



**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:** 3/21/2018    **VisitType:** Licensing Study    **Arrival:** 10:00 AM    **Departure:** 4:40 PM

**CCLC-9029**

**Back to the Basics**

1483 Snowsmill Rd. Monroe, GA 30655 Walton County  
 (770) 267-9017 bttbpreschool@windstream.net

**Regional Consultant**

Alva Huff  
 Phone: (770) 357-3405  
 Fax: (770) 357-3404  
 jennifer.taylor@decal.ga.gov

**Mailing Address**  
 Same

**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.
03/21/2018	Licensing Study	Good Standing	
12/19/2017	Monitoring Visit	Good Standing	
06/02/2017	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
Building II	A		0	0	C	40	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 40					Total Capacity @25 sq. ft.: 0					
Main	Left hall: 1L	Infants	1	6	C	6	C	NA	NA	Feeding, Floor Play, Nap
Main	Left hall: 1R	Two Year Olds and Three Year Olds	2	12	C	15	C	NA	NA	Lunch
Main	Left hall: 2L	Three Year Olds and Four Year Olds	1	10	C	17	C	NA	NA	Story
Main	Left hall: 2R	Infants and One Year Olds	1	3	C	9	C	NA	NA	Floor Play, Feeding
Main	Right hall: 1L	One Year Olds and Two Year Olds	2	11	C	15	C	NA	NA	Lunch
Main	Right hall: 1R	Two Year Olds	2	15	C	15	C	NA	NA	Centers
Main	Right hall: 2L	PreK	2	20	C	19	NC	NA	NA	Transitioning
Main	Right hall: 2R	PreK	2	20	C	18	NC	NA	NA	Lunch, Transitioning
Total Capacity @35 sq. ft.: 114					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 97			Total Capacity @35 sq. ft.: 154			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Infant and todd	23	C
Main	Preschool	310	C

## Comments

The purpose of this visit was to conduct a licensing study and to follow up on the previous visit from December 19, 2017.

Plan of Improvement: Developed This Date 03/21/2018

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).



**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@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.

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.decals.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@decals.ga.gov](mailto:qualityrated@decals.ga.gov)

Cindy Lancaster, Program Official

Date

Alva Huff, Consultant

Date



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### Findings Report

**Date:** 3/21/2018 **VisitType:** Licensing Study

**Arrival:** 10:00 AM

**Departure:** 4:40 PM

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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.

#### Comment

Discussed rotating toys to support the procedures of daily disinfecting.

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

N/A

#### Comment

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 8**

**Records with Missing/Incomplete Components: 4**

Child # 2	Not Met
<u>"Missing/Incomplete Components"</u> .08(1)-Allergies and Disabilities	
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u> .08(1)-Parent Names, Work Numbers	
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u> .08(1)-Doctor, Clinic, Phone Numbers	
Child # 7	Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

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

**Not Met**

**Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined, based on a review of records that four of eight children's records reviewed were incomplete on this date.

**POI (Plan of Improvement)**

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

**Correction Deadline: 3/21/2018**

	<b>Facility</b>
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**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)**

**Not Met**

**Comment**

Please be mindful to keep items that pose a hazard and state "keep out of reach of children" inaccessible to children in care.

**Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined, based on an observation that there was a 2.5" hole located in the wall near the exit doors located in building II on this date.

**POI (Plan of Improvement)**

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

**Correction Deadline: 3/21/2018**

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

**Not Met**

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Correction Deadline: 12/29/2017**

**Corrected on 3/21/2018**

**.26(8) - Previous citation corrected in that consultant observed mulch and mats underneath the large slide and climbing structures on this date.**

**Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined, based on an observation that there were several cracks exposing sharp edges and creating potential entrapment issues in the white PVC piping around the swings and play structure on the preschool playground area. It was further determined, that the section of white PVC piping near building II (around the swings) was detached creating a potential entrapment issues on this date.

**POI (Plan of Improvement)**

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

**Correction Deadline: 3/23/2018**

<b>Health and Hygiene</b>
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**591-1-1-.07 Children's Health**

**Not Met**

**Finding**

591-1-1-.07(5) requires Center Staff to not permit children to wear around their necks or attach to their clothing pacifiers or other hazardous items. It was determined, based on an observation that there was a child with a beaded necklace around her neck in the Right hall - 1R classroom on this date.

**POI (Plan of Improvement)**

The Center will instruct Staff regarding this safety requirement.

**Correction Deadline: 3/21/2018**

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

**Met**

**Comment**

Proper diapering procedures observed.

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

**Met**

**Correction Deadline: 12/19/2017**

**Corrected on 3/21/2018**

**.17(7) - Previous citation corrected in that consultant observed proper handwashing throughout the center on this date.**

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

**Met**

**Comment**

Discussed proper medication documentation, action plans, and procedures with director on this date.

**Comment**

Documentation for medication dispensing observed complete.

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

**Met**

**Comment**

Age-appropriate discussion and/or redirection observed.

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

**Met**

**Comment**

Field trip documentation observed to be complete.

**Comment**

Complete documentation of transportation observed.

**Sleeping & Resting Equipment**

**Comment**

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed.

**Staff Records**

**Records Reviewed: 21**

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

Staff # 8

Not Met

Date of Hire: 08/04/2015

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 9

Not Met

Date of Hire: 09/09/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 14

Not Met

Date of Hire: 08/14/2015

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 15

Not Met

Date of Hire: 03/19/2012

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 16

Not Met

Date of Hire: 08/08/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 21

Not Met

Date of Hire: 06/23/2009

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

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

Criminal records checks were observed to be complete.

**Comment**

Director provided (2) file(s) for employees hired since the last visit.

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**591-1-1-.14 First Aid & CPR****Met****Correction Deadline: 1/18/2018****Corrected on 3/21/2018**

**.14(2) - Previous citation corrected in that consultant observed current documentation of first aid and CPR training for nineteen (19) employees on file on this date.**

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**591-1-1-.33 Staff Training****Not Met****Finding**

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined, based on a review of records that there were six (6) teachers that did not have documentation of the required ten (10) hours of training for 2017 on file on this date.

**POI (Plan of Improvement)**

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

**Correction Deadline: 4/20/2018**

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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.