



**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:** 7/12/2018    **VisitType:** Licensing Study    **Arrival:** 9:50 AM    **Departure:** 12:20 PM

**CCLC-12012**

**West End Center, The**

301 Pine Street Hogansville, GA 30230 Troup County  
(706) 637-0401 oberian@bellsouth.net

**Regional Consultant**

Laura Swann

Phone: (706) 855-3454

Fax: (706) 434-7641

laura.swann@decal.ga.gov

**Mailing Address**

P.O. Box 54  
Hoganville, GA 30230

**Quality Rated:** ★ ★

<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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
07/12/2018	Licensing Study	Good Standing	
04/18/2018	Licensing Study	Good Standing	
10/02/2017	Monitoring Visit	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
Bldg. I	Left	Four Year Olds	2	1	C	23	C	NA	NA	Circle Time
Bldg. I	Right	Infants and One Year Olds and Two Year Olds	3	7	C	17	C	NA	NA	Floor Play,Nap
Total Capacity @35 sq. ft.:			40			Total Capacity @25 sq. ft.:			0	
Bldg. II	3rd Left		0	0	C	19	C	NA	NA	
Total Capacity @35 sq. ft.:			19			Total Capacity @25 sq. ft.:			0	
Total # Children this Date: 8			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.:			59 0	

Building	Playground	Playground Occupancy	Playground Compliance
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**Comments**

Plan of Improvement: Developed This Date 07/12/2018

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.

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.

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**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.al.ga.gov](mailto:CCSRefutations@dec.al.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.al.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.

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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)



**Important New Deadlines:**

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.ga.gov/>  
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.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

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O'berian Geter, Program Official

Date

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Laura Swann, Consultant

Date



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### Findings Report

**Date:** 7/12/2018 **VisitType:** Licensing Study **Arrival:** 9:50 AM **Departure:** 12:20 PM

#### CCLC-12012

#### West End Center, The

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The following information is associated with a Licensing Study:

### Activities and Equipment

#### 591-1-1-.03 Activities

Not Met

#### Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development. The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on observation and staff statements that written lesson plans were not available for any classroom.

#### POI (Plan of Improvement)

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

**Correction Deadline: 7/12/2018**

#### 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.

### Children's Records

**Records Reviewed: 5**

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

Child # 1

Met

Child # 2

Met

**Records Reviewed: 5**

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

Child # 3 Met  
Child # 4 Met  
Child # 5 Met

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**591-1-1-.08 Children's Records**

**Met**

**Comment**

Parent agreements observed obtained/completed.

**Facility**

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**591-1-1-.19 License Capacity(CR)**

**Met**

**Comment**

Licensed capacity observed to be routinely met by center.

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

**Not Met**

**Correction Deadline: 5/18/2018**

**Corrected on 7/12/2018**

**.25(11) - Correction observed on this date. Please continue to monitor the carpet for fraying and repair when needed.**

**Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that in Building 1 in the left classroom were the following hazards:

On a low shelf "Colgate" shaving cream and "Jungle" start right maintenance for fish tanks.

**POI (Plan of Improvement)**

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

**Correction Deadline: 7/12/2018**

**Recited on 7/12/2018**

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

**Met**

**Comment**

Please continue to monitor for ant beds and treat when needed.

**Correction Deadline: 4/23/2018**

**Corrected on 7/12/2018**

**.26(9) - Correction observed on this date.**

**Food Service**

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

**Met**

**Comment**

Please ensure that infant feeding forms are updated regularly.

**Correction Deadline: 7/12/2018**

**Corrected on 7/12/2018**

**.15(3) - Correction observed on this date.**

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**591-1-1-.18 Kitchen Operations****Met****Comment**

Please ensure that all food items are stored in airtight containers.

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**Health and Hygiene**

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**591-1-1-.07 Children's Health****Not Met****Finding**

591-1-1-.07(5) requires Center Staff to not permit children to wear around their necks or attach to their clothing pacifiers or other hazardous items. It was determined based on observation and staff statement that two infants had a clip on their pacifiers.

**POI (Plan of Improvement)**

The Center will instruct Staff regarding this safety requirement. Staff removed the pacifier clip from the child's clothing.

**Correction Deadline: 7/12/2018****Recited on 7/12/2018**

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

Proper diapering procedures observed.

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

Staff were observed to remind children to wash hands.

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

Documentation for medication dispensing observed complete.

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**Safety**

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**591-1-1-.05 Animals****Met****Comment**

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

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**591-1-1-.13 Field Trips(CR)****N/A****Comment**

Center does not participate in field trips at this time.

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**591-1-1-.36 Transportation(CR)****N/A****Comment**

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Correction Deadline: 4/18/2018**

Corrected on 7/12/2018

.30(2)(c) - Correction observed on this date. Infants were observed to sleep in cribs on this date.

<b>Staff Records</b>
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**Records Reviewed: 10**

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

Staff # 1	Met
Date of Hire: 02/29/1996	
Staff # 2	Met
Date of Hire: 04/21/2017	
Staff # 3	Met
Date of Hire: 02/19/2015	
Staff # 4	Met
Date of Hire: 10/15/2017	
Staff # 5	Met
Date of Hire: 04/21/2017	
Staff # 6	Met
Date of Hire: 04/21/2017	
Staff # 7	Met
Date of Hire: 07/10/2018	
Staff # 8	Met
Date of Hire: 07/01/1990	
Staff # 9	Met
Date of Hire: 06/23/2016	
Staff # 10	Met
Date of Hire: 01/10/2011	

**Staff Credentials Reviewed: 10**

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

**Met**

**Comment**

Criminal records checks were observed to be complete.

**Comment**

Director provided one file(s) for employees hired since last visit.

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**591-1-1-.31 Staff(CR)**

**Met**

**Comment**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

## Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Met

Correction Deadline: 4/18/2018

Corrected on 7/12/2018

.32(4) - Correction observed on this date. Children three years and older were in a separate classroom.

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

Met

**Comment**

Adequate supervision observed on this date.