



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: 3/15/2022 **VisitType:** Licensing Study

Arrival: 8:15 AM

Departure: 9:15 AM

CCLC-33769

Coffee County Head Start

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

Regional Consultant

Beth Houtz

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beth.houtz@dec.al.ga.gov

Mailing Address

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

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.
03/15/2022	Licensing Study	Good Standing	
08/31/2021	Monitoring Visit	Good Standing	
01/29/2021	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
One Bldg.	A	Two Year Olds and Three Year Olds	2	7	C	20	C	NA	NA	Centers
One Bldg.	B	Two Year Olds and Three Year Olds	2	5	C	20	C	NA	NA	Story
One Bldg.	C	Three Year Olds and Four Year Olds	2	14	C	20	C	NA	NA	Circle Time
One Bldg.	D	Three Year Olds and Four Year Olds	2	14	C	20	C	NA	NA	Circle Time
One Bldg.	E	Three Year Olds and Four Year Olds	2	9	C	20	C	NA	NA	Circle Time
One Bldg.	F	GA PreK	2	18	C	20	C	NA	NA	Circle Time, Story

Total Capacity @35 sq. ft.: 120

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 67

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 walkthrough of the facility was conducted on March 15, 2022. A letter requesting documents be uploaded by March 22, 2022, for the annual review was left with the director after the walkthrough. The center does not provide transportation. Background checks for all staff were reviewed during the walk through visit. The annual review was completed on March 17, 2022 and a copy of the report was emailed to the provider on this day.

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.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 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.ga.gov 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 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)

Melody Henderson, Program Official

Date

Beth Houtz, Consultant

Date



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Findings Report

Date: 3/15/2022 **VisitType:** Licensing Study

Arrival: 8:15 AM

Departure: 9:15 AM

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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: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

591-1-1-.08 Children's Records

Met

Comment

Records were observed to be complete and well organized.

Facility

591-1-1-.06 Bathrooms	Met
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Comment

Bathrooms observed to be clean and well maintained.

591-1-1-.19 License Capacity(CR)	Met
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Comment

Licensed capacity observed to be routinely met by center.

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

No hazards observed accessible to children on this date.

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

591-1-1-.26(4) - The center has added new fencing to the playground. The consultant observed several fence bolts to be longer than the allowed two threads in length. The consultant discussed with the director about having the fence bolts cut down to the required length.

Correction Deadline: 3/15/2022

Food Service

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

Center menu meets USDA guidelines.

Health and Hygiene

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

Staff state proper knowledge of diapering procedures.

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

Proper hand washing observed throughout the center.

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

Documentation for medication dispensing observed complete.

Policies and Procedures

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

Fire and Safety Drills were observed to be conducted and documented as required.

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

Observed all required posted notices.

Safety

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

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

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

Center does not participate in field trips at this time.

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

Center does not provide routine transportation.

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)	Met
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Comment

No infants currently enrolled. 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: 18

Records with Missing/Incomplete Components: 1
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Staff # 1	Met
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Date of Hire: 02/14/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
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Staff # 2	Met
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Date of Hire: 11/26/2012

Staff # 3	Met
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Date of Hire: 08/22/2013

Staff # 4	Met
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Date of Hire: 02/14/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
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Staff # 5	Met
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Date of Hire: 08/19/2002

Staff # 6	Met
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Date of Hire: 07/30/2018

Staff # 7	Met
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Date of Hire: 09/02/2014

Staff # 8	Met
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Date of Hire: 12/18/2013

Staff # 9	Met
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Date of Hire: 11/01/2011

Records Reviewed: 18**Records with Missing/Incomplete Components: 1**

Staff # 10	Met
Date of Hire: 08/30/2021	
Staff # 11	Met
Date of Hire: 08/17/2015	
Staff # 12	Met
Date of Hire: 08/01/2005	
Staff # 13	Met
Date of Hire: 04/12/2010	
Staff # 14	Met
Date of Hire: 01/15/2020	
Staff # 15	Met
Date of Hire: 07/29/2019	
Staff # 16	Not Met
Date of Hire: 01/03/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 17	Met
Date of Hire: 09/09/2019	
Staff # 18	Met
Date of Hire: 02/14/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>

Staff Credentials Reviewed: 7

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)	Not Met
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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 records that staff # 16 hired on January 3, 2022, and observed caring for children in classroom B, had a satisfactory comprehensive record check determination on file with the Department and was within the portability time frame but had not been ported electronically to the current center as required.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will monitor to 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 monitor to ensure CRC rules are maintained. The employee's record check letter was ported to the center.

Correction Deadline: 3/15/2022

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

Evidence observed of 50% of center staff certified in First Aid and CPR.

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

Documentation observed of required staff training.

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

Center observed to maintain appropriate staff:child ratios.

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

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