



**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: 10/23/2018 **VisitType:** Licensing Study

Arrival: 8:45 AM

Departure: 11:00 AM

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

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beth.houtz@decal.ga.gov

Mailing Address

P. O. Box 1965
Waycross, GA 31502

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. 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.
10/23/2018	Licensing Study	Good Standing	
03/19/2018	Monitoring Visit	Good Standing	
11/07/2017	Licensing Study	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
Main	EHS-1	Infants and One Year Olds and Two Year Olds	2	7	C	21	C	NA	NA	Clean Up, Transitioning, Breakfast
Main	EHS-2	One Year Olds and Two Year Olds and Three Year Olds	2	6	C	21	C	NA	NA	Circle Time, Clean Up, Transitioning
Main	EHS-3	One Year Olds and Two Year Olds	2	7	C	24	C	NA	NA	Outside
Main	HS-1		2	0	C	23	C	NA	NA	Outside
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: 20						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

The purpose of today's visit is a licensing study. This is the first visit of the fiscal year.

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.

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.

- 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)



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

Sheri Hollis, Program Official

Date

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-.03 Activities

Met

Comment

Lesson plans were observed to be posted and up-to-date in each classroom.

Correction Deadline: 10/23/2018

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: 4

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met

591-1-1-.08 Children's Records**Met****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) - The consultant observed the exhaust fan in the boys bathroom in Classroom 1 not to be working. The center has placed a work order to have the exhaust fan repaired.

Correction Deadline: 11/22/2018

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**

Center appears clean and well maintained.

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.

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

Food is prepared in the adjoining elementary school's cafeteria and is brought over to the center in insulated bags and served to the children.

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)**Met****Comment**

Documentation for medication dispensing observed complete.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Met****Comment**

Fire and Safety Drills were observed to be posted and up-to-date.

Correction Deadline: 10/28/2018**Safety**

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

Center does not participate in field trips at this time.

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

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

Staff # 1

Met

Date of Hire: 03/17/2008

Staff # 2

Met

Date of Hire: 12/11/2017

Staff # 3

Met

Date of Hire: 09/20/2004

Staff # 4

Met

Date of Hire: 10/26/2015

Staff # 5

Met

Date of Hire: 07/29/2015

Records Reviewed: 14

Records with Missing/Incomplete Components: 0

Staff # 6 Date of Hire: 08/24/2005	Met
Staff # 7 Date of Hire: 09/07/2010	Met
Staff # 8 Date of Hire: 12/11/2017	Met
Staff # 9 Date of Hire: 12/03/1979	Met
Staff # 10 Date of Hire: 09/24/2018	Met
Staff # 11 Date of Hire: 12/18/2013	Met
Staff # 12 Date of Hire: 03/12/2018	Met
Staff # 13 Date of Hire: 07/26/2004	Met
Staff # 14 Date of Hire: 08/25/2005	Met

Staff Credentials Reviewed: 14

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

Comment

Criminal record checks were observed to be complete.

Comment

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

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

Comment

Evidence observed of 50% 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

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

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

Met

Comment

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