



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: 9/4/2018 **VisitType:** Licensing Study **Arrival:** 10:00 AM **Departure:** 3:30 PM

CCLC-2787

Glynn Head Start

One Community Action Dr. Brunswick, GA 31520 Glynn County
 (912) 262-1400 ldavis@coastalgacaa.org

Regional Consultant

Rena Keene

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 rena.keene@dec.al.ga.gov

Mailing Address

One Community Action Dr. - Suite D
 Brunswick, GA 31520

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.
09/04/2018	Licensing Study	Good Standing	
03/26/2018	Monitoring Visit	Good Standing	
09/25/2017	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	1	Three Year Olds	2	17	C	17	C	NA	NA	Outside
Main	10	Three Year Olds	2	14	C	17	C	NA	NA	Centers
Main	11	Three Year Olds	2	14	C	17	C	NA	NA	Circle Time
Main	12	Three Year Olds	2	14	C	17	C	NA	NA	Outside
Main	13	Three Year Olds	2	15	C	17	C	NA	NA	Outside, Transitioning
Main	14	Three Year Olds	0	14	NC	17	C	NA	NA	Outside
Main	15	PreK	2	18	C	21	C	NA	NA	Transitioning, Outside, Circle Time
Main	16	Three Year Olds	3	15	C	17	C	NA	NA	Outside, Transitioning
Main	17	Three Year Olds	2	16	C	17	C	NA	NA	Circle Time
Main	18	Three Year Olds	2	16	C	17	C	NA	NA	Outside
Main	2	Three Year Olds	2	16	C	17	C	NA	NA	Circle Time
Main	3		0	0	C	17	C	NA	NA	
Main	4	Three Year Olds	2	14	C	17	C	NA	NA	Centers
Main	5	Three Year Olds	2	17	C	17	C	NA	NA	Centers
Main	6	PreK	2	18	C	23	C	NA	NA	Outside, Circle Time
Main	7,8,9	Three Year Olds and PreK	4	32	C	24	NC	NA	NA	Transitioning, Outside

	Total Capacity @35 sq. ft.: 289	Total Capacity @25 sq. ft.: 0
Total # Children this Date: 250	Total Capacity @35 sq. ft.: 289	Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playgrd - Main	228	C


Comments

The purpose of the visit this date was to conduct a Licensing Study. Director stated that there had been four new hires since last visit. Employee files were checked for compliance with background check requirements. Transportation practices were observed during the after-school loading of children onto the center's vehicle.

September 20, 2018: Correction was made regarding attendance records to show correct rule violations.

Plan of Improvement: Developed This Date 09/04/2018

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).



Please refer to the website, <http://www.dec.ga.gov/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.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)



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.decal.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@decal.ga.gov

Lakeisha Davis, Program Official

Date

Rena Keene, Consultant

Date



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Findings Report

Date: 9/4/2018 **VisitType:** Licensing Study **Arrival:** 10:00 AM **Departure:** 3:30 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

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

Technical Assistance

Technical Assistance

591-1-1-.12(4) requires that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. It was determined based on consultant's observation that the large wooden blocks stacked against the back wall were not secured so that they could not pose an injury from tipping, falling or being pulled over. The wooden blocks measured one foot or longer in length and were of varying dimensions. Some of the blocks were triangular shaped and could not be stacked uniformly. The blocks should be stacked on shelves and not in a free-standing method.

Correction Deadline: 9/4/2018

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

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 13

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

Records Reviewed: 13

Records with Missing/Incomplete Components: 0

Child # 6	Met
Child # 7	Met
Child # 8	Met
Child # 9	Met
Child # 10	Met
Child # 11	Met
Child # 12	Met
Child # 13	Met

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

Not Met

Comment

Records were observed to be complete and well organized.

Finding

591-1-1-.08(6) requires the Center to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was determined based on consultant's observation and a review of the classroom attendance records that the arrival times for all children present were not documented. Information was missing as follows:

1. Classroom 4 - Twelve children were present, and only eight were signed in
2. Classroom 5- Seventeen children were present, and only thirteen were signed in
3. Classroom 10 - Fourteen children were present, and only twelve were signed in
4. Classroom 13 - Fifteen children were present, and only twelve were signed in
5. Classroom 16 - Fifteen children were present, and only ten were signed in

POI (Plan of Improvement)

The Center will maintain arrival and departure records as required, will ensure the documentation includes all of the required information, and will provide the records to the Department when requested.

Correction Deadline: 9/4/2018

Facility

591-1-1-.06 Bathrooms

Met

Comment

Bathrooms observed to be clean and well maintained.

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

Technical Assistance

Technical Assistance

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. Classrooms 7, 8 and 9 was previously licensed as combined space with a licensed capacity of 24, and was used as one Pre-K classroom. Since the last visit, the space was divided and Classroom 7 was being used as an independent classroom, separate from Classrooms 8 and 9. Classroom 7 was observed to have fifteen children present, and the combined Classrooms 8 and 9 were observed to have seventeen children present during the Licensing Study completed on September 3, 2018. An Application to Amend the License is needed for the current use of the space.

Correction Deadline: 9/4/2018

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. The lunch served during the visit included barbecue chicken, buns, cauliflower, sweet potato casserole and milk.

Health and Hygiene

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

Comment

There were no children enrolled in the program on this date who require diapering.

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

Comment

Please ensure lids remain on trash containing organic waste.

Comment

Proper hand washing observed throughout the center.

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

Comment

Documentation for medication dispensing observed complete.

Organization

591-1-1-.16 Governing Body & License**Not Met****Finding**

591-1-1-.16(e) requires the Center to submit an application for an amended License at least 30 days in advance of the change if there is a change in the name of the program or Center, changes in the ages of the children to be served, an increase in the regular hours of operation such that the Center would be providing evening or night-time care in addition to day-time care, changes in the services provided, or additions to or changes in the use of the building by the licensed Center. If an emergency situation arises which makes it impossible to give thirty (30) days' notice, the management of the Center shall notify the Department by telephone and shall submit an application for an amended License as soon as management becomes aware of the change that will be necessitated by the emergency situation. In no case, however, shall a new owner operate the Center without first securing a new License or Permit from the Department. It was determined based on consultant's observation that changes had been made to the use of Classrooms 7, 8 and 9, and an application to amend the license had not been filed. Classrooms 7, 8, and 9 were previously licensed as one classroom with a total licensed capacity of 24. The space, which is divided by folding room dividers, is now being utilized as two separate classrooms.

POI (Plan of Improvement)

An application for amendment and all necessary documentation will be submitted.

Correction Deadline: 9/4/2018

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. The director stated that there have been no field trips since the last visit was conducted in March, 2018.

591-1-1-.36 Transportation(CR)**Met****Correction Deadline: 3/27/2018****Corrected on 9/4/2018**

.36(6) - Authorizations were observed to be complete.

Correction Deadline: 4/2/2018**Corrected on 9/4/2018**

.36(7)(b) - Emergency medical information was observed to be complete.

Sleeping & Resting Equipment

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

Pleasant naptime environment observed. No infants are served in the program.

Staff Records

Staff # 1 Date of Hire: 03/28/2016	Met
Staff # 2 Date of Hire: 10/03/2016	Met
Staff # 3 Date of Hire: 02/24/2015	Met
Staff # 4 Date of Hire: 01/17/1983	Met
Staff # 5 Date of Hire: 09/22/2016	Met
Staff # 6 Date of Hire: 05/29/2014	Met
Staff # 7 Date of Hire: 09/06/2016	Met
Staff # 8 Date of Hire: 08/08/1985	Met
Staff # 9 Date of Hire: 05/12/2015	Met
Staff # 10 Date of Hire: 07/28/2014	Met
Staff # 11 Date of Hire: 07/28/2016	Met
Staff # 12 Date of Hire: 11/30/2015	Met
Staff # 13 Date of Hire: 07/23/2018	Met
Staff # 14 Date of Hire: 02/21/2018	Met
Staff # 15 Date of Hire: 09/01/2015	Met

Staff # 16 Date of Hire: 09/08/2016	Met
Staff # 17 Date of Hire: 04/10/2017	Met
Staff # 18 Date of Hire: 01/25/2016	Met
Staff # 19 Date of Hire: 08/19/2013	Met
Staff # 20 Date of Hire: 01/05/2015	Met
Staff # 21 Date of Hire: 02/11/2015	Met
Staff # 22 Date of Hire: 03/24/2015	Met
Staff # 23 Date of Hire: 07/29/2017	Met
Staff # 24 Date of Hire: 10/13/2008	Met
Staff # 25 Date of Hire: 08/17/2016	Met
Staff # 26 Date of Hire: 07/25/2016	Met
Staff # 27 Date of Hire: 11/16/2017	Met
Staff # 28 Date of Hire: 09/01/2016	Met
Staff # 29 Date of Hire: 12/12/2017	Met
Staff # 30 Date of Hire: 02/17/2017	Met

Staff # 31 Date of Hire: 08/12/2015	Met
Staff # 32 Date of Hire: 12/10/2015	Met
Staff # 33 Date of Hire: 04/02/1998	Met
Staff # 34 Date of Hire: 11/09/2015	Met
Staff # 35 Date of Hire: 08/28/2017	Met
Staff # 36 Date of Hire: 08/20/2018	Met
Staff # 37 Date of Hire: 08/20/2018	Met
Staff # 38 Date of Hire: 11/16/2017	Met
Staff # 39 Date of Hire: 04/24/2015	Met
Staff # 40 Date of Hire: 08/17/2017	Met
Staff # 41 Date of Hire: 07/27/2015	Met
Staff # 42 Date of Hire: 07/26/2017	Met
Staff # 43 Date of Hire: 08/15/2016	Met
Staff # 44 Date of Hire: 07/30/2007	Met
Staff # 45 Date of Hire: 02/05/2018	Not Met

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 46 Date of Hire: 07/25/2016	Met
Staff # 47 Date of Hire: 08/14/2017	Met
Staff # 48 Date of Hire: 07/24/2017	Met
Staff # 49 Date of Hire: 08/14/2017	Met
Staff # 50 Date of Hire: 09/26/2016	Met
Staff # 51 Date of Hire: 09/26/2016	Met
Staff # 52 Date of Hire: 08/22/2016	Met
Staff # 53	Met
Staff # 54 Date of Hire: 08/17/2016	Met
Staff # 55 Date of Hire: 11/14/2016	Met
Staff # 56 Date of Hire: 08/17/2017	Met
Staff # 57 Date of Hire: 07/24/2018	Met
Staff # 58 Date of Hire: 02/09/2011	Met
Staff # 59 Date of Hire: 04/19/2016	Met

Staff Credentials Reviewed: 59

591-1-1-.09 Criminal Records Check(CR)**Met****Correction Deadline: 3/27/2018****Corrected on 9/4/2018**

.09(1)(a) - Criminal background checks were observed to be complete. One employee was shown as having an incomplete record, although the fingerprints had been completed and the application submitted to the legal services unit. It was discovered that the fingerprint results were not received, although the employee stated they were submitted. During the visit, the employee left the center to submit new fingerprints, and the company advised that the original fee would be refunded. Director will follow up with consultant to ensure that this issue is resolved.

Correction Deadline: 3/27/2018**Corrected on 9/4/2018**

.09(1)(c) - All background checks were observed to be in compliance.

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.

Correction Deadline: 4/2/2018**Corrected on 9/4/2018**

.31(1)(c) - All required verification of credentials was observed in the lead teacher files.

Staffing and Supervision

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

Center observed to maintain appropriate staff:child ratios.

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

591-1-1-.32(7) requires that children be supervised at all times and that the persons supervising in the child care area be alert, able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the chaperones and Students-in-Training, and provide timely attention to the children's actions and needs. Please be sure that all children are kept in their assigned groups while children are transitioning between outdoor activities, handwashing and returning to the classroom.

Correction Deadline: 9/4/2018