



**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:** 5/8/2018    **VisitType:** Monitoring Visit    **Arrival:** 12:45 PM    **Departure:** 2:25 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**

Jackqueline Frederick

Phone: (229) 386-3247

Fax: (229) 238-2435

jackqueline.frederick@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★ ★

<b>Compliance Zone Designation</b>		
05/08/2018	Monitoring Visit	Good Standing
10/30/2017	Licensing Study	Good Standing
05/04/2017	Licensing Study	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	16	C	20	C	NA	NA	Nap,Circle Time
Main	B	Four Year Olds	2	15	C	20	C	NA	NA	Nap
Main	C	Three Year Olds and Four Year Olds	2	15	C	20	C	NA	NA	Nap
Main	D	Three Year Olds and Four Year Olds	2	15	C	20	C	NA	NA	Nap
Main	E	Three Year Olds and Four Year Olds	3	16	C	20	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 100						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 77			Total Capacity @35 sq. ft.: 100			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	103	C

**Comments**

The purpose of today's visit is to conduct a monitoring 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).



**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](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

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.al.ga.gov](mailto:CCSRefutations@dec.al.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://dec.al.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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.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@dec.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

Donna Cobb, Program Official

Date

Jackqueline Frederick, 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

Correction Deadline: 10/30/2017

Corrected on 5/8/2018

.12(2) - Citation observed corrected on this date.

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: 10/30/2017

Corrected on 5/8/2018

.08(6) - Citation observed corrected on this date.

#### 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

Correction Deadline: 10/30/2017

Corrected on 5/8/2018  
.25(15) - Citation observed corrected on this date.

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

Not Met

Correction Deadline: 10/30/2017

Corrected on 5/8/2018  
.26(4) - Citation observed corrected on this date.

**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 consultant's observation that the lattice located at the base of the ramp on the right side was broken, posing as an entrapment and scratching hazard.

**POI (Plan of Improvement)**

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 5/8/2018

**Health and Hygiene**

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

Met

**Comment**

There were no children enrolled in the program on this date. Proper diaper facilities were observed with warm running water and proper ventilation.

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

Met

**Comment**

Observed lids on trash cans.

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

Met

**Comment**

Per director the center does not dispense medication.

**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**

The correct number of cots, sheets and blankets were observed on this date.

**Staff Records**

Staff # 1 Date of Hire: 08/23/1991	Met
Staff # 2 Date of Hire: 10/15/2007	Met
Staff # 3 Date of Hire: 05/09/2017	Met
Staff # 4 Date of Hire: 08/16/2015	Met
Staff # 5 Date of Hire: 10/12/2002	Met
Staff # 6 Date of Hire: 02/12/1996	Met
Staff # 7 Date of Hire: 08/26/1996	Met
Staff # 8 Date of Hire: 01/29/2013	Met
Staff # 9 Date of Hire: 02/15/1988	Met
Staff # 10 Date of Hire: 08/01/2016	Met
Staff # 11 Date of Hire: 03/13/2018	Met
Staff # 12 Date of Hire: 07/24/2017	Met
Staff # 13 Date of Hire: 10/21/2010	Met
Staff # 14 Date of Hire: 08/28/2006	Met
Staff # 15 Date of Hire: 10/24/2017	Met

**Records Reviewed: 18**

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

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Staff # 16	Met
Staff # 17	Met
Date of Hire: 08/25/2017	
Staff # 18	Met
Date of Hire: 07/20/2017	

**Staff Credentials Reviewed: 18**

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

**Comment**

Criminal records checks were observed to be complete.

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

**Comment**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

<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**

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