



**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:** 10/18/2019 **VisitType:** Licensing Study

**Arrival:** 9:00 AM

**Departure:** 12:15 PM

**CCLC-27902**

**Lowndes I Head Start Center**

1613 Ulmer Avenue Valdosta, GA 31601 Lowndes County  
 (229) 244-6300 vwilliams@cpheadstart.org

**Regional Consultant**

Beth Houtz

Phone: (229) 238-2130

Fax: (229) 238-2955

beth.houtz@dec.al.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★

| <b>Compliance Zone Designation</b> |                                   |               | <b>Compliance Zone Designation</b> - 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.<br><br><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|------------------------------------|-----------------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10/18/2019                         | Licensing Study                   | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 03/27/2019                         | Complaint Closure                 | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 03/25/2019                         | Complaint 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                            | 3 years- Rm G | Three Year Olds                    | 2     | 14       | C    | 15                            | C            | NA         | NA           | Centers                   |
| Main                            | Rm A          | Three Year Olds                    | 2     | 13       | C    | 15                            | C            | NA         | NA           | Circle Time               |
| Main                            | Rm B          | Four Year Olds                     | 2     | 17       | C    | 17                            | C            | NA         | NA           | Circle Time               |
| Main                            | Rm C          | Three Year Olds                    | 2     | 12       | C    | 16                            | C            | NA         | NA           | Circle Time               |
| Main                            | Rm D          | Four Year Olds                     | 2     | 15       | C    | 16                            | C            | NA         | NA           | Transitioning, Field Trip |
| Main                            | Rm E          | Four Year Olds                     | 2     | 14       | C    | 17                            | C            | NA         | NA           | Transitioning, Field Trip |
| Main                            | Rm F          | Three Year Olds                    | 2     | 7        | C    | 16                            | C            | NA         | NA           | Centers                   |
| Main                            | Rm H          | Three Year Olds and Four Year Olds | 2     | 13       | C    | 16                            | C            | NA         | NA           | Circle Time               |
| Main                            | Rm I          | Three Year Olds                    | 2     | 12       | NC   | 16                            | C            | NA         | NA           | Field Trip                |
| Main                            | Rm J          | Four Year Olds                     | 2     | 14       | C    | 16                            | C            | NA         | NA           | Circle Time               |
| Total Capacity @35 sq. ft.: 160 |               |                                    |       |          |      | Total Capacity @25 sq. ft.: 0 |              |            |              |                           |
| Total # Children this Date: 131 |               |                                    |       |          |      | Total Capacity @25 sq. ft.: 0 |              |            |              |                           |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------|----------------------|-----------------------|
| Main     | Playground | 155                  | C                     |

### Comments

The purpose of today's visit is a licensing study. This is the first visit of the fiscal and school year. The center is a Head Start program and provides morning and afternoon transportation. Transportation for a field trip was observed during the visit today. All employee files were reviewed during the visit.

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/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](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.

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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Valerie Williams, 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-.03 Activities**

**Met**

**Comment**

Updated Lesson Plans were observed posted in each classroom.

**Correction Deadline: 10/18/2019**

**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 |

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|                                       |            |
|---------------------------------------|------------|
| <b>591-1-1-.08 Children's Records</b> | <b>Met</b> |
|---------------------------------------|------------|

**Comment**

Records were observed to be complete and well organized.

|                 |
|-----------------|
| <b>Facility</b> |
|-----------------|

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|                              |            |
|------------------------------|------------|
| <b>591-1-1-.06 Bathrooms</b> | <b>Met</b> |
|------------------------------|------------|

**Comment**

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

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|                                         |            |
|-----------------------------------------|------------|
| <b>591-1-1-.19 License Capacity(CR)</b> | <b>Met</b> |
|-----------------------------------------|------------|

**Comment**

Licensed capacity observed to be routinely met by center.

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|                                                          |            |
|----------------------------------------------------------|------------|
| <b>591-1-1-.25 Physical Plant - Safe Environment(CR)</b> | <b>Met</b> |
|----------------------------------------------------------|------------|

**Comment**

Center appears clean and well maintained.

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|                                    |            |
|------------------------------------|------------|
| <b>591-1-1-.26 Playgrounds(CR)</b> | <b>Met</b> |
|------------------------------------|------------|

**Comment**

Playground observed to be clean and in good repair. Please monitor the pink and blue castle play set for cracks in the plastic on the floor areas.

|                     |
|---------------------|
| <b>Food Service</b> |
|---------------------|

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|                                                 |            |
|-------------------------------------------------|------------|
| <b>591-1-1-.15 Food Service &amp; Nutrition</b> | <b>Met</b> |
|-------------------------------------------------|------------|

**Comment**

Center menu meets USDA guidelines.

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|                                       |            |
|---------------------------------------|------------|
| <b>591-1-1-.18 Kitchen Operations</b> | <b>Met</b> |
|---------------------------------------|------------|

**Comment**

Kitchen appears clean and well organized.

|                           |
|---------------------------|
| <b>Health and Hygiene</b> |
|---------------------------|

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|                                                        |            |
|--------------------------------------------------------|------------|
| <b>591-1-1-.10 Diapering Areas &amp; Practices(CR)</b> | <b>Met</b> |
|--------------------------------------------------------|------------|

**Comment**

No children enrolled who require diapering.

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|                                |            |
|--------------------------------|------------|
| <b>591-1-1-.17 Hygiene(CR)</b> | <b>Met</b> |
|--------------------------------|------------|

**Comment**

Proper hand washing observed throughout the center.

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|                                    |            |
|------------------------------------|------------|
| <b>591-1-1-.20 Medications(CR)</b> | <b>Met</b> |
|------------------------------------|------------|

**Comment**

The Provider currently does not dispense/administer medication.

|                                |
|--------------------------------|
| <b>Policies and Procedures</b> |
|--------------------------------|

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|                                                          |            |
|----------------------------------------------------------|------------|
| <b>591-1-1-.21 Operational Policies &amp; Procedures</b> | <b>Met</b> |
|----------------------------------------------------------|------------|

**Comment**

Program observed complete emergency drills

## 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

Field trip documentation observed to be complete.

### 591-1-1-.36 Transportation(CR)

Met

#### Comment

Complete documentation of transportation observed.

#### Comment

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

## Sleeping & Resting Equipment

### 591-1-1-.30 Safe Sleeping and Resting Requirements(CR)

Met

#### 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. No infants enrolled.

## Staff Records

Records Reviewed: 11

Records with Missing/Incomplete Components: 0

Staff # 1

Met

Date of Hire: 02/14/2012

Staff # 2

Met

Date of Hire: 07/07/2016

Staff # 3

Met

Date of Hire: 08/17/1999

Staff # 4

Met

Date of Hire: 10/15/2014

Staff # 5

Met

Date of Hire: 07/30/2013

Staff # 6

Met

Date of Hire: 07/24/2017

**Records Reviewed: 11****Records with Missing/Incomplete Components: 0**

|                          |     |
|--------------------------|-----|
| Staff # 7                | Met |
| Date of Hire: 02/26/2016 |     |
| Staff # 8                | Met |
| Date of Hire: 06/02/2017 |     |
| Staff # 9                | Met |
| Date of Hire: 09/14/1995 |     |
| Staff # 10               | Met |
| Date of Hire: 03/13/2012 |     |
| Staff # 11               | Met |

**Staff Credentials Reviewed: 12**

|                                                                             |            |
|-----------------------------------------------------------------------------|------------|
| <b>591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)</b> | <b>Met</b> |
|-----------------------------------------------------------------------------|------------|

**Comment**

Criminal record checks were observed to be complete.

|                                        |            |
|----------------------------------------|------------|
| <b>591-1-1-.14 First Aid &amp; CPR</b> | <b>Met</b> |
|----------------------------------------|------------|

**Comment**

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

|                                   |            |
|-----------------------------------|------------|
| <b>591-1-1-.33 Staff Training</b> | <b>Met</b> |
|-----------------------------------|------------|

**Comment**

Documentation observed of required staff training.

|                              |            |
|------------------------------|------------|
| <b>591-1-1-.31 Staff(CR)</b> | <b>Met</b> |
|------------------------------|------------|

**Comment**

Staff observed to be compliant with applicable laws and regulations.

|                                 |
|---------------------------------|
| <b>Staffing and Supervision</b> |
|---------------------------------|

|                                                          |            |
|----------------------------------------------------------|------------|
| <b>591-1-1-.32 Staff:Child Ratios and Group Size(CR)</b> | <b>Met</b> |
|----------------------------------------------------------|------------|

**Comment**

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

|                                    |            |
|------------------------------------|------------|
| <b>591-1-1-.32 Supervision(CR)</b> | <b>Met</b> |
|------------------------------------|------------|

**Comment**

Center observed to maintain appropriate staff:child ratios.