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Staff # 1	Met
Staff # 2	Met
Staff # 3	Met
Date of Hire: 02/01/2020	
Staff # 4	Met
Staff # 5	Met
Staff # 6	Met
Staff # 7	Met
Staff # 8	Met
Staff # 9	Met
Date of Hire: 12/07/2020	
Staff # 10	Met
Staff # 11	Met

**Records Reviewed: 30**

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

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Date of Hire: 08/13/2018

Staff # 12 Met

Staff # 13 Met

Staff # 14 Met

Staff # 15 Met

Date of Hire: 12/01/2014

Staff # 16 Met

Staff # 17 Met

Staff # 18 Met

Date of Hire: 07/23/2018

Staff # 19 Met

Staff # 20 Met

Staff # 21 Met

Staff # 22 Met

Date of Hire: 11/14/2018

Staff # 23 Met

Staff # 24 Met

Staff # 25 Met

Staff # 26 Met

Staff # 27 Met

Date of Hire: 05/20/2019

Staff # 28 Met

Staff # 29 Met

Staff # 30 Met

**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.

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

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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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Met****Comment**

There were no children enrolled on this date.

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

There were no children enrolled on this date. Proper supervision of children, including being prompt to children's needs, was discussed with the director on this date.