



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: 4/7/2022 **VisitType:** Licensing Study **Arrival:** 9:45 AM **Departure:** 11:15 AM

CCLC-663

Banks County Pre-K/Head Start

335 Evans Street Homer, GA 30547 Banks County
 (706) 677-2963 jan.bertrang@ndohs.org

Regional Consultant

Kelly Jones

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Mailing Address

Same

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.
04/07/2022	Licensing Study	Good Standing	
09/02/2021	Monitoring Visit	Good Standing	
01/21/2021	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
Main	A:Front Hall-2L		0	0	C	22	C	NA	NA	
Main	B:Front Hall-2R		0	0	C	22	C	NA	NA	
Main	C:Front Hall-1R		0	0	C	22	C	NA	NA	
Main	D:Back Hall-1L		0	0	C	21	C	NA	NA	
Main	E:Back Hall-2R		0	0	C	21	C	NA	NA	
Main	F:Back Hall-2L		0	0	C	22	C	NA	NA	
Main	G:Back Hall-1R		0	0	C	21	C	NA	NA	

Total Capacity @35 sq. ft.: 151

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 0

Total Capacity @35 sq. ft.: 151

Total Capacity @25 sq. ft.: 0

Building @25 capacity limited by Health Department Limitations

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	125	C

Comments

The visit was completed and the exit conference was completed on 4/21/2022 a copy of the visit report was electronically emailed to the Program.

Plan of Improvement: Developed This Date 04/07/2022

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/Regulations.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 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)

Jan Bertrang, Program Official

Date

Kelly Jones, 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.

Comment

Discussed rotating toys to support the procedures of daily disinfecting. Center is using a Zono machine to sanitize toys and equipment.

Comment

Equipment and furniture observed to be properly secured, as applicable.

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**Not Met****Comment**

Parent agreements observed obtained/completed.

Comment

Parent authorizations obtained/completed.

Finding

591-1-1-.08(6) requires the Center to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was determined based on a review of records that the arrival and departure times were missing from the sign in and out forms.

POI (Plan of Improvement)

The Center will maintain arrival and departure records as required, will ensure the documentation includes all of the required information, and will provide the records to the Department when requested.

Correction Deadline: 4/7/2022

Facility

591-1-1-.06 Bathrooms**Met****Comment**

Bathrooms observed to be clean and well maintained.

Comment

Please monitor bathrooms for necessary supplies.

591-1-1-.19 License Capacity(CR)**Not Evaluated****Comment**

Licensed capacity observed to be routinely met by center. Children not present at the time of the visit.

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)**Technical Assistance****Comment**

Playground observed to be clean and in good repair.

Technical Assistance

591-1-1-.26(4) - Discussed with the director to monitor and maintain fence. Left side double gate is starting to show evidence of the soil washing from rain. This could become a potential hazard in the future.

Correction Deadline: 4/7/2022

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

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

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

Met

Comment

There were no children present on this date. Proper hand washing of children and staff was discussed with the director on this date.

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

Met

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.27 Posted Notices

Met

Comment

Observed all required posted notices.

591-1-1-.29 Required Reporting

Technical Assistance

Technical Assistance

591-1-1-.29 - Discussed reporting requirements with the director to ensure operational status changes are submitted in a required report. Director submitted closure dates for spring break after the licensing visit.

Safety

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

Met

Comment

There were no children present 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. Director has knowledge of appropriate discipline procedures.

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

Met

Comment

Center does not participate in field trips at this time.

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)

Met

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.

Staff Records

Staff # 1 Date of Hire: 10/03/2016	Met
Staff # 2 Date of Hire: 08/04/2021	Met
Staff # 3 Date of Hire: 10/27/2021	Met
Staff # 4 Date of Hire: 07/28/2021	Met
Staff # 5 Date of Hire: 07/21/2021	Met
Staff # 6 Date of Hire: 08/02/2019	Met
Staff # 7 Date of Hire: 06/07/2010	Met
Staff # 8 Date of Hire: 06/06/2019	Met
Staff # 9 Date of Hire: 03/28/2019	Met
Staff # 10 Date of Hire: 06/27/2019	Met
Staff # 11 Date of Hire: 11/06/2017	Met
Staff # 12 Date of Hire: 01/24/2022	Met
Staff # 13 Date of Hire: 03/08/2022	Met
Staff # 14 Date of Hire: 10/16/2021	Met
Staff # 15 Date of Hire: 07/22/2019	Met

Staff # 16 Date of Hire: 11/11/1996	Met
Staff # 17	Met
Staff # 18 Date of Hire: 03/29/2022	Met
Staff # 19 Date of Hire: 11/06/2017	Met
Staff # 20 Date of Hire: 12/20/2019	Met
Staff # 21 Date of Hire: 11/23/2021	Met
Staff # 22 Date of Hire: 04/13/2021	Met
Staff # 23 Date of Hire: 01/21/2022	Met
Staff # 24 Date of Hire: 11/12/2021	Met
Staff # 25 Date of Hire: 09/19/2019	Met
Staff # 26 Date of Hire: 03/05/2019	Met
Staff # 27 Date of Hire: 03/15/2019	Met
Staff # 28 Date of Hire: 05/17/2019	Met
Staff # 29 Date of Hire: 07/20/2011	Met
Staff # 30 Date of Hire: 05/04/2020	Met
Staff # 31	Met

Date of Hire: 03/13/2019

Staff # 32 Met

Date of Hire: 01/20/2022

Staff # 33 Met

Date of Hire: 09/12/2019

Staff # 34 Met

Date of Hire: 01/31/2022

Staff # 35 Met

Date of Hire: 03/30/2022

Staff # 36 Met

Date of Hire: 03/19/2019

Staff # 37 Met

Date of Hire: 04/11/2022

Staff # 38 Met

Date of Hire: 03/25/2019

Staff # 39 Met

Date of Hire: 08/02/2021

Staff # 40 Met

Date of Hire: 03/22/2019

Staff # 41 Met

Date of Hire: 04/13/2022

Staff # 42 Met

Date of Hire: 03/15/2019

Staff # 43 Met

Date of Hire: 10/05/2012

Staff # 44 Met

Date of Hire: 02/10/2022

Staff # 45 Met

Date of Hire: 02/28/2022

Staff # 46 Met

Date of Hire: 03/19/2019

Staff # 47 Met

Date of Hire: 03/22/2019

Staff # 48 Met

Date of Hire: 03/26/2019

Staff # 49 Met

Date of Hire: 03/11/2019

Staff # 50 Met

Date of Hire: 03/11/2019

Staff # 51 Met

Date of Hire: 10/26/2021

Staff # 52 Met

Date of Hire: 04/01/2019

Staff # 53 Met

Date of Hire: 10/27/2021

Staff # 54 Met

Date of Hire: 09/14/2021

Staff # 55 Met

Date of Hire: 01/07/2021

Staff # 56 Met

Date of Hire: 03/15/2019

Staff # 57 Met

Date of Hire: 12/08/2021

Staff # 58 Met

Date of Hire: 02/22/2022

Staff # 59 Met

Date of Hire: 01/01/2009

Staff # 60 Met

Date of Hire: 03/25/2022

Staff # 61 Met

Date of Hire: 12/10/2019

Staff # 62 Met

Date of Hire: 05/17/2019

Staff # 63 Met

Date of Hire: 08/22/2019

Staff # 64 Met

Date of Hire: 02/04/2022

Staff # 65 Met

Date of Hire: 02/02/2022

Staff # 66 Met

Date of Hire: 04/01/2019

Staff # 67 Met

Date of Hire: 03/15/2019

Staff # 68 Met

Date of Hire: 08/16/2020

Staff # 69 Met

Date of Hire: 03/19/2019

Staff # 70 Met

Date of Hire: 02/19/2019

Staff # 71 Met

Date of Hire: 10/26/2021

Staff # 72 Met

Date of Hire: 03/25/2019

Staff # 73 Met

Date of Hire: 03/07/2019

Staff # 74 Met

Staff # 75 Met

Date of Hire: 07/23/2018

Staff # 76 Met

Date of Hire: 12/12/2016

Records Reviewed: 80

Records with Missing/Incomplete Components: 0

Staff # 77 Met
Date of Hire: 07/16/2019

Staff # 78 Met
Date of Hire: 08/31/2021

Staff # 79 Met
Date of Hire: 08/03/2018

Staff # 80 Met
Date of Hire: 11/23/2021

Staff Credentials Reviewed: 8

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

Comment
80 of 80 criminal record checks were observed to be complete.

Comment
Director provided 13 file(s) for employees hired since last visit 9/2/2021.

591-1-1-.14 First Aid & CPR Technical Assistance

Technical Assistance
591-1-1-.14 - Consultant discussed with the director to please be mindful of training expiration dates and ensure all staff and substitutes have current CPR/ first aid training at all times.

Comment
Complete first aid kits observed in center .

Comment
Evidence observed of 100% of qualifying center staff certified in First Aid and CPR.

Comment
Please replace/add missing/expired item(s) in first aid kit(s).

591-1-1-.33 Staff Training Technical Assistance

Technical Assistance
591-1-1-.33(3) - Discussed: Health and Safety Training is required for each staff member or substitute with direct care responsibilities within 90 calendar days of their hire date.

Technical Assistance
591-1-1-.33(4) - Consultant discussed with the director that the requirements within the first year of employment, the Director and person with primary responsibility for food preparation shall have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage.

Correction Deadline: 5/7/2022

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

There were no children present on this date. Proper ratios and classroom capacities were discussed with the director on this date.

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

Met

Comment

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