



**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:** 2/23/2017 **VisitType:** Monitoring Visit

**Arrival:** 8:30 AM

**Departure:** 10:25 AM

**CCLC-39324**

**First Step Learning Academy, Inc.**

750 Haskell Ward Drive Griffin, GA 30223 Spalding County  
 (678) 572-4440 Firststeplearningacademy@yahoo.com

**Regional Consultant**

Stephen Knighton

Phone: (770) 342-7943

Fax: (678) 891-5990

coty.cummings@decal.ga.gov

**Mailing Address**

Same

<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.
02/23/2017	Monitoring Visit	Good Standing	
08/17/2016	Licensing Study	Good Standing	
02/17/2016	Monitoring Visit	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 Main	Three Year Olds and Four Year Olds and Six Year Olds and Over	2	15	C	18	C	NA	NA	Circle Time, Art
Total Capacity @35 sq. ft.: 18					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 15					Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	55	C

**Comments**

Plan of Improvement: Developed This Date 02/23/2017

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).



**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.



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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@decal.ga.gov](mailto:CCSRefutations@decal.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://decal.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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Christina Artis, Program Official

Date

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Stephen Knighton, 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-.35 Swimming Pools & Water-related Activities(CR)**

**Met**

**Comment**

No Swimming Activities Provided

### Facility

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

**Not Met**

**Finding**

591-1-1-.25(3) requires that the Center and surrounding premises be clean, free of debris and in good repair. It was determined based on observation that the boys bathroom in the main area was observed to have broken floor boards behind the toileting area.

**POI (Plan of Improvement)**

To ensure the cleanliness, sanitation and safety of the environment, the center will ensure that repairs are made.

**Correction Deadline: 2/23/2017**

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

**Not Met**

**Finding**

591-1-1-.26(8) requires the playground to be kept clean, free of litter and hazards. It was determined based on observation that potential hazards existed on the outdoor play area in that thorn bushes were observed to be growing through the fencing area on the front left side of the playground and the red and yellow fire truck was observed to have chipping paint.

**POI (Plan of Improvement)**

To ensure the cleanliness, sanitation and safety of the playground, the center will remove, repair, or replace all potential hazards.

**Correction Deadline: 3/3/2017**

### Health and Hygiene

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<b>591-1-1-.10 Diapering Areas &amp; Practices(CR)</b>	<b>Met</b>
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**Comment**

Diapering requirements discussed

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<b>591-1-1-.17 Hygiene(CR)</b>	<b>Met</b>
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**Comment**

Observed-Staff Remind Children Wash Hand

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<b>591-1-1-.20 Medications(CR)</b>	<b>Met</b>
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**Comment**

Discussed-Documentation/Procedures

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

Observed-Positive Learning Environment

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<b>591-1-1-.13 Field Trips(CR)</b>	<b>Met</b>
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**Comment**

Observed-Complete Documentation

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<b>591-1-1-.36 Transportation(CR)</b>	<b>Not Met</b>
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**Finding**

591-1-1-.36(3)(a-c) requires the Director and each Staff person responsible for or who participates in the transportation of children to meet the following requirements: (a) complete two (2) clock hours of transportation training on or before June 30, 2015 and at least every two years thereafter. (b) Effective July 1, 2015, the Director and each Staff person who will be responsible for or participate in the transportation of children shall have completed two (2) clock hours of transportation training prior to assuming any duties related to the transportation of children and at least every two years thereafter. (c) Any transportation training completed should be state approved or state accepted training. It was determined based on a review of records that the bus driver had an expired transportation safety training certification dated June 2014.

**POI (Plan of Improvement)**

The center will ensure that the director, center staff, and any person responsible for the transportation of children has completed the required transportation training.

**Correction Deadline: 3/5/2017**

**Finding**

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle will complete the following: (i) Physically walk through the entire vehicle; (ii) Visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; (iii) Sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and (iv) Give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on a review of records that a first check signature was not acquired between Wednesday and Friday, January 1-3, 2017 during the P.M. route from Atkinson Elementary School.

**POI (Plan of Improvement)**

The center will ensure that the responsible staff person checks the vehicle immediately upon unloading the last child at any location.

**Correction Deadline: 2/24/2017**

## Sleeping & Resting Equipment

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

Met

**Comment**

Correct number of mats; disinfecting discussed

## Staff Records

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

Met

**Comment**

Criminal Records Check complete

**Comment**

No new hires

591-1-1-.33 Staff Training

Not Met

**Finding**

591-1-1-.33(4) requires the Director and person with primary responsibility for food preparation to have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on a review of records that the cook did not have the required four hours of training in food nutrition.

**POI (Plan of Improvement)**

The center will schedule food preparation training, as required, and follow up to ensure the training is completed.

**Correction Deadline: 3/25/2017**

**Correction Deadline: 3/25/2017**

**Recited on 1/1/0001**

**Corrected on 2/23/2017**

.33(5) - Consultant observed previous citation to be corrected in that all current employees acquired their ten hours of annual training for fiscal year 2016.

## 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-Adequate Supervision