



**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:** 9/30/2021 **VisitType:** Licensing Study

**Arrival:** 11:00 AM

**Departure:** 12:00 PM

**CCLC-2787**

**Glynn Head Start**

One Community Action Dr. Brunswick, GA 31520 Glynn County  
(912) 262-1400 mnorman@coastalgacaa.org

**Regional Consultant**

Jerica Davis

Phone: (478) 314-9452

Fax: (478) 314-9443

jerica.davis@dec.al.ga.gov

**Mailing Address**

One Community Action Dr. - Suite D  
Brunswick, GA 31520

**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.
09/30/2021	Licensing Study	Good Standing	
03/15/2021	Monitoring Visit	Good Standing	
10/15/2020	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	1	Three Year Olds and Four Year Olds	2	13	C	17	C	NA	NA	Breakfast
Main	10	Three Year Olds and Four Year Olds	1	12	C	17	C	NA	NA	Outside
Main	11	Three Year Olds and Four Year Olds	2	16	C	17	C	NA	NA	Centers
Main	12	Three Year Olds and Four Year Olds	2	14	C	17	C	NA	NA	Centers
Main	13	Two Year Olds and Three Year Olds	1	7	C	17	C	NA	NA	Centers
Main	14	Two Year Olds and Three Year Olds	2	7	C	17	C	NA	NA	Art
Main	15	GA PreK	2	19	C	21	C	NA	NA	Centers
Main	16	One Year Olds and Two Year Olds	2	8	C	17	C	NA	NA	Centers
Main	17	Infants and One Year Olds	1	7	C	17	C	NA	NA	Centers
Main	18	Infants	1	3	C	17	C	NA	NA	Floor Play
Main	2	Three Year Olds and Four Year Olds	1	14	C	17	C	NA	NA	Circle Time
Main	3		0	0	C	17	C	NA	NA	
Main	4	Three Year Olds and Four Year Olds	2	14	C	17	C	NA	NA	Centers
Main	5	Three Year Olds and Four Year Olds	2	15	C	17	C	NA	NA	Circle Time

Main	6	GA PreK	2	18	C	23	C	NA	NA	Transitioning, Story
Main	7	Three Year Olds and Four Year Olds	2	17	C	24	C	NA	NA	Outside
Main	8	GA PreK	2	15	C	23	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 300			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Fire Marshall Limitations				
Total # Children this Date: 199			Total Capacity @35 sq. ft.: 300			Total Capacity @25 sq. ft.: 0				


Building	Playground	Playground Occupancy	Playground Compliance
Main	Playgrd - Main	228	C

**Comments**

An Administrative Review was conducted on September 30, 2021. Staff files, children’s files, training, and background checks were all reviewed. A virtual inspection was conducted on October 19, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.



Plan of Improvement: Developed This Date 09/30/2021

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.al.ga.gov/CCS/RulesAndRegulations.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.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)

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@decals.ga.gov](mailto:CCSRefutations@decals.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://decals.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.

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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)

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Michelle Norman, Program Official

Date

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Jerica Davis, Consultant

Date



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### Findings Report

**Date:** 9/30/2021    **VisitType:** Licensing Study    **Arrival:** 11:00 AM    **Departure:** 12:00 PM

#### CCLC-2787

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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

Records were observed to be complete and well organized.

### Facility

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**591-1-1-.19 License Capacity(CR)****Met****Comment**

Licensed capacity observed to be routinely met by center.

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

Please be mindful to keep items that pose a hazard inaccessible to children. Please ensure to keep items such as spray bottles and air fresheners inaccessible to children.

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

Playground observed to be clean and in good repair.

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**Food Service**

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**591-1-1-.15 Food Service & Nutrition****Technical Assistance****Technical Assistance**

Please ensure that ready to feed formula be refrigerated at a temperature of forty (40) degrees Fahrenheit or less immediately after opening.

**Correction Deadline: 9/30/2021**

**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.

**Correction Deadline: 9/30/2021**

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**Health and Hygiene**

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Diapering was not directly observed during the Virtual Visit. Procedures and sanitation regarding proper diapering were discussed with the Director on this date.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing was not directly observed during the Virtual Visit. Hand washing supplies were observed, and hand washing practices were discussed with the Director on this date.

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

Documentation for medication dispensing observed complete.

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**Safety**

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the Virtual Visit. Regulations regarding proper discipline were discussed with the Director on this date.

**Comment**

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

**Comment**

Complete documentation of transportation observed.

**Sleeping & Resting Equipment****591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Technical Assistance****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.

**Technical Assistance**

Please ensure that if cots and mats are stored in the children's activity room or area, they shall be stored to prevent children's access to them and to allow maximum use of play space. When storage is available and used for the storage of cots and mats that allows the cots, mats and any bedding to be stored without touching any other cots, mats or bedding, the bedding may be left on the cot or mat.

**Correction Deadline: 9/30/2021**

**Staff Records****Records Reviewed: 34****Records with Missing/Incomplete Components: 2**

Staff # 1	Met
Date of Hire: 01/17/1983	
Staff # 2	Met
Date of Hire: 08/28/2017	
Staff # 3	Met
Date of Hire: 11/28/2018	
Staff # 4	Met
Date of Hire: 08/22/2016	
Staff # 5	Met
Date of Hire: 04/21/1998	
Staff # 6	Not Met
Date of Hire: 07/26/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 7	Met
Date of Hire: 09/08/2016	
Staff # 8	Met
Date of Hire: 08/17/2016	

Staff # 9 Date of Hire: 02/23/2021	Met
Staff # 10 Date of Hire: 01/02/2020	Met
Staff # 11 Date of Hire: 07/01/2021 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not Met
Staff # 12 Date of Hire: 08/02/2010	Met
Staff # 13 Date of Hire: 09/02/2020	Met
Staff # 14 Date of Hire: 11/16/2017	Met
Staff # 15 Date of Hire: 02/09/2011	Met
Staff # 16 Date of Hire: 08/08/1985	Met
Staff # 17 Date of Hire: 09/17/2012	Met
Staff # 18 Date of Hire: 08/19/2013	Met
Staff # 19 Date of Hire: 10/12/2020	Met
Staff # 20 Date of Hire: 07/28/2016	Met
Staff # 21 Date of Hire: 07/28/2014	Met
Staff # 22 Date of Hire: 02/17/2017	Met
Staff # 23	Met

**Records Reviewed: 34****Records with Missing/Incomplete Components: 2**

Date of Hire: 02/05/2018

Staff # 24 Met

Date of Hire: 09/07/2021 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 25 Met

Date of Hire: 08/04/2014

Staff # 26 Met

Date of Hire: 09/01/2015

Staff # 27 Met

Date of Hire: 07/22/2019

Staff # 28 Met

Date of Hire: 08/03/2021 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 29 Met

Date of Hire: 08/01/2017

Staff # 30 Met

Date of Hire: 07/30/2012

Staff # 31 Met

Date of Hire: 02/02/2015

Staff # 32 Met

Date of Hire: 08/07/1999

Staff # 33 Met

Date of Hire: 07/23/2018

Staff # 34 Met

Date of Hire: 08/26/2018

**Staff Credentials Reviewed: 12****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that staff number 11 did not submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site before employment as required.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will complete the provided affidavit and videos to ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as 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 complete all steps to ensure the CRC rules are maintained.

**Correction Deadline: 9/30/2021**

**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 a review of records that staff member number 11 did not have a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center as required.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will complete the provided affidavit and videos 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 complete to ensure the CRC rules are maintained.

**Correction Deadline: 9/30/2021**

**Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of records that staff member number six had a comprehensive determination letter that was eligible for portability but had not been ported electronically as required.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will complete the provided affidavit and videos to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. 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 complete all steps to ensure CRC rules are maintained.

**Correction Deadline: 9/30/2021**

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

Evidence observed of center staff certified in First Aid and CPR.

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

Documentation observed of required staff training.

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

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**

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

**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.

**Correction Deadline: 9/30/2021**