



**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: 10/30/2017 **VisitType:** Licensing Study

Arrival: 11:40 AM

Departure: 2:30 PM

CCLC-28049

Ben Hill County Head Start

410 E. Altamaha Street Fitzgerald, GA 31750 Ben Hill County
(229) 423-3191 dcobb@cpheadstart.org

Regional Consultant

Connie Boatright

Phone: (912) 544-9701

Fax: (912) 544-9700

connie.boatright@decal.ga.gov

Mailing Address

Same

Compliance Zone Designation		
10/30/2017	Licensing Study	Good Standing
05/04/2017	Licensing Study	Good Standing
11/16/2016	Complaint Closure	Good Standing

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.

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	A	PreK	2	14	C	20	C	NA	NA	Lunch, Transitioning
Main	B	Three Year Olds	2	14	C	20	C	NA	NA	Clean Up, Transitioning, Lunch
Main	C	Three Year Olds	2	12	C	20	C	NA	NA	Lunch, Clean Up, Transitioning
Main	D	Four Year Olds	2	13	C	20	C	NA	NA	Transitioning, Clean Up, Lunch
Main	E	Four Year Olds	2	14	C	20	C	NA	NA	Clean Up, Nap, Transitioning
Total Capacity @35 sq. ft.: 100						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 67			Total Capacity @35 sq. ft.: 100			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	103	C

Comments

This Licensing Study is the first regulatory visit for Ben Hill County Head Start this 2017 - 2018 fiscal year.


The consultant reviewed all staff files and each staff has a satisfactory fingerprint criminal records check on file.

The center provides transportation, field trips and medication. Liability Insurance is provided.

The center currently has a two star Quality Rating.

Plan of Improvement: Developed This Date 10/30/2017

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).

	<p>Reminder: All employees of child care programs must be fingerprinted before January 1, 2017. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.</p>
---	--



Sign up Today!
www.qualityrated.decga.gov
 Any Licensed Program Eligible to Participate
Free Approved Training
Free Technical Assistance
 Eligible for \$1,000 Materials Mini Grant
 1, 2, 3 Star Rated Programs Receive Bonus Packages
 Great Marketing Tool
 Raises the Bar in Child Care
 For More Information:
 Email: QualityRated@decga.gov or Call: 855-800-7747

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@decga.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://decga.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 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)

Donna Cobb, Program Official

Date

Connie Boatright, Consultant

Date



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

Findings Report

Date: 10/30/2017 **VisitType:** Licensing Study

Arrival: 11:40 AM

Departure: 2:30 PM

CCLC-28049**Ben Hill County Head Start**

410 E. Altamaha Street Fitzgerald, GA 31750 Ben Hill County
(229) 423-3191 dcobb@cpheadstart.org

Mailing Address
Same

Regional Consultant

Connie Boatright

Phone: (912) 544-9701

Fax: (912) 544-9700

connie.boatright@decal.ga.gov

The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities**Met****Comment**

The consultant observed a variety of age appropriate activities through out the center.

Correction Deadline: 10/30/2017

591-1-1-.12 Equipment & Toys(CR)**Not Met****Finding**

591-1-1-.12(2) requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. It was determined based on the consultant's observation that a blue and brown sofa located in the Pre-K classroom has a two inch rip on the right arm rest and a two inch rip on the left arm rest exposing foam to the four-year-old children. Additionally, a blue and brown sofa located in classroom D has a half inch rip on the right arm rest and a one inch rip on the left arm rest exposing foam to the three and four-year-old children.

POI (Plan of Improvement)

The Center will repair / replace / remove all hazardous equipment.

Correction Deadline: 10/30/2017

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

No Swimming Activities Provided

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

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

Not Met

Comment

Observed-Records Complete/Well Organized

Comment

Parent Agreements Obtained/Completed

Comment

Parent Authorizations Obtained/Completed

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 the consultant's observation, child head count and review of the sign in and sign out sheet, classroom D has nine children signed in and thirteen children present.

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: 10/30/2017

	Facility
--	-----------------

591-1-1-.06 Bathrooms

Met

Comment

Observation-Clean and Well Maintained

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

Met

Comment

Licensed Capacity Routinely Met

591-1-1-.25 Physical Plant - Safe Environment(CR)

Not Met

Comment

Observation-Center Clean/Well Maintained

Comment

Observation-No Hazards Accessible

Finding

591-1-1-.25(15) requires that any outside storage or equipment area be locked, separated from the children by a barrier or enclosure, and shall not be accessible to the children. It was determined based on the consultant's observation that a storage building located on the inside of the playground area was not locked.

POI (Plan of Improvement)

Center Staff will routinely check outside storage or equipment areas to ensure they are locked or otherwise inaccessible to children.

Correction Deadline: 10/30/2017

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

Not Met

Finding

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards 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. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on the consultant's observation that three gates located on the playground area were not locked posing a safety hazard and a means for the children to leave the playground area. Additionally, a 2 and a half foot by a three foot lattice panel is loose from the support railing causing a potential entrapment hazard.

POI (Plan of Improvement)

The center will ensure all fencing is safe and not hazardous to the children. Additionally, the center will keep all playground gates locked at all times except for when a person is entering or exiting the area.

Correction Deadline: 10/30/2017

Food Service

591-1-1-.15 Food Service & Nutrition

Met

Comment

Menu Meets USDA Guidelines

591-1-1-.18 Kitchen Operations

Met

Comment

Kitchen Appears Clean/Well Organized

Health and Hygiene

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

Met

Comment

No diapering children enrolled

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

Met

Comment

Observed-Proper Hand Washing Throughout

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

Met

Comment

Observed-Complete Documentation

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures

Met

Comment

The consultant observed the fire drill log to be thoroughly documented.

Correction Deadline: 11/4/2017

591-1-1-.22 Parental Access

Met

Comment

The consultant observed the parental access notice to be posted on the parent bulletin board.

591-1-1-.27 Posted Notices **Met**

Comment

Observed-All Notices Posted

Safety

591-1-1-.05 Animals **Met**

Comment

No Animals Kept

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

Comment

Observed-Discussion/Redirection

591-1-1-.13 Field Trips(CR) **Met**

Comment

No Field Trips at This Time

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

Comment

Observed-Complete Documentation

Sleeping & Resting Equipment

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

Comment

Correct number of mats; disinfecting discussed

Staff Records

Records Reviewed: 21

Records with Missing/Incomplete Components: 0

Staff # 1 Met

Date of Hire: 08/23/1991

Staff # 2 Met

Date of Hire: 10/15/2007

Staff # 3 Met

Date of Hire: 12/08/2014

Staff # 4 Met

Date of Hire: 05/09/2017

Staff # 5 Met

Date of Hire: 08/16/2015

Staff # 6 Met

Date of Hire: 10/12/2002

Records Reviewed: 21

Records with Missing/Incomplete Components: 0

Staff # 7 Date of Hire: 02/12/1996	Met
Staff # 8 Date of Hire: 08/26/1996	Met
Staff # 9 Date of Hire: 01/29/2013	Met
Staff # 10 Date of Hire: 02/15/1988	Met
Staff # 11 Date of Hire: 08/01/2016	Met
Staff # 12 Date of Hire: 07/24/2017	Met
Staff # 13 Date of Hire: 04/27/2017	Met
Staff # 14 Date of Hire: 10/21/2010	Met
Staff # 15 Date of Hire: 10/25/2016	Met
Staff # 16 Date of Hire: 10/25/2016	Met
Staff # 17 Date of Hire: 08/28/2006	Met
Staff # 18 Date of Hire: 10/24/2017	Met
Staff # 19	Met
Staff # 20 Date of Hire: 08/25/2017	Met
Staff # 21 Date of Hire: 07/20/2017	Met

Staff Credentials Reviewed: 21

591-1-1-.09 Criminal Records Check(CR) **Met**

Comment

Criminal Records Check complete

591-1-1-.14 First Aid & CPR **Met**

Comment

Observed-50% Certified First Aid & CPR

591-1-1-.33 Staff Training **Met**

Comment

Observed - Documentation Of Training

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

Comment

Lead staff education requirements

Staffing and Supervision

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

Comment

Observed-Appropriate Staff:Child Ratios

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

Comment

Observed-Direct Supervision/Attentive Staff