



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: 10/27/2021 **VisitType:** Licensing Study

Arrival: 9:30 AM

Departure: 12:00 PM

CCLC-669

Franklin County Head Start/Pre-K (Hartwell Road)

84 Hartwell Road Lavonia, GA 30553 Franklin County
 (706) 356-3546 angel.coker@ndohs.org

Regional Consultant

Kelly Jones

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kelly.jones@dec.al.ga.gov

Mailing Address

PO Box 519
 Lavonia, GA 30553

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.
10/27/2021	Licensing Study	Good Standing	
05/06/2021	Monitoring Visit	Good Standing	
10/22/2020	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-3-4 years	GA PreK	2	20	C	22	C	NA	NA	Centers, Transitioning
Main	B-3 years	Three Year Olds and Four Year Olds	2	11	C	25	C	NA	NA	Transitioning, Outside
Main	C-4 years	GA PreK	2	20	C	22	C	NA	NA	Transitioning, Centers
Main	D-4 years	Four Year Olds and Five Year Olds	2	17	C	22	C	NA	NA	Transitioning
Main	E-4-5 years	Four Year Olds and Five Year Olds	2	19	C	22	C	NA	NA	Transitioning
Main	F-Pre-K	GA PreK	2	19	C	22	C	NA	NA	Transitioning, Outside
Main	G-Pre-K		0	0	C	20	C	NA	NA	
Main	Gym	Three Year Olds	4	28	C	75	C	NA	NA	Circle Time, Transitioning
Main	H-Pre-K		0	0	C	23	C	NA	NA	
Total Capacity @35 sq. ft.: 253					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 134					Total Capacity @35 sq. ft.: 253					
					Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	117	C

Comments

An Administrative Review was conducted on October 26, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on October 27, 2021, with the Provider. An in-person visit was not conducted due to the COVID-19 pandemic.

Plan of Improvement: Developed This Date 10/27/2021

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 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.dec.state.ga.us/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@dec.state.ga.us

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@dec.state.ga.us.

- 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://dec.state.ga.us/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)

Angel Ayers, 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 additional daily disinfecting due to COVID. Director stated the center has two Zono disinfecting machines the center utilizes.

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**Met****Comment**

Parent agreements observed obtained/completed.

Comment

Parent authorizations 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**

The outside area appears clean and well maintained. Consultant discussed monitoring the playground and fence surrounding the playground area for normal wear and tear (i.e. exposed roots, active ant beds, resilient surface levels, entrapment hazards, etc.) with the director on this date.

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.

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 on this date. Staff stated knowledge of proper hand washing procedures.

591-1-1-.20 Medications(CR)**Technical Assistance****Technical Assistance**

591-1-1-.20 - Documentation for medication dispensing observed complete. Discussed with the director medication authorization and Action Plans.

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

Program observed complete emergency drills

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

Thank you for reporting as required.

Safety**591-1-1-.05 Animals****Met****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 on this date. Staff stated knowledge of appropriate discipline procedures.

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**

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

Staff # 1

Met

Date of Hire: 09/28/1998

Staff # 2

Met

Date of Hire: 01/05/2018

Staff # 3	Met
Date of Hire: 08/15/2007	
Staff # 4	Met
Date of Hire: 12/04/2017	
Staff # 5	Met
Date of Hire: 07/15/2019	
Staff # 6	Met
Date of Hire: 06/27/2019	
Staff # 7	Met
Date of Hire: 07/25/2016	
Staff # 8	Met
Date of Hire: 07/25/2016	
Staff # 9	Met
Date of Hire: 01/20/2021	
Staff # 10	Met
Date of Hire: 09/25/2017	
Staff # 11	Met
Date of Hire: 11/14/2005	
Staff # 12	Met
Date of Hire: 06/05/2018	
Staff # 13	Met
Date of Hire: 09/03/2002	
Staff # 14	Met
Date of Hire: 01/01/2019	
Staff # 15	Met
Date of Hire: 04/23/2019	
Staff # 16	Met
Date of Hire: 08/09/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 17	Met
Date of Hire: 08/09/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>

Staff # 18	Met
Date of Hire: 03/15/2019	
Staff # 19	Met
Date of Hire: 12/03/2018	
Staff # 20	Met
Date of Hire: 01/01/2009	
Staff # 21	Met
Staff # 22	Met
Date of Hire: 08/20/2018	
Staff # 23	Met
Date of Hire: 08/19/2019	
Staff # 24	Met
Date of Hire: 04/04/2019	
Staff # 25	Met
Date of Hire: 10/29/2007	
Staff # 26	Met
Date of Hire: 01/19/2021	
Staff # 27	Met
Date of Hire: 08/30/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 28	Met
Date of Hire: 03/15/2019	
Staff # 29	Met
Date of Hire: 01/11/2021	
Staff # 30	Met
Date of Hire: 07/01/2021	
Staff # 31	Met
Date of Hire: 03/19/2019	
Staff # 32	Met
Date of Hire: 06/10/2020	
Staff # 33	Met

Date of Hire: 05/29/2019

Staff # 34 Met

Date of Hire: 03/22/2019

Staff # 35 Met

Date of Hire: 03/28/2017

Staff # 36 Met

Date of Hire: 01/01/2019

Staff # 37 Met

Date of Hire: 11/27/2017

Staff # 38 Met

Date of Hire: 03/20/2019

Staff # 39 Met

Date of Hire: 03/22/2019

Staff # 40 Met

Date of Hire: 10/15/2018

Staff # 41 Met

Date of Hire: 03/06/2019

Staff # 42 Met

Date of Hire: 09/25/2017

Staff # 43 Met

Date of Hire: 03/28/2019

Staff # 44 Met

Date of Hire: 03/21/2016

Staff # 45 Met

Date of Hire: 03/11/2019

Staff # 46 Met

Date of Hire: 08/09/2004

Staff # 47 Met

Date of Hire: 03/11/2019

Staff # 48 Met

Date of Hire: 08/29/2014

Records Reviewed: 59**Records with Missing/Incomplete Components: 0**

Staff # 49	Met
Date of Hire: 08/05/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 50	Met
Date of Hire: 03/13/2019	
Staff # 51	Met
Date of Hire: 02/02/2021	
Staff # 52	Met
Staff # 53	Met
Date of Hire: 03/22/2019	
Staff # 54	Met
Staff # 55	Met
Date of Hire: 09/05/2017	
Staff # 56	Met
Date of Hire: 06/27/2005	
Staff # 57	Met
Date of Hire: 03/21/2019	
Staff # 58	Met
Date of Hire: 07/24/2017	
Staff # 59	Met
Date of Hire: 08/03/2018	

Staff Credentials Reviewed: 10**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****Comment**

59 of 59 Criminal record checks were observed to be complete.

Comment

Director provided 5 file(s) for employees hired since last visit 5/6/2021

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

Evidence observed of 100% of center staff certified in First Aid and CPR. All qualifying staff had evidence of the current CPR/first aid training on file on this date. Consultant discussed with the director to ensure staff is not completing the online CPR/first aid course.

Comment

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

Correction Deadline: 11/27/2021

Corrected on 10/27/2021

.14(2) - The previous citation was observed to be corrected on this date. All qualifying staff had evidence of the current CPR/first aid training on file on this date. Consultant discussed with the director to ensure staff is not completing the online CPR/first aid course

591-1-1-.33 Staff Training

Technical Assistance

Comment

Documentation observed of required staff training.

Technical Assistance

591-1-1-.33(4) - Discussed with the director the requirements for director and kitchen staff 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: 11/26/2021

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

Staff observed to provide direct supervision and be attentive to children's needs. Discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during meal times and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.

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

Met

Comment

Staff observed to provide direct supervision and be attentive to children's needs. Discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during meal times and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.