



**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:** 5/1/2017      **VisitType:** Licensing Study      **Arrival:** 2:40 PM      **Departure:** 5:05 PM

**CCLC-38475**

**K.I.A. Club**

212 East Cypress Street Ludowici, GA 31316 Long County  
 (912) 302-4638 hinesvillechildcare@yahoo.com

**Regional Consultant**

Brandon Cason

Phone: (877) 372-3909

Fax: (877) 375-7034

carrie.spangler@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.
05/01/2017	Licensing Study	Good Standing	
12/07/2016	Monitoring Visit	Good Standing	
03/01/2016	Monitoring Visit	Good Standing	

<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.

**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	Five Year Olds and Six Year Olds and Over	3	16	C	44	C	NA	NA	Free Play,Snack
Total Capacity @35 sq. ft.: 44						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 16						Total Capacity @35 sq. ft.: 44				
						Total Capacity @25 sq. ft.: 0				


Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	39	C

**Comments**

This was the second visit of the fiscal year. A one-day-letter was left on this date.

Plan of Improvement: Developed This Date 05/01/2017

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).

	<p><b>Reminder:</b> All employees of child care programs must be fingerprinted before <b>January 1, 2017</b>. For instructions and to submit records check applications online, please visit <a href="http://www.decalkoala.com">www.decalkoala.com</a>. You are encouraged not to wait and to complete the process as soon as possible.</p>
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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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Joyce West, Program Official

Date

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Brandon Cason, Consultant

Date



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### Findings Report

**Date:** 5/1/2017      **VisitType:** Licensing Study      **Arrival:** 2:40 PM      **Departure:** 5:05 PM

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The following information is associated with a Licensing Study:

**Activities and Equipment**

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

N/A

**Comment**

No Swimming Activities Provided

**Children's Records**

**Records Reviewed: 3**

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

Child # 1      Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Parent Names, Work Numbers

Child # 2      Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Parent Names, Work Numbers,.08(1)(b)-Work Address Missing

**Finding**

591-1-1-.08(a)-(f) requires 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 that includes the following information: (a) child's name, birth date, sex, address, living arrangement, name of school if applicable; (b) names of both Parents, home and work addresses, and home and work telephone numbers; (c) name(s) and addresses of the person(s) to whom the child may be released including address, telephone number, relationship to child and other identifying information; (d) name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; (e) name and telephone number of the child's primary source of health care; and (f) known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined on this date through the consultant's observation that the following information was missing from the children's records:

\*One of three records reviewed was missing the work address for one of two parents

\*One of three records reviewed was missing the work address for two of two parents and one of two parents name, phone number and home address.

**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: 5/1/2017**

**591-1-1-.23 Parental Authorization**

Met

**Comment**

Parent Authorizations Obtained/Completed

<b>Facility</b>
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**591-1-1-.25 Physical Plant - Safe Environment(CR)**

Met

**Comment**

Reminder-Keep Hazards Inaccessible

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

Met

**Comment**

Observation-Clean/Good Repair

**Correction Deadline: 12/7/2016**

**Corrected on 5/1/2017**

**This citation observed to be corrected as of this date.**

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)**

N/A

**Comment**

No diapering children enrolled.

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

Met

**Comment**

Observed-Staff Remind Children Wash Hand

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

N/A

**Comment**

The director stated that as of this date that no medication was being dispensed.

**Correction Deadline: 5/1/2017**

**591-1-1-.21 Operational Policies & Procedures**

**Not Met**

**Finding**

591-1-1-.21(3) requires that the Center conduct and document fire drills monthly and tornado and/or other emergency situations every six months. It was determined on this date through the consultant's observation that the emergency drills were not conducted for the months of January, February, March and April 2017.

**POI (Plan of Improvement)**

The center will hold the necessary drills on a regular basis and maintain adequate documentation of these drills for two years.

**Correction Deadline: 5/31/2017**

**Safety**

**591-1-1-.05 Animals**

**N/A**

**Comment**

No Animals Kept

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

**Met**

**Comment**

Observed-Discussion/Redirection

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

**N/A**

**Comment**

No Field Trips at This Time

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

**Not Met**

**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 on this date through the consultant's observation that the director and two staff members responsible for transporting the children did not complete the required two hours of transportation training.

**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: 5/11/2017**

**Correction Deadline: 12/12/2016**

**Corrected on 5/1/2017**

**This citation observed to be corrected as of this date.**

**Correction Deadline: 12/31/2016**

**Corrected on 5/1/2017**

**This citation observed to be corrected as of this date.**

**Technical Assistance**

The consultant and director discussed that this rule requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center.

**Correction Deadline: 5/2/2017**

**Technical Assistance**

The consultant and director discussed that this rule requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. The second designated Staff person must 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; and (iii) Sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle.

**Correction Deadline: 5/1/2017**

**Sleeping & Resting Equipment**

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

**Met**

**Comment**

This is an after school program and a rest time is not required. However, a quiet area was observed if a child wanted to rest.

**Staff Records**

**Records Reviewed: 4**

**Records with Missing/Incomplete Components: 1**

Staff # 1

Not Met

Date of Hire: 03/07/2017

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

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

**Not Met**

**Finding**

591-1-1-.09(1)(h) requires that for a Provisional Employee to become a permanent Employee, the individual must have a satisfactory Fingerprint Records Check Determination. It was determined on this date through the consultant's observation that an employee hired on March 7, 2017, did not have a satisfactory Fingerprint Records Check Determination on file.

**POI (Plan of Improvement)**

The Center will ensure that Provisional Employees obtain a satisfactory Fingerprint Records Check Determination in order to become an Employee. A one-day-letter was left on this date.

**Correction Deadline: 5/1/2017**

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

**Met**

**Correction Deadline: 5/1/2017**

Recited on 1/1/0001

Corrected on 5/1/2017

This citation observed to be corrected as of this date.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)** **Met**

**Comment**

Observed-Appropriate Staff:Child Ratios

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

**Comment**

Observed-Adequate Supervision