



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: 11/1/2021 **VisitType:** Licensing Study **Arrival:** 1:00 PM **Departure:** 2:00 PM

CCLC-680

Stephens County Head Start

176 South Broad Street Toccoa, GA 30577 Stephens County
 (706) 886-7675 patrice.wheeler@ndohs.org

Mailing Address
 PO Box 129
 Toccoa, GA 30577

Regional Consultant

Evelyn McBurse

Phone: (770) 405-7958
 Fax: (404) 591-5186
 evelyn.mcburse@decal.ga.gov

Joint with: Stacy Whitten

Quality Rated: ★ ★ ★

<u>Compliance Zone Designation</u>			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.
11/01/2021	Licensing Study	Good Standing	
05/18/2021	Monitoring Visit	Good Standing	
04/29/2021	Incident Investigation Closure	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-1L	Three Year Olds and Four Year Olds	2	15	C	21	C	NA	NA	Nap
Main	B-2L	Four Year Olds	2	18	C	21	C	NA	NA	Nap
Main	C-3L	Three Year Olds	2	10	C	20	C	NA	NA	Nap
Main	D-4L	Three Year Olds	2	14	C	20	C	NA	NA	Nap
Main	E-5L	Three Year Olds and Four Year Olds	2	15	C	20	C	NA	NA	Nap
Main	F-2R		0	0	C	17	C	NA	NA	
Main	G-1R		0	0	C	18	C	NA	NA	
Total Capacity @35 sq. ft.: 137			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 72			Total Capacity @35 sq. ft.: 137							
			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	114	C

Comments

An Administrative Review was conducted on November 1, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on November 1, 2021 with the Provider.

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.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)

Patrice Wheeler, Program Official	Date
-----------------------------------	------

Stacy Whitten, Consultant	Date
---------------------------	------

Evelyn McBurse, Consultant	Date
----------------------------	------



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

Findings Report

Date: 11/1/2021 **VisitType:** Licensing Study

Arrival: 1:00 PM

Departure: 2:00 PM

CCLC-680

Stephens County Head Start

176 South Broad Street Toccoa, GA 30577 Stephens County
(706) 886-7675 patrice.wheeler@ndohs.org

Mailing Address

PO Box 129
Toccoa, GA 30577

Regional Consultant

Evelyn McBurse

Phone: (770) 405-7958

Fax: (404) 591-5186

evelyn.mcburse@decal.ga.gov

Joint with: Stacy Whitten

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 and there is no pool on site.

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

Technical Assistance

Technical Assistance

591-1-1-.08 - Consultant discussed with provider sign in and out records for children's attendance should be filled out completely including the drop off and pick up times.

Technical Assistance

591-1-1-.08 - Consultant discussed with provider to ensure the child's physician's name, address and phone number is documented or the child's health record form is attached to the center enrollment form.

Facility**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.

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

Please ensure to monitor the playground areas for the following hazards: - Normal wear and tear of playground equipment and toys. Potential entrapment hazards in the fence surrounding the playground area. Biting and/or stinging insects (i.e. ants, bees, etc.). Loose and/or weak tree branches surrounding the playground area. Standing water in and around playground equipment after inclement weather. Fall zones and resilient surface.

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

Center menu meets USDA guidelines.

Comment

Discussed new revision to restricted food rule which states: Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

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**

Proper hand washing observed throughout the center.

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**Technical Assistance****Technical Assistance**

591-1-1-.21(3) - Consultant discussed with provider fire drills should be conducted and documented each month the center provides service to children.

Comment

During the virtual walk through of the program, Consultant discussed Emergency Preparedness plans and updating them on a regular basis, as well as observed posted plans.

Safety

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

Discipline was not observed due to the visit being conducted virtually, due to COVID-19. Provider stated Age-appropriate discussion and redirection is used as a form of discipline.

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**

Pleasant naptime environment observed.

Comment

There were no infants enrolled in the program on this date.

Staff Records**Records Reviewed: 14****Records with Missing/Incomplete Components: 0**

Staff # 1 Met

Date of Hire: 12/08/2020

Staff # 2 Met

Staff # 3 Met

Date of Hire: 09/11/2019

Staff # 4 Met

Staff # 5 Met

Staff # 6 Met

Date of Hire: 08/23/2017

Staff # 7 Met

Date of Hire: 09/07/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 8	Met
Date of Hire: 08/02/2021	
Staff # 9	Met
Date of Hire: 11/03/2020	
Staff # 10	Met
Date of Hire: 07/24/2017	
Staff # 11	Met
Date of Hire: 11/10/2018	
Staff # 12	Met
Date of Hire: 07/20/2007	
Staff # 13	Met
Date of Hire: 08/27/2007	
Staff # 14	Met
Date of Hire: 11/28/2016	

Staff Credentials Reviewed: 5**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****Comment**

Consultant observed all staff to have complete satisfactory background checks on this date.

Comment

Director provided five files for employees hired since last visit on this date.

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

591-1-1-.14 - Consultant discussed with provider to ensure all new staff obtain CPR and First Aid training within the first ninety days of employment.

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

591-1-1-.33 - Consultant discussed with provider that director and cook should obtain the required four hours of food preparation and nutrition training. The Cook or any one who prepares or serves food should also obtain 10 hours each year after the first year of related food or nutrition training.

Technical Assistance

591-1-1-.33(3) - Consultant discussed with provider Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

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**

Center observed to maintain appropriate staff:child ratios.

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

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

Comment

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