



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

Cover Sheet

Date: 9/15/2021 **VisitType:** Licensing Study

Arrival: 9:30 AM

Departure: 11:45 AM

CCLC-687

White County Head Start

676 Claude Sims Rd. Cleveland, GA 30528 White County
 (706) 865-4947 janice.allison@ndohs.org

Regional Consultant

Margarita Collier

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Mailing Address

PO Box 842
 Cleveland, GA 30528

Quality Rated: ★ ★ ★

Compliance Zone Designation		
09/15/2021	Licensing Study	Good Standing
01/21/2021	Monitoring Visit	Good Standing
08/28/2020	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-1R	PreK	2	11	C	20	C	NA	NA	Circle Time
Main	B-2R	PreK	2	14	C	20	C	NA	NA	Centers
Main	C-3R		0	0	C	20	C	NA	NA	
Main	D-4R		0	0	C	21	C	NA	NA	
Main	E-1L	Three Year Olds	2	12	C	23	C	NA	NA	Centers
Main	F-2L	Three Year Olds	2	15	C	20	C	NA	NA	Centers
Main	G-3L	PreK	2	14	C	21	C	NA	NA	Centers
Main	H-4L	PreK	2	14	C	21	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 166						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 80			Total Capacity @35 sq. ft.: 166			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	259	C

Comments

An administrative review was completed on September 15, 2021. Staff file, training, and background checks were all reviewed. A virtual inspection was conducted on September 15, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

Plan of Improvement: Developed This Date 09/15/2021

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/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



Important New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

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

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.

- 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)

Janice Allison, Program Official

Date

Margarita Collier, Consultant

Date



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Findings Report

Date: 9/15/2021 **VisitType:** Licensing Study **Arrival:** 9:30 AM **Departure:** 11:45 AM

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The following information is associated with a Licensing Study:

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)

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

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

Met

Comment

Parent authorizations obtained/completed.

Comment

Records were observed to be complete and well organized.

Facility

591-1-1-.06 Bathrooms**Met****Comment**

Bathrooms observed to be clean and well maintained.

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**

Center appears clean and well maintained.

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

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.
- Monitor resilient surface for normal wear and tear.

Food Service

591-1-1-.15 Food Service & Nutrition**Met****Comment**

Center menu meets USDA guidelines.

591-1-1-.18 Kitchen Operations**Met****Comment**

Kitchen appears clean and well organized.

Health and Hygiene

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

There were no diapered children enrolled in the program on this date.

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

Staff were observed to remind children to wash hands.

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

The Provider currently does not dispense/administer medication.

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

Center does not participate in field trips at this time.

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

Comment

Center does not provide routine transportation.

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.

Staff Records

Records Reviewed: 57

Records with Missing/Incomplete Components: 1

Staff # 1	Met
Date of Hire: 06/13/2000	
Staff # 2	Met
Date of Hire: 07/01/2012	
Staff # 3	Met
Date of Hire: 11/07/2018	
Staff # 4	Met
Date of Hire: 08/05/2019	
Staff # 5	Met
Date of Hire: 08/01/2018	
Staff # 6	Met
Date of Hire: 08/16/2010	
Staff # 7	Met
Date of Hire: 03/28/2019	
Staff # 8	Met
Date of Hire: 06/27/2019	

Staff # 9 Date of Hire: 10/10/2017	Met
Staff # 10 Date of Hire: 09/25/2017	Met
Staff # 11 Date of Hire: 01/27/2020	Met
Staff # 12 Date of Hire: 08/18/2020	Met
Staff # 13 Date of Hire: 10/20/2016	Met
Staff # 14 Date of Hire: 11/06/2017	Met
Staff # 15 Date of Hire: 03/03/2020	Met
Staff # 16 Date of Hire: 12/20/2019	Met
Staff # 17 Date of Hire: 08/26/2014	Met
Staff # 18 Date of Hire: 03/18/2019	Met
Staff # 19 Date of Hire: 10/24/2016	Met
Staff # 20 Date of Hire: 07/26/2021	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 21 Date of Hire: 03/05/2019	Met
Staff # 22 Date of Hire: 03/15/2019	Met
Staff # 23 Date of Hire: 03/15/2019	Met

Staff # 24 Date of Hire: 03/28/2019	Met
Staff # 25 Date of Hire: 03/13/2019	Met
Staff # 26 Date of Hire: 08/14/2013	Met
Staff # 27 Date of Hire: 08/16/2010	Met
Staff # 28 Date of Hire: 02/27/2020	Met
Staff # 29 Date of Hire: 08/12/2008	Met
Staff # 30 Date of Hire: 09/10/2010	Met
Staff # 31 Date of Hire: 03/15/2019	Met
Staff # 32 Date of Hire: 10/10/2017	Met
Staff # 33 Date of Hire: 07/22/2019	Met
Staff # 34 Date of Hire: 10/27/2017	Met
Staff # 35 Date of Hire: 01/02/2020	Met
Staff # 36 Date of Hire: 03/15/2019	Met
Staff # 37 Date of Hire: 08/02/2021	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 38 Date of Hire: 09/16/2015	Met

Staff # 39	Not Met
Date of Hire: 09/10/2019	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing	
Staff # 40	Met
Date of Hire: 03/19/2019	
Staff # 41	Met
Date of Hire: 03/22/2019	
Staff # 42	Met
Date of Hire: 05/20/2019	
Staff # 43	Met
Date of Hire: 03/15/2019	
Staff # 44	Met
Date of Hire: 08/03/2020	
Staff # 45	Met
Date of Hire: 01/01/2009	
Staff # 46	Met
Date of Hire: 04/09/2019	
Staff # 47	Met
Date of Hire: 07/20/2012	
Staff # 48	Met
Date of Hire: 10/10/2017	
Staff # 49	Met
Date of Hire: 07/23/2012	
Staff # 50	Met
Date of Hire: 03/15/2019	
Staff # 51	Met
Date of Hire: 08/06/2020	
Staff # 52	Met
Date of Hire: 07/26/2021	
	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>

Staff # 53 Date of Hire: 03/25/2019	Met
Staff # 54 Date of Hire: 11/30/2015	Met
Staff # 55 Date of Hire: 10/23/2017	Met
Staff # 56 Date of Hire: 07/27/2020	Met
Staff # 57 Date of Hire: 08/03/2018	Met

Staff Credentials Reviewed: 15**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Technical Assistance****Comment**

Criminal record checks were observed to be complete.

Technical Assistance

The consultant discussed the following information regarding criminal record checks with the director:

- Monitor the expiration dates of all staff members', therapist, independent contractors, and/or volunteers criminal record check letters.
- Submit a portability request via DECAL KOALA for newly hired staff members, therapist, independent contractors and/or volunteers that have a previous satisfactory comprehensive criminal record check letter issued by the department.
- Ensure that all newly hired staff members, therapist, independent contractors, and/or volunteers have evidence of a satisfactory comprehensive criminal record check letter prior to providing services to children present for care.
- Ensure that all newly hired, seasonal staff members, therapist, and/or independent contractors with a six-month break of employment from child care submit an updated criminal record check application and complete the fingerprinting process prior to rendering services for child care services.

Comment

The director provided three files for staff members hired since the previous visit was completed on January 21, 2021 . The consultant observed three of three newly hired staff members to have evidence of a satisfactory comprehensive determination letter.

591-1-1-.14 First Aid & CPR**Not Met****Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on review of records that staff member #38, date of hire September 10, 2019, completed an online CPR training course.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 10/15/2021

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

Documentation observed of required staff training.

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

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

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

Center observed to maintain appropriate staff:child ratios.

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

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