



**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

**Date:** 4/13/2017    **VisitType:** Incident Investigation/Monitoring Visit    **Arrival:** 8:40 AM    **Departure:** 11:35 AM

**CCLC-28131**

**Brooks County Head Start Center**

1301 N. Martin Luther King Drive Quitman, GA 31643 Brooks County  
 (229) 263-5662 jmingo@cpheadstart.org

**Mailing Address**  
 Same

**Regional Consultant**

Kesha McNeal  
 Phone: (866) 359-1672  
 Fax: (866) 359-7490  
 kesha.mcneal@decals.ga.gov

Joint with: Beth Houtz

<u>Compliance Zone Designation</u>		
04/13/2017	Complaint Closure	Good Standing
04/13/2017	Incident Investigation/Monitoring Visit	Good Standing
03/07/2017	Monitoring Visit	Good Standing

**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.

**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	Rm A	Four Year Olds	2	13	C	20	C	NA	NA	Circle Time
Main	Rm B-GA Pre-K	Four Year Olds	2	15	C	20	C	NA	NA	Music, Transitioning
Main	Rm C	Three Year Olds and Four Year Olds	2	16	C	20	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 60					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 44			Total Capacity @35 sq. ft.: 60			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground 1	83	C

**Comments**

The purpose of the visit today was to conduct a monitoring visit and complaint investigation. The director provided two files for employees hired since the last visit on this date. The complaint investigation was closed on site and discussed with the director.

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).



**Reminder:** All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit [www.decalkoala.com](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.



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O.C.G.A. Section 42.1.12(j)(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.ga.gov](mailto:CCSRefutations@dec.ga.gov).

- 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.ga.gov/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)

\_\_\_\_\_  
Kayla Mitchell, Program Official

Date

\_\_\_\_\_  
Kesha McNeal, Consultant

Date

\_\_\_\_\_  
Beth Houtz, Consultant

Date



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### Findings Report

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The following information is associated with a Monitoring Visit:

**Activities and Equipment**

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

**Comment**

No Swimming Activities Provided

**Facility**

**591-1-1-.25 Physical Plant - Safe Environment(CR)** **Met**

**Comment**

Observation-Center Clean/Well Maintained

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

**Comment**

Observation-Clean/Good Repair

**Health and Hygiene**

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

**Comment**

There were no diapering children enrolled in the program on this date. Proper diaper facilities were observed with warm running water and proper ventilation.

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

**Comment**

Observed-Proper Hand Washing Throughout

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

**Comment**

Observed-Complete Documentation

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

Observed-Positive Learning Environment

**591-1-1-.13 Field Trips(CR)****Met****Comment**

No Field Trips at This Time

**591-1-1-.36 Transportation(CR)****Met****Comment**

Observed-Complete Documentation

**Sleeping & Resting Equipment****591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

Correct number of mats; disinfecting discussed

**Staff Records****591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Criminal Records Check complete

**Comment**

Two new staff hired since last visit on this date.

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

Observed-Appropriate Staff:Child Ratios

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

Observed-Adequate Supervision