



**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:** 4/19/2021 **VisitType:** Monitoring Visit **Arrival:** 11:00 AM **Departure:** 12:00 PM

**CCLC-27902**

**Lowndes I Head Start Center**

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

**Mailing Address**  
 Same

**Regional Consultant**

Kelly Wilson

Phone: (770) 405-7928  
 Fax: (404) 591-4948  
 kelly.wilson@decal.ga.gov

Joint with: Neli Todorova

**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. |
|------------------------------------|------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 04/19/2021                         | Monitoring Visit | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 11/16/2020                         | Licensing Study  | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 10/18/2019                         | 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                            | 3 years- Rm G |                 | 0                               | 0        | C    | 15         | C            | NA         | NA           |               |
| Main                            | Rm A          | Three Year Olds | 2                               | 12       | C    | 15         | C            | NA         | NA           | Free Play     |
| Main                            | Rm B          | Four Year Olds  | 2                               | 9        | C    | 17         | C            | NA         | NA           | Free Play     |
| Main                            | Rm C          |                 | 0                               | 0        | C    | 16         | C            | NA         | NA           |               |
| Main                            | Rm D          | Three Year Olds | 2                               | 6        | C    | 16         | C            | NA         | NA           | Clean Up      |
| Main                            | Rm E          |                 | 0                               | 0        | C    | 17         | C            | NA         | NA           |               |
| Main                            | Rm F          | Three Year Olds | 2                               | 8        | C    | 16         | C            | NA         | NA           | Transitioning |
| Main                            | Rm H          | Three Year Olds | 2                               | 6        | C    | 16         | C            | NA         | NA           | Free Play     |
| Main                            | Rm I          | Four Year Olds  | 2                               | 11       | C    | 16         | C            | NA         | NA           | Clean Up      |
| Main                            | Rm J          | Four Year Olds  | 2                               | 12       | C    | 16         | C            | NA         | NA           | Circle Time   |
| Total Capacity @35 sq. ft.: 160 |               |                 | Total Capacity @25 sq. ft.: 0   |          |      |            |              |            |              |               |
| Total # Children this Date: 64  |               |                 | Total Capacity @35 sq. ft.: 160 |          |      |            |              |            |              |               |
|                                 |               |                 | Total Capacity @25 sq. ft.: 0   |          |      |            |              |            |              |               |

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

### Comments

Background checks were all reviewed on April 19, 2021. A virtual inspection was conducted on April 19, 2021 with the (Director/Provider). An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on March 31, 2021 was reviewed during the virtual inspection. Additionally, Consultant discussed Rule changes that took effect on March 31, 2021 and emailed the Provider handouts with Frequently Asked Questions and related resources. Consultant e-mailed the provider a copy of the COVID-19 Guidance for Georgia Childcare Facilities, Interim Guidance as of December 14, 2020

Plan of Improvement: Developed This Date 04/19/2021

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/RuleAndRegulations.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.

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#### 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.

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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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Kelly Wilson, Consultant

Date

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Neli Todorova, Consultant

Date



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### Findings Report

Date: 4/19/2021 VisitType: Monitoring Visit

Arrival: 11:00 AM

Departure: 12:00 PM

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Joint with: Neli Todorova

The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

Met

**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.

### 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)

Met

**Comment**

No hazards observed accessible to children on this date.

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

Met

**Comment**

Please ensure to monitor the playground areas for the following hazards: - Normal wear and tear of playground equipment and toys. Potential entrapment hazards in the fence surrounding the playground area. Biting and/or stinging insects (i.e. ants, bees, etc.). Loose and/or weak tree branches surrounding the playground area. Standing water in and around playground equipment after inclement weather.

**Comment**

Discussed maintenance of resilient surface.

### Health and Hygiene

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

No children enrolled who require diapering.

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

Discussed new revision to restricted food rule which states: Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

**Comment**

Proper hand washing observed throughout the center. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

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

The Provider currently does not dispense/administer medication.

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**Safety**

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

The center's discipline policy was reviewed on this date. Regulations regarding proper discipline were discussed with the director on this date.

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

A current/completed inspection was observed for all vehicles used in transporting children this date.

**Comment**

Complete documentation of transportation observed.

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**Sleeping & Resting Equipment**

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

Cots are labeled for individual use.

**Comment**

No children in cribs are served in this program.

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**Staff Records**

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**Records Reviewed: 25****Records with Missing/Incomplete Components: 1**

Staff # 1

Met

Date of Hire: 09/08/2020

Staff # 2

Met

Date of Hire: 01/05/2021

Staff # 3

Met

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Date of Hire: 09/08/2020

Staff # 4 Met

Date of Hire: 02/14/2012

Staff # 5 Met

Staff # 6 Met

Date of Hire: 09/08/2020

Staff # 7 Met

Date of Hire: 07/07/2016

Staff # 8 Met

Date of Hire: 02/10/2020

Staff # 9 Met

Date of Hire: 08/17/2019

Staff # 10 Met

Date of Hire: 09/13/2019

Staff # 11 Met

Date of Hire: 07/19/2015

Staff # 12 Met

Date of Hire: 05/25/2018

Staff # 13 Met

Date of Hire: 10/15/2014

Staff # 14 Met

Date of Hire: 07/30/2013

Staff # 15 Met

Date of Hire: 07/24/2017

Staff # 16 Not Met

Date of Hire: 07/31/2015

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 17 Met

Staff # 18 Met

Date of Hire: 02/26/2016

|                          |     |
|--------------------------|-----|
| Staff # 19               | Met |
| Date of Hire: 12/19/2018 |     |
| Staff # 20               | Met |
| Date of Hire: 08/13/2018 |     |
| Staff # 21               | Met |
| Date of Hire: 09/08/2020 |     |
| Staff # 22               | Met |
| Date of Hire: 06/02/2017 |     |
| Staff # 23               | Met |
| Date of Hire: 09/14/1995 |     |
| Staff # 24               | Met |
| Date of Hire: 03/13/2012 |     |
| Staff # 25               | Met |

**Staff Credentials Reviewed: 10****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met****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 review of records that Staff #17 had a background check that expired July 15, 2020 and has not submitted a new background check application. Staff #17 was on the premises and working in the office on the day of the visit.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will implement policies 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 implement policies to ensure the CRC rules are maintained.

**Correction Deadline: 4/19/2021****Finding**

591-1-1-.09(1)(l)3. requires the Center to immediately require a new Comprehensive Records Check Determination for a Director, Employee or Provisional Employee at least once every five years. It was determined based on review of records that Staff #17 had a background check that expired July 15, 2020 and has not submitted a new background check application. Staff #17 was on the premises and working in the office on the day of the visit.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will implement a process to ensure that each Director, Employee and Provisional Employee has a Comprehensive Records Check Determination on file that has been issued within the past five years. 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 implement a process to ensure CRC rules are maintained.

**Correction Deadline: 4/19/2021**

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**591-1-1-.31 Staff(CR)****Met****Comment**

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on March 31, 2021. Staff observed to be compliant with applicable laws and regulations.

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

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

Center observed to maintain appropriate staff:child ratios.

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

Discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.

**Comment**

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