



**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:** 2/3/2022    **VisitType:** Monitoring Visit    **Arrival:** 11:05 AM    **Departure:** 12:15 PM

**CCLC-51243**

**Louisville Head Start Center**

5315 Middleground Road Louisville, GA 30424 Jefferson County  
(478) 625-8911 esmith@csraeoaheadstart.org

**Mailing Address**  
Same

**Regional Consultant**

Rebekah Mullinax

Phone: (770) 357-7056

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rebekah.mullinax@decal.ga.gov

Joint with: Carrie Spangler

**Quality Rated:** No

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.
02/03/2022	Monitoring Visit	Good Standing	
07/09/2021	Initial Licensing Study	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
Modular 2	A- 3- 5 years	Four Year Olds	2	6	C	17	C	NA	NA	Outside
Modular 2	B- 3- 5 years	Three Year Olds	2	8	C	17	C	NA	NA	Transitioning
Total Capacity @35 sq. ft.:			34			Total Capacity @25 sq. ft.: 0				
Total # Children this Date:			14			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Modular 2	Playground - 3 - 5 yrs	87	C

**Comments**

On February 3, 2022, the consultant followed up to previous visit and conducted an on-site Monitoring Visit. Consultant requested the provider submit required documents for the Administrative Review process.

An Administrative Review was conducted on February 11, 2022. Staff files, children's files, training, and background checks were all reviewed. The Consultant completed the exit conference virtually and a copy of the monitoring visit report was electronically emailed to the Program on February 18, 2022.

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit.

Plan of Improvement: Developed This Date 02/03/2022

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 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](mailto: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](mailto: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)

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SHAQUANA SCOTT, Program Official

Date

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Rebekah Mullinax, Consultant

Date

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Carrie Spangler, Consultant

Date



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### Findings Report

**Date:** 2/3/2022    **VisitType:** Monitoring Visit    **Arrival:** 11:05 AM    **Departure:** 12:15 PM

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

**591-1-1-.12 Equipment & Toys(CR)**

**Met**

**Comment**

A variety of equipment and toys were observed throughout the center.

**Comment**

Equipment and furniture observed to be properly secured, as applicable. On this date the Consultant observed the computer screens to be secured to the table tops.

**591-1-1-.35 Swimming Pools & Water-related Activities(CR)**

**N/A**

**Comment**

Center does not provide swimming activities.

### Facility

**591-1-1-.06 Bathrooms**

**Met**

**Comment**

Bathrooms observed to be clean and well maintained.

**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)**

**Technical Assistance**

**Comment**

Please secure cleaning tools (i.e., broom, plunger) out of reach of children. On this date the Consultant observed a broom in the corner of room A near the bathroom. Please ensure that cleaning tools are out of reach of children as required.

**Technical Assistance**

591-1-1-.25(3) - requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. On this date the Consultant observed a 12 x 5 wood board that had splintered beside modular 2 classroom A and an open trash can at the front entrance of the playground. Please ensure that the playground is free of debris as required.

**Correction Deadline: 2/3/2022**

**591-1-1-.25 Physical Plant-Structural/Mechanical****Not Met****Finding**

591-1-1-.25(19) prohibits the use of unapproved areas for children's activity. It was determined based on the Consultant's observation that six children and two staff were using the left classroom in the first right building that is an unapproved area for children's activity on this date.

**POI (Plan of Improvement)**

The Center will discontinue use of this area.

**Correction Deadline: 2/3/2022**

**591-1-1-.26 Playgrounds(CR)****Not Met****Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on the Consultant's observation that on the Modular 2 playground:

- \*on the left side across from the slide a pole was loose on the chain link fence
- \*on the left back side across from the shaded pavilion the bottom fence bar had separated from the chain link fence
- \*on the left back side corner across from the paved path the bottom fence bar had separated from the chain link fence

**POI (Plan of Improvement)**

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

**Correction Deadline: 2/3/2022**

**Finding**

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on the Consultant's observation that:

- \* The swing sets had rust on the blue poles
- \* The coating of the steps on the slide structure were peeling
- \* The green plastic dinosaurs were observed to have multiple cracks

**POI (Plan of Improvement)**

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

**Correction Deadline: 2/13/2022**

**Health and Hygiene**

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

**Comment**

No children enrolled who require diapering. School age children attend only.

**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-.29 Required Reporting** **Not Met**

**Finding**

591-1-1-.29(3) requires the Director or designated person-in-charge to report or cause to be reported to the Department within twenty-four (24) hours or the next work day: any death of a child while in the care of the Center; any serious illness or injury requiring hospitalization or professional medical attention other than first aid of a child while in the care of the Center; any situation when a child in care becomes missing, such as, but not limited to, a child who is left on a vehicle, a child who leaves the building, playground, or property, or a child who is left behind on any trip; any fire; any structural disaster; any emergency situation that requires temporarily relocating children; and any time the program's operating status changes (i.e., open to closed or temporarily closed and temporarily closed to open). It was determined based on the Consultant's observation that room A was not in operation due to fire and structural damage, the designated person-in-charge failed to report the fire to the Department within twenty-four hours as required.

**POI (Plan of Improvement)**

The Center will develop a procedure so everyone knows how and when to report these incidents to the Department and will follow-up to make sure they are reported as required.

**Correction Deadline: 2/3/2022**

**Safety**

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

**Comment**

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

**Comment**

The center's discipline policy was reviewed on this date. Regulations regarding proper discipline were discussed with the center staff on this date.

**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**

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: 10**

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

Staff # 1 Date of Hire: 02/05/2021	Met
Staff # 2 Date of Hire: 01/11/1999	Met
Staff # 3 Date of Hire: 09/19/2020	Met
Staff # 4 Date of Hire: 08/01/1988	Met
Staff # 5 Date of Hire: 01/01/2002	Met
Staff # 6 Date of Hire: 03/01/2000	Met
Staff # 7 Date of Hire: 09/30/2019	Met
Staff # 8 Date of Hire: 03/05/2020	Met
Staff # 9 Date of Hire: 02/23/1998	Met
Staff # 10 Date of Hire: 07/25/2019	Met

**Staff Credentials Reviewed: 2**

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

**Comment**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit.

**Comment**

Criminal record checks were observed to be complete.

**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.

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

**Met**

**Comment**

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