



**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: 10/29/2021 **VisitType:** Licensing Study

Arrival: 2:00 PM

Departure: 3:00 PM

CCLC-30679

Wilkinson Head Start

138 Papermill Road Gordon, GA 31031 Wilkinson County
(478) 628-2035 wilkinsonhs@mgcaa.org

Regional Consultant

Laura Johnson

Phone: (470) 891-3520

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laura.johnson@dec.al.ga.gov

Mailing Address

PO Box 386
Gordon, GA 31031

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.
10/29/2021	Licensing Study	Good Standing	
04/12/2021	Monitoring Visit	Good Standing	
12/01/2020	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	Three Year Olds	2	7	C	19	C	NA	NA	Outside
Main	B		0	0	C	17	C	NA	NA	
Main	C	Three Year Olds and Four Year Olds and Five Year Olds	2	13	C	17	C	NA	NA	Music,Circle Time
Total Capacity @35 sq. ft.:						53	Total Capacity @25 sq. ft.:		0	
Total # Children this Date: 20			Total Capacity @35 sq. ft.:			53	Total Capacity @25 sq. ft.:		0	

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground Only	74	C

Comments

An Administrative Review was conducted on October 29, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on November 3, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

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

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.

- 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)

Marcelyn Minter, Program Official

Date

Laura Johnson, 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 during a virtual walk through of the program on November 3, 2021.

591-1-1-.35 Swimming Pools & Water-related Activities(CR)

N/A

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**

Comment

The bathrooms were observed to be clean and well maintained during a virtual walk through of the program on November 3, 2021.

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

Comment

Licensed capacity observed to be met by center during a virtual walk through on November 3, 2021.

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

Comment

The center appeared clean and well maintained during a virtual walk through of the program on November 3, 2021.

591-1-1-.26 Playgrounds(CR) **Met**

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. The grass, equipment, and resilient surfacing on the playground appeared to be well maintained during the virtual walk through on November 3, 2021. The consultant discussed daily monitoring of the playground and playground equipment to ensure that hazards are not present while children are present for care.

Food Service

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

Comment

Center menu meets USDA guidelines.

591-1-1-.18 Kitchen Operations **Met**

Comment

The kitchen appeared clean and well organized during a virtual walk through on November 3, 2021.

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR) **Not Evaluated**

Comment

No children enrolled who require diapering. The program is a Head Start that provides care for preschool aged children.

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing was not directly observed during the virtual walk through. Hand washing supplies were observed, and hand washing practices were discussed with the Director on November 3, 2021.

591-1-1-.20 Medications(CR) **N/A**

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

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

Comment

591-1-1-.21(1)(p) - A complete written Emergency Preparedness Plan was observed during a review of records.

Correction Deadline: 11/3/2021

Comment

Program observed complete emergency drills

Safety

591-1-1-.05 Animals

N/A

Comment

Center does not keep animals on premises.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on November 3, 2021.

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.

Sleeping & Resting Equipment

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

Met

Comment

The correct number of mats, sheets and blankets were observed during a virtual visit on November 2, 2021. . Cleaning and disinfecting of mats was discussed with the Director on this date.

Staff Records

Records Reviewed: 7

Records with Missing/Incomplete Components: 0

Staff # 1 Met

Date of Hire: 10/22/2018

Staff # 2 Met

Date of Hire: 07/31/2018

Staff # 3 Met

Date of Hire: 09/04/2019

Staff # 4 Met

Date of Hire: 08/12/2016

Staff # 5 Met

Date of Hire: 01/05/2009

Staff # 6 Met
 Date of Hire: 12/16/2003

Staff # 7 Met
 Date of Hire: 08/20/1997

Staff Credentials Reviewed: 9

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

Comment

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit

Comment

Criminal record checks were observed to be complete.

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

Comment

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

591-1-1-.33 Staff Training Met

Comment

Documentation observed of required staff training.

591-1-1-.31 Staff(CR) Not Met

Finding

591-1-1-.31(2)(a) requires the Center to ensure there is a designated teacher/lead caregiver for each group of children. It was determined based on a review of records that there was not a designated lead caregiver for each group of children.

POI (Plan of Improvement)

The Center will designate a qualified lead staff for each group of children. The Director stated that the program is working to hire lead teachers for each group of children.

Correction Deadline: 1/3/2022

Staffing and Supervision

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

Comment

Center observed to maintain appropriate staff:child ratios during a virtual visit on November 3, 2021.

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

Comment

Staff observed to provide direct supervision and be attentive to children's needs during a virtual visit on November 3, 2021.