



**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:** 10/31/2018 **VisitType:** Monitoring Visit

**Arrival:** 8:55 AM

**Departure:** 10:15 AM

**CCLC-2970**

**WILKES COUNTY HEAD START**

115 LINCOLN CIRCLE Washington, GA 30673 Wilkes County  
(706) 678-1819 g.rainey@nbpw.org

**Regional Consultant**

Melyn Smith

Phone: (706) 855-3455

Fax: (706) 434-7640

melyn.smith@decal.ga.gov

**Mailing Address**

P. O. BOX 896  
SANDERSVILLE, GA 31082

**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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
10/31/2018	Monitoring Visit	Good Standing	
02/14/2018	Licensing Study	Good Standing	
08/17/2017	Complaint Closure	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	A-right	Three Year Olds	2	15	C	22	C	NA	NA	Breakfast
Main	B-left	Three Year Olds	2	16	C	22	C	NA	NA	Breakfast
Total Capacity @35 sq. ft.: 44						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 31						Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	91	C

**Comments**

Plan of Improvement: Developed This Date 10/31/2018

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)

Grant Rainey, Program Official

Date

Melyn Smith, 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.

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

**N/A**

**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.

**Correction Deadline: 2/14/2018**

**Corrected on 10/31/2018**

**.25(13) - Previous citation corrected, based on observation, in that no hazards were observed accessible to children on this date.**

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

**Met**

**Comment**

Playground observed to be clean and in good repair.

### Health and Hygiene

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**591-1-1-.10 Diapering Areas & Practices(CR)****N/A****Comment**

The program does not enroll diapered children at this time.

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

Proper hand washing observed throughout the center.

**Comment**

Staff were observed to remind children to wash hands.

**Correction Deadline: 2/14/2018**

**Corrected on 10/31/2018**

**.17(7) - Previous citation corrected, based on observation, that children were observed to wash hands after toileting and before snack on this date.**

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**591-1-1-.20 Medications(CR)****N/A****Comment**

The Provider currently does not dispense/administer medication.

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<b>Policies and Procedures</b>
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**591-1-1-.21 Operational Policies & Procedures****Not Met****Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined, based on a review of records, that the center was lacking documentation of conducting tornado and lockdown drills, which are required every six months.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

**Correction Deadline: 11/16/2018**

**Recited on 10/31/2018**

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<b>Safety</b>
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**591-1-1-.11 Discipline(CR)****Met****Comment**

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

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

Field trip documentation observed to be complete for the field trip taken to Washington Farms on October 30, 2018.

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**591-1-1-.36 Transportation(CR)****N/A****Comment**

Center does not provide routine transportation.

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<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

Pleasant naptime environment observed. The program does not enroll infants.

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**Staff Records**

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**Records Reviewed: 6****Records with Missing/Incomplete Components: 0**

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Staff # 1	Met
Date of Hire: 08/03/1995	
Staff # 2	Met
Date of Hire: 02/16/1996	
Staff # 3	Met
Date of Hire: 07/29/2012	
Staff # 4	Met
Date of Hire: 08/29/2006	
Staff # 5	Met
Date of Hire: 08/07/2018	
Staff # 6	Met
Date of Hire: 04/18/2003	

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**Staff Credentials Reviewed: 6**

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

591-1-1-.09(1)(g) - The consultant printed the Comprehensive Satisfactory Determination Letters for five of six staff on this date.

**Correction Deadline: 10/31/2018**

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**591-1-1-.09 Criminal Records Check(CR)****Met****Correction Deadline: 2/14/2018****Corrected on 10/31/2018****.09(1)(c) - Previous citation corrected, based on review of records, in that all staff had satisfactory criminal records check determination letters on file on this date.**

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

Staff observed to be compliant with applicable laws and regulations.

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**Staffing and Supervision**

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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Met****Correction Deadline: 2/14/2018**

Corrected on 10/31/2018

.32(1) - Previous citation corrected, based on observation, in that all classrooms were observed to operate within appropriate staff:child ratios on this date.

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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.