



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: 5/12/2022 **VisitType:** Licensing Study

Arrival: 11:15 AM **Departure:** 4:30 PM

CCLC-666

E.E. Butler Head Start/Pre-K

1300 Athens Street Gainesville, GA 30507 Hall County
 (770) 536-1816 wanda.harris@ndohs.org

Regional Consultant

Kelly Jones
 Phone: (770) 357-7062
 Fax: (770) 357-7061
 kelly.jones@decal.ga.gov

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.
12/15/2021	Monitoring Visit	Good Standing	
08/05/2021	Incident Investigation Closure	Good Standing	
05/20/2021	Incident Investigation & Follow Up	Good Standing	

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.

Ratios/License Capacity

Comments

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 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.al.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)

Wanda Harris, 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. Program has a Zono machine for disinfecting.

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

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

Met

Comment

Parent agreements observed obtained/completed.

Comment

Records were observed to be complete and well organized.

Facility

591-1-1-.06 Bathrooms

Met

Comment

Please monitor bathrooms for necessary supplies.

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

Center appears clean and well maintained.

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.

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

Proper diapering procedures observed.

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

Comment

Proper hand washing observed throughout the center.

Comment

Staff were observed to remind children to wash hands.

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

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

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

Comment

Program observed complete emergency drills

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

Comment

Observed all required posted notices.

591-1-1-.29 Required Reporting**Met****Comment**

Thank you for reporting as required.

Safety

591-1-1-.05 Animals**Met****Comment**

Animals maintained clean and appropriately caged.

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

Age-appropriate discussion and/or redirection observed.

Comment

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

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**

Discussed SIDS and infant sleeping position. No infants in care.

Comment

Pleasant naptime environment observed.

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**Records Reviewed: 63****Records with Missing/Incomplete Components: 3**

Staff # 1

Met

Date of Hire: 08/01/2016

Staff # 2

Not Met

Date of Hire: 01/03/2022

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 3

Met

Date of Hire: 07/29/2021

Staff # 4

Met

Date of Hire: 03/28/2019

Staff # 5 Met
Date of Hire: 06/21/2021

Staff # 6 Met
Date of Hire: 10/15/2021

Staff # 7 Met
Date of Hire: 01/03/2022

Staff # 8 Met
Date of Hire: 12/14/2017

Staff # 9 Met
Date of Hire: 03/29/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 10 Met
Date of Hire: 07/01/2020

Staff # 11 Met
Date of Hire: 08/18/2021

Staff # 12 Met
Date of Hire: 02/01/2021

Staff # 13 Met
Date of Hire: 05/17/2019

Staff # 14 Met
Date of Hire: 10/14/2021

Staff # 15 Not Met
Date of Hire: 05/11/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"
.09-Criminal Records Check Missing

Staff # 16 Met
Date of Hire: 10/19/2021

Staff # 17 Met
Date of Hire: 02/28/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 18 Met

Date of Hire: 09/05/2017

Staff # 19 Met

Date of Hire: 05/09/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 20 Met

Date of Hire: 09/20/2011

Staff # 21 Met

Date of Hire: 08/01/2006

Staff # 22 Met

Date of Hire: 03/30/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 23 Met

Date of Hire: 03/17/2021

Staff # 24 Met

Date of Hire: 08/25/2021

Staff # 25 Met

Date of Hire: 11/20/2000

Staff # 26 Met

Date of Hire: 01/07/2019

Staff # 27 Met

Date of Hire: 04/12/2021

Staff # 28 Met

Date of Hire: 07/31/2017

Staff # 29 Met

Staff # 30 Met

Date of Hire: 01/19/2022

Staff # 31 Met

Date of Hire: 02/22/1993

Staff # 32 Met

Date of Hire: 08/02/2021

Staff # 33 Met

Date of Hire: 08/09/2021

Staff # 34	Met
Date of Hire: 03/15/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 35	Met
Date of Hire: 02/26/2001	
Staff # 36	Met
Date of Hire: 08/06/2015	
Staff # 37	Met
Date of Hire: 10/29/2010	
Staff # 38	Met
Date of Hire: 08/06/2021	
Staff # 39	Met
Date of Hire: 10/18/2018	
Staff # 40	Met
Date of Hire: 03/20/2019	
Staff # 41	Met
Date of Hire: 05/20/2019	
Staff # 42	Met
Date of Hire: 09/21/2019	
Staff # 43	Met
Date of Hire: 04/15/2015	
Staff # 44	Met
Date of Hire: 11/29/2021	
Staff # 45	Met
Date of Hire: 04/01/2019	
Staff # 46	Met
Date of Hire: 10/27/2021	
Staff # 47	Met
Date of Hire: 08/06/2019	
Staff # 48	Met
Date of Hire: 01/19/2016	

Staff # 49 Date of Hire: 09/05/2018	Met
Staff # 50 Date of Hire: 08/12/2019	Met
Staff # 51 Date of Hire: 05/17/2019	Met
Staff # 52 Date of Hire: 04/26/2021	Met
Staff # 53 Date of Hire: 11/13/2017	Met
Staff # 54 Date of Hire: 08/15/2019	Met
Staff # 55 Date of Hire: 04/01/2019	Met
Staff # 56 Date of Hire: 11/22/2021	Met
Staff # 57 Date of Hire: 08/06/2007	Met
Staff # 58 Date of Hire: 02/09/2015	Met
Staff # 59 Date of Hire: 08/27/2021	Met
Staff # 60 Date of Hire: 10/30/2013	Met
Staff # 61 Date of Hire: 02/13/2017	Met
Staff # 62 Date of Hire: 05/05/2022	Not Met
	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 63

Met

Date of Hire: 11/17/2003

Staff Credentials Reviewed: 11

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**Not Met****Comment**

Director provided [] file(s) for employees hired since last visit.

Finding

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of documentation that that two Hall County employees housed in the facility as special education assistant director and therapist did not have evidence of Record Check Application and authorized fingerprinting on file prior to being present at the Center while children were present.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. 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 ensure the CRC rules are maintained.

Correction Deadline: 5/12/2022**Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of documentation that two Hall County employees housed in the facility as special education assistant director and therapist did not have evidence of a current satisfactory Comprehensive Record Check Determination on file prior to being present at the Center while children were present.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. 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 ensure the CRC rules are maintained.

Correction Deadline: 5/12/2022

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 a researcher with the Vicki Project was not electronically ported to the Center prior to being present at the Center. Researcher was present during the regulatory visit.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will 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 ensure CRC rules are maintained.

Correction Deadline: 5/12/2022

Staffing and Supervision

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

Comment

Center observed to maintain appropriate staff:child ratios.

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

Comment

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