



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: 9/10/2019 **VisitType:** Licensing Study **Arrival:** 9:55 AM **Departure:** 5:15 PM

CCLC-2787

Glynn Head Start

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

Mailing Address

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

Regional Consultant

Chrissy Miller

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chrissy.miller@decal.ga.gov

Joint with: Jerica Davis

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.
09/10/2019	Licensing Study	Good Standing	
05/21/2019	Incident Investigation Closure	Good Standing	
05/02/2019	Incident Investigation & Follow Up	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 and Four Year Olds	2	17	C	17	C	NA	NA	Nap
Main	10	Three Year Olds	2	15	C	17	C	NA	NA	Centers
Main	11	Three Year Olds	1	13	C	17	C	NA	NA	Nap
Main	12	Three Year Olds and Four Year Olds	2	16	C	17	C	NA	NA	Nap
Main	13	Three Year Olds and Four Year Olds	1	16	C	17	C	NA	NA	Nap
Main	14	Four Year Olds	2	14	C	17	C	NA	NA	Transitioning, Nap
Main	15	Four Year Olds and Five Year Olds	2	18	C	21	C	NA	NA	Centers
Main	16	Three Year Olds	2	15	C	17	C	NA	NA	Centers
Main	17	Three Year Olds and Four Year Olds	2	15	C	17	C	NA	NA	Centers
Main	18	Three Year Olds and Four Year Olds	2	14	C	17	C	NA	NA	Centers, Music
Main	2	Three Year Olds	2	13	C	17	C	NA	NA	Transitioning, Snack
Main	3		0	0	C	17	C	NA	NA	
Main	4	Three Year Olds and Four Year Olds	2	16	C	17	C	NA	NA	Clean Up, Transitioning, Centers

Main	5	Three Year Olds	2	16	C	17	C	NA	NA	Clean Up, Transitioning, Lunch
Main	6	PreK	2	17	C	23	C	NA	NA	Lunch
Main	7	Three Year Olds and Four Year Olds	2	17	C	24	C	NA	NA	Lunch, Transitioning
Main	8	PreK	2	18	C	23	C	NA	NA	Transitioning, Outside, Story

Total Capacity @35 sq. ft.: 312

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 250 Total Capacity @35 sq. ft.: 312

Total Capacity @25 sq. ft.: 0

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

Comments

This is the first regulatory visit of the fiscal year.

The program is currently a one-star quality rated program.

The center does not provide swimming activities or participate in field trips.

The center had eight new hires since the last regulatory visit.

Plan of Improvement: Developed This Date 09/10/2019

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.decal.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@decals.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://decals.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.decals.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@decals.ga.gov

Lakeisha Davis, Program Official

Date

Chrissy Miller, Consultant

Date

Jerica Davis, 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)

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 12

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met
Child # 7	Met
Child # 8	Met

Records Reviewed: 12

Records with Missing/Incomplete Components: 0

Child # 9	Met
Child # 10	Met
Child # 11	Met
Child # 12	Met

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

Technical Assistance

Comment

Records were observed to be complete and well organized.

Technical Assistance

591-1-1-.08(6) - Please ensure that the arrival and departure documentation 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.

Correction Deadline: 9/10/2019

Facility

591-1-1-.06 Bathrooms

Met

Comment

Bathrooms observed to be clean and well maintained.

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)

Technical Assistance

Comment

Center appears clean and well maintained.

Technical Assistance

591-1-1-.25(13) - Please ensure that potentially hazardous equipment, materials and supplies (i.e. plastic bags and anything that says "Keep away from children" or "Keep out of reach of children") be stored in a locked area inaccessible to children.

Correction Deadline: 9/10/2019

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

Not Met

Technical Assistance

591-1-1-.26(4) - Please ensure that the playground is protected by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. The center director will inspect the fence as often as needed to ensure that the fence is free from any hazards and in good repair.

Correction Deadline: 9/10/2019

Finding

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on the Consultant's observation that the following hazards were present:

- On the swings, 11 out of 15 chains had chipped paint. Additionally, two of the swing's hooks were not fully enclosed at the top.
- One out of twelve black and red tricycles, had a missing pedal. Additionally, one tricycle had a cracked seat.
- Two out of the eight plastic benches located on the back of the playground and on the right side of the playground had cracks on the seats that pose a pinching hazard.

POI (Plan of Improvement)

Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

Correction Deadline: 9/30/2019

Finding

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on the Consultant's observation, that the resilient surface under both swings measured less than three inches where six inches of resilient surfacing is required in the fall zones.

POI (Plan of Improvement)

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

Correction Deadline: 9/30/2019

Finding

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on the Consultant's observation that the following hazards on the playground was present:

- The black plastic lining under the resilient surface is exposed on all sides and pose a tripping hazard within both swing set bays.
- On the right side of the playground, two out of the six tent poles had exposed concrete at the base and pose a tripping hazard.
- There were three exposed roots on the right side of the playground by the fence that pose a tripping hazard.

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove any hazards.

Correction Deadline: 9/20/2019

Food Service

591-1-1-.18 Kitchen Operations

Not Evaluated

Comment

Food is brought over from another facility.

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.

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.

Safety

591-1-1-.05 Animals**N/A****Comment**

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

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

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)**Not Met****Comment**

Please include address of destinations on transportation checklist.

Comment

The vehicle had an approved fire extinguisher and first aid kit on this date.

Finding

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on the Consultant's review of staff records that one staff member, hired in February 2018, did not have evidence of completing transportation training as required.

POI (Plan of Improvement)

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 9/20/2019**Sleeping & Resting Equipment**

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**Not Met****Technical Assistance**

591-1-1-.30(1)(d) - Please monitor and ensure that there is a minimum of twenty-four inch (24") corridor between each row of sleeping or resting equipment and a minimum of twelve inches (12") between each piece of sleeping or resting equipment in each row of equipment. Children shall be placed on cots and mats so that one child's head is toward another child's feet in the same row. The Center will arrange and place sleeping and resting equipment according to the requirements in this rule; will train Staff; and will monitor for continued compliance.

Correction Deadline: 9/10/2019

Finding

591-1-1-.30(4). requires that if cots and mats are stored in the children's activity room or area, they shall be stored to prevent children's access to them and to allow maximum use of play space. When storage is available and used for the storage of cots and mats that allows the cots, mats and any bedding to be stored without touching any other cots, mats or bedding, the bedding may be left on the cot or mat. When such storage is not available for the cots and mats, each child's bedding shall be kept separate from other children's bedding and stored in containers marked for individual use, such as, but not limited to, bins, cubbies, or bags. It was determined based on the Consultant's observation, that the bedding was not stored separately to prevent them from touching in rooms 10, 11, 12, 13, 14, and 15.

POI (Plan of Improvement)

The Center will store cots and mats so children do not have access to them and they don't take up play space and will store them so each child's bedding is separate from the others.

Correction Deadline: 9/17/2019

Staff Records

Records Reviewed: 20

Records with Missing/Incomplete Components: 1

Staff # 1	Met
Date of Hire: 01/05/2015	
Staff # 2	Met
Date of Hire: 01/17/1973	
Staff # 3	Met
Date of Hire: 01/25/2018	
Staff # 4	Met
Date of Hire: 08/22/2019	
Staff # 5	Met
Date of Hire: 08/28/2017	
Staff # 6	Met
Date of Hire: 08/22/2016	
Staff # 7	Met
Date of Hire: 04/21/1998	
Staff # 8	Met
Date of Hire: 08/07/2016	
Staff # 9	Met
Date of Hire: 08/02/2010	
Staff # 10	Met

Records Reviewed: 20**Records with Missing/Incomplete Components: 1**

Date of Hire: 11/16/2017

Staff # 11 Met

Date of Hire: 08/08/1985

Staff # 12 Met

Date of Hire: 07/30/2019

Staff # 13 Met

Date of Hire: 07/28/2016

Staff # 14 Met

Date of Hire: 07/28/2014

Staff # 15 Not Met

Date of Hire: 02/05/2018

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate,.33(4)-1st Yr. Training - 10 hrs.,.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 16 Met

Date of Hire: 11/30/2015

Staff # 17 Met

Date of Hire: 08/01/2017

Staff # 18 Met

Date of Hire: 08/05/2019

Staff # 19 Met

Date of Hire: 08/07/1999

Staff # 20 Met

Date of Hire: 07/23/2018

Staff Credentials Reviewed: 10**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Comment**

Director provided eight files for employees hired since the last visit.

Finding

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that one staff member did not have evidence of submitting both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will view all videos and sign the required affidavit to ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will follow all steps to ensure the CRC rules are maintained.

Correction Deadline: 9/10/2019

Finding

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of records that one staff member was present with a records check determination that expired on May 31, 2019 and did not have a current satisfactory comprehensive records check determination on file as required.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will view all videos and complete the required affidavit to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will complete all steps to ensure the CRC rules are maintained.

Correction Deadline: 9/10/2019

591-1-1-.14 First Aid & CPR**Not Met****Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR.

Finding

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on review of records that five staff members did not have evidence of completing CPR and first aid training within the first 90 days of employment as required.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 10/17/2019

591-1-1-.33 Staff Training**Not Met****Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on a review of records that three staff members did not have evidence of completing health and safety orientation training within the first 90 days of employment as required.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 10/17/2019

Finding

591-1-1-.33(4) requires all Staff who provide any direct care to children, except independent contractors, Students-in-Training and volunteers, to obtain ten (10) clock hours of training or instruction in child care issues from an accredited school or Department-approved source. At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children. It was determined based on a review of records that two staff hired in February and August of 2018 did not have evidence of completing ten clock hours of required first year training.

POI (Plan of Improvement)

The Center will plan and schedule training and follow up to ensure that direct care Staff complete the required hours of training in the required subjects.

Correction Deadline: 10/17/2019

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

Center observed to maintain appropriate staff:child ratios.

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

Comment

Adequate supervision observed on this date.