



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: 12/13/2022 **VisitType:** Licensing Study

Arrival: 11:15 AM

Departure: 1:15 PM

CCLC-3278

Butts County Head Start & Pre-K

565 Recreation Drive Jackson, GA 30233 Butts County
 (770) 775-3830 bmorgan@mtecdc.org

Regional Consultant

Rebekah Mullinax

Phone: (770) 357-7056

Fax: (770) 357-7055

rebekah.mullinax@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.
12/13/2022	Licensing Study	Good Standing	
04/13/2022	Monitoring Visit	Good Standing	
12/31/2021	Complaint Closure	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

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Main	1-1L (infant-two years)	Infants and One Year Olds	3	5	C	20	C	NA	NA	Nap
Main	2-1R(1yr-2yrs)	One Year Olds and Two Year Olds	2	8	C	18	C	NA	NA	Nap
Main	3-2L (one/two years)		0	0	C	19	C	NA	NA	
Main	4-2R (four-five yrs)	Three Year Olds	3	13	C	20	C	NA	NA	Lunch
Main	5-3R (four-five years)	Three Year Olds and Four Year Olds	2	13	C	20	C	NA	NA	Nap, Transitioning
Main	6-3L (infant-tuos)	One Year Olds and Two Year Olds	3	9	C	19	C	NA	NA	Nap
					Total Capacity @35 sq. ft.: 116	Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 48			Total Capacity @35 sq. ft.: 116			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PGA (right side) 3+	68	C
Main	PGB (left side) infant-tuos	22	C

Comments

Consultant requested to review all Criminal Record checks for all employees hired after last visit. Director provided nine files for employees hired since last visit.

Plan of Improvement: Developed This Date 12/13/2022

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/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.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)

Beverly Morgan, Program Official

Date

Rebekah Mullinax, 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.

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

Parent authorizations obtained/completed.

Comment

Records were observed to be complete and well organized.

Facility

591-1-1-.06 Bathrooms

Technical Assistance

Technical Assistance

591-1-1-.06(4) - requires a Center first licensed after March 1, 1991, and Centers that remodel or add to existing plumbing facilities, to have the bathroom area fully enclosed and ventilated to the outside of the building with either an open screened window or functioning exhaust fan and duct system and requires Centers without fully enclosed bathrooms to ensure there is adequate ventilation to control odors and adequate sanitation measures to prevent the spread of contagious diseases. On this date the consultant observed the ventilation in the right side bathroom of classroom 4-2R to not be in working order. Please ensure that there is a functioning exhaust fan as required.

Correction Deadline: 1/12/2023

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

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.

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR)

Met

Comment

Staff state proper knowledge of diapering procedures.

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

Met

Comment

Proper hand washing observed throughout the center.

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

Program observed complete emergency drills as of December 9, 2022.

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 **N/A**

Comment

Center does not keep animals on premises.

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

Comment

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

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

Discussed SIDS and infant sleeping position.

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: 20

Records with Missing/Incomplete Components: 0

Staff # 1 Met

Date of Hire: 10/10/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 2 Met

Date of Hire: 11/27/2018

Staff # 3 Met

Staff # 4 Met

Date of Hire: 09/13/2022

Staff # 5	Met
Date of Hire: 08/26/2019	
Staff # 6	Met
Date of Hire: 10/31/2013	
Staff # 7	Met
Staff # 8	Met
Date of Hire: 08/03/2022	
Staff # 9	Met
Date of Hire: 11/12/2021	
Staff # 10	Met
Date of Hire: 01/06/2016	
Staff # 11	Met
Date of Hire: 08/19/2022	
Staff # 12	Met
Date of Hire: 09/10/2021	
Staff # 13	Met
Date of Hire: 03/01/2018	
Staff # 14	Met
Date of Hire: 09/26/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 15	Met
Date of Hire: 01/28/2019	
Staff # 16	Met
Date of Hire: 06/13/2022	
Staff # 17	Met
Date of Hire: 08/01/2022	
Staff # 18	Met
Staff # 19	Met
Date of Hire: 10/10/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 20	Met

Date of Hire: 01/31/2019

Staff Credentials Reviewed: 9

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

Comment

Criminal record checks were observed to be complete.

Comment

Director provided nine files for employees hired since last visit.

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

Comment

Evidence observed of 100% 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) 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

Adequate supervision observed on this date.