



**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: 2/28/2019 **VisitType:** Monitoring Visit **Arrival:** 10:15 AM **Departure:** 1:15 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

Phone: (912) 544-9930
Fax: (912) 544-9926
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.
02/28/2019	Monitoring Visit	Good Standing	
09/04/2018	Licensing Study	Good Standing	
03/26/2018	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
Main	1	Three Year Olds	2	17	C	17	C	NA	NA	Transitioning,Outside
Main	10	Three Year Olds	2	15	C	17	C	NA	NA	Outside
Main	11	Three Year Olds	2	16	C	17	C	NA	NA	Transitioning,Circle Time,Outside
Main	12	Three Year Olds	2	16	C	17	C	NA	NA	Outside
Main	13	Three Year Olds	2	16	C	17	C	NA	NA	Outside
Main	14	Three Year Olds	2	15	C	17	C	NA	NA	Outside
Main	15	Three Year Olds	2	16	C	21	C	NA	NA	Outside,Transitioning
Main	16	Three Year Olds	2	14	C	17	C	NA	NA	Circle Time
Main	17	Three Year Olds	2	16	C	17	C	NA	NA	Outside
Main	18	Three Year Olds	2	17	C	17	C	NA	NA	Transitioning,Outside,Music
Main	2	Three Year Olds	2	15	C	17	C	NA	NA	Transitioning,Circle Time
Main	3		0	0	C	17	C	NA	NA	
Main	4	Three Year Olds	2	15	C	17	C	NA	NA	Circle Time
Main	5	Three Year Olds	2	16	C	17	C	NA	NA	Circle Time,Art

Main	6	PreK	2	20	C	23	C	NA	NA	Transitioning,Out side
Main	7	Three Year Olds	3	15	C	24	C	NA	NA	Circle Time
Main	8	PreK	2	20	C	23	C	NA	NA	Art
Total Capacity @35 sq. ft.:			312		Total Capacity @25 sq. ft.:			0		
Total # Children this Date:			259		Total Capacity @35 sq. ft.:			312		
					Total Capacity @25 sq. ft.:			0		


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

Comments

The purpose of today's visit was to conduct a Monitoring Visit and to follow up on previously cited rule violations. Transportation records were reviewed. Medication forms were reviewed and discussed. Director provided eight employees hired since last visit. Discussed with director that personnel changes need to be updated in KOALA to reflect new director.

Plan of Improvement: Developed This Date 02/28/2019

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.dec.state.ga.us/CCS/Regulations.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 1/2 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

Lakeisha Davis, Program Official

Date

Rena Keene, Consultant

Date



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Findings Report

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The following information is associated with a Monitoring Visit:

Activities and Equipment

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

Met

Comment

A variety of equipment and toys were observed throughout the center.

Comment

Equipment and furniture observed to be properly secured, as applicable.

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

Met

Comment

Center does not provide swimming activities.

Children's Records

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

Met

Correction Deadline: 9/4/2018

Corrected on 2/28/2019

.08(6) - Daily attendance records were observed to be recorded in each classroom.

Facility

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****Technical Assistance**

591-1-1-.25(3) - Please ensure that the door knob to Room 17 is repaired so that it can be safely opened from the outside or inside.

Correction Deadline: 2/28/2019

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

Playground observed to be clean and in good repair.

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. Proper diaper facilities were observed with warm running water and proper ventilation.

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

Proper hand washing observed throughout the center.

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

Discussed proper medication documentation and procedures.

Organization

591-1-1-.16 Governing Body & License**Met****Correction Deadline: 9/4/2018****Corrected on 2/28/2019**

.16(e) - An amendment to the application has been completed to show correct and current room arrangement and licensure.

Safety

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

Staff were observed to maintain a positive learning environment on this date.

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

Complete documentation of transportation observed.

Sleeping & Resting Equipment

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

Please ensure that cribs/cots are labeled for individual use.

Staff Records

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

Comment

Director provided eight files for employees hired since last visit. Comprehensive background checks were observed to be complete.

591-1-1-.33 Staff Training **Technical Assistance**

Technical Assistance

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. Please ensure that all staff have received the required orientation and that it is documented in the staff files.

Correction Deadline: 2/28/2019

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.