



**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:** 10/19/2020 **VisitType:** Licensing Study

**Arrival:** 1:55 PM

**Departure:** 2:55 PM

**CCLC-23311**

**Atkinson County Head Start**

246 School Road Willacoochee, GA 31650 Atkinson County  
 (912) 534-6035 rhollis@myactionpact.org

**Regional Consultant**

Beth Houtz

Phone: (229) 238-2130

Fax: (229) 238-2955

beth.houtz@decal.ga.gov

**Mailing Address**

P. O. Box 1965  
 Waycross, GA 31502

**Quality Rated:** ★ ★ ★

<b>Compliance Zone Designation</b>		
10/19/2020	Licensing Study	Good Standing
10/07/2019	Licensing Study	Good Standing
03/12/2019	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	EHS-1	Infants and One Year Olds and Two Year Olds	2	8	C	21	C	NA	NA	Centers
Main	EHS-2	Infants and Two Year Olds and Three Year Olds	2	8	C	21	C	NA	NA	Outside
Main	EHS-3		0	0	C	24	C	NA	NA	
Main	HS-1	Three Year Olds	3	17	C	23	C	NA	NA	Centers
Main	Parent Room		0	0	C	24	C	NA	NA	
Total Capacity @35 sq. ft.: 113						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 33			Total Capacity @35 sq. ft.: 113			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Infant - Toddler	16	C
Main	Playground: B	98	C

**Comments**

An Administrative Review was conducted on October 19, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on October 20, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on August 15, 2020 was reviewed during the virtual inspection.

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/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

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.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.

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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).

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)

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Sheri Hollis, Program Official

Date

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Beth Houtz, 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)**

**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

Child # 3

Met

Child # 4

Met

Child # 5

Met

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

**Met**

**Comment**

Records were observed to be complete and well organized.

**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)** **Met**

**Comment**

Please be mindful to keep items that pose a hazard inaccessible to children.

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated in person and will be reviewed during the next regulatory visit. The playground was observed to be clean and in good repair.

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**Food Service**

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

**Comment**

Center menu meets USDA guidelines.

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**Health and Hygiene**

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated in person and will be reviewed during the next regulatory visit. Hand washing and sanitizing requirements for diapering were discussed with the Director/Provider on this date.

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated in person and will be reviewed during the next regulatory visit. Hand washing supplies were observed, and hand washing practices were discussed with the Director on this date.

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

**Comment**

The Provider currently does not dispense/administer medication.

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**Safety**

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director/Provider on this date.

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

**Comment**

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated in person and will be reviewed during the next regulatory visit. SIDS and infant sleeping position were discussed with the Director on this date.

**Staff Records****Records Reviewed: 13****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 08/24/2005	
Staff # 2	Met
Date of Hire: 03/17/2008	
Staff # 3	Met
Date of Hire: 02/13/2019	
Staff # 4	Met
Date of Hire: 09/20/2004	
Staff # 5	Met
Date of Hire: 09/07/2010	
Staff # 6	Met
Staff # 7	Met
Date of Hire: 07/29/2015	
Staff # 8	Met
Date of Hire: 07/21/2004	
Staff # 9	Met
Date of Hire: 03/12/2018	
Staff # 10	Met
Date of Hire: 08/25/2005	
Staff # 11	Met
Date of Hire: 02/13/2019	
Staff # 12	Met
Date of Hire: 11/04/2019	
Staff # 13	Met
Date of Hire: 02/13/2019	

**Staff Credentials Reviewed: 9**

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

**Comment**

Criminal record checks were observed to be complete.

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

**Comment**

Evidence observed of 100% of center staff certified in First Aid and CPR.

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**591-1-1-.33 Staff Training** **Met**

**Comment**

Documentation observed of required staff training.

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

**Comment**

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on August 15, 2020.

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**Staffing and Supervision**

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**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**

Center observed to maintain appropriate staff:child ratios.