



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: 8/1/2017 **VisitType:** Licensing Study **Arrival:** 12:00 PM **Departure:** 3:45 PM

CCLC-47135

Ms. Brandi's

1533 South Boulevard, SE Moultrie, GA 31768 Colquitt County
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Mailing Address

1533 South Boulevard SE
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Regional Consultant

Rena Keene

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Compliance Zone Designation			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.
08/01/2017	Licensing Study	Good Standing	
05/04/2017	Initial 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
Bld 2	Rm E -School age	Three Year Olds	2	20	C	25	C	NA	NA	Nap,Free Play
Total Capacity @35 sq. ft.: 25					Total Capacity @25 sq. ft.: 0					
Main	A Entrance	Six Year Olds and Over	1	20	C	20	C	NA	NA	Outside,Transitio ning
Main	B back	Two Year Olds	2	14	C	19	C	NA	NA	Nap
Main	C right front	Infants	1	6	C	7	C	NA	NA	Diapering,Floor Play,Feeding
Main	D right back	One Year Olds	1	8	C	9	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 55					Total Capacity @25 sq. ft.: 0		Building capacity limited by Fire Marshall Limitations			
Total # Children this Date: 68		Total Capacity @35 sq. ft.: 80			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	30	C
Main	B	5	C

Comments

The purpose of today's visit was to conduct a Licensing Study. No transportation at the current time, but center will start when school term starts later this month. A change of ownership was recently processed after a change in incorporation status and new name.

Director stated that there are three new staff currently employed who were hired since last visit.

No Liability Insurance Notice was posted.

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. 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.

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.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://dec.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)

Brandi Watson, Program Official

Date

Rena Keene, Consultant

Date



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Findings Report

Date: 8/1/2017 **VisitType:** Licensing Study **Arrival:** 12:00 PM **Departure:** 3:45 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

Correction Deadline: 5/18/2017

Corrected on 8/1/2017

.12(2)(d) - All shelves were observed to be stable.

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

Met

Comment

No Swimming Activities Provided

Children's Records

Records Reviewed: 6

Records with Missing/Incomplete Components: 2

Child # 4

Not Met

"Missing/Incomplete Components"

.08(c)-Address of Release Person Missing

Child # 6

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Doctor, Clinic, Phone Numbers,.08(a)-(f)-Allergies and Disabilities,.08(a)-(f)-Emergency Contact information Missing

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 children's records that all required information was not on file for two of the five children whose records were reviewed. One child's record did not list an emergency contact, the name and address of the child's doctor and did not address any allergies or medical needs that the child may have. Information for release persons was not complete in the record of one other child. The parent had noted that the persons listed as emergency contacts could pick up the child as well as the two release persons listed, however, there was not address or relationship information shown for these individuals.

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: 8/1/2017

Finding

591-1-1-.08(1)(b) requires Center Staff to maintain a file for each child that includes parental authorizations, including, but not limited to, written authorization for the Center to obtain emergency medical care for the child when the Parent is not available. It was determined based on a review of children's records that one of five children whose records were reviewed did not have an authorization to obtain emergency medical care on file.

POI (Plan of Improvement)

The Center will develop and follow a system to place and maintain all types of parental authorizations in these files.

Correction Deadline: 8/1/2017

Finding

591-1-1-.08(6) requires the Center to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was determined based on a review of the center's records, staff statements and consultant's observation that daily attendance records were not being maintained as required. Sixty-eight children were observed to be present at the center during the visit, but only 40 children were signed in on the daily attendance logs. Additionally, another parent arrived to pick up his child and that child's name was not listed on the attendance records.

POI (Plan of Improvement)

The Center will maintain arrival and departure records as required, will ensure the documentation includes all of the required information, and will provide the records to the Department when requested. Staff added the child's name whose parent arrived to pick him up during the visit. Staff will ensure that all children are signed in and out daily by the parent or other authorized adult and that the times of arrival and departure are recorded.

Correction Deadline: 8/1/2017

Facility

591-1-1-.06 Bathrooms	Met
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Comment

Observation-Clean and Well Maintained

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

Licensed Capacity Routinely Met

591-1-1-.25 Physical Plant - Safe Environment(CR)	Not Met
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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 consultant's observation that the walls in the three and four year old classroom had paint that was chipping in several places including beside the front door under the light switch and on the back wall. An area of dry wall beneath the air conditioning unit was also observed to be hollow and was in need of patching. Additionally, the grills covering the vents in the same classroom were observed to be covered with grime and dust and needed to be cleaned. Director stated that the walls have not been repaired because they were instructed by the fire marshal to remove all art work from the wall and staff were waiting on further direction from their Quality Rated consultant as to how to proceed to be able to display art work in the area, however, the peeling paint, damaged walls and unclean vents are safety hazards and must be addressed immediately regardless of other issues.

POI (Plan of Improvement)

To ensure the cleanliness, sanitation and safety of the environment, the center will repair any walls that have chipping paint and ensure that no dried paint is accessible to children. Any walls that are damaged will be repaired. Intake and outgoing vent areas will be cleaned and maintained in a sanitary way.

Correction Deadline: 8/15/2017

Recited on 8/1/2017

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

Observation-Clean/Good Repair

Food Service

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

Menu Meets USDA Guidelines

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

Kitchen Appears Clean/Well Organized

Health and Hygiene

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

Observed-Proper Diapering

Correction Deadline: 6/16/2017

Corrected on 8/1/2017

.10(1) - Mechanical ventilation has been installed in diapering areas.

Comment

591-1-1-.10(1) requires Centers first licensed after March 1, 1991, and Centers that are renovated after March 1, 1991, to provide ventilation in the diapering areas with functioning exhaust fans and a duct system or by the required amount of window space provided by operable windows when open. The center recently completed a Change of Ownership process due to a change in incorporation status and new name. Director stated that they had to install facilities for diapering in the classroom used for two year old children and is currently being used for diapered children. The room usage showing in the facility profile is for non-diapered children. After checking with ASU, it was determined that the room was equipped for diapering and that the KOALA record will be updated to reflect this.

Correction Deadline: 8/1/2017

Correction Deadline: 6/16/2017

Corrected on 8/1/2017

.10(2) - Sinks had been installed in all diapering areas adjacent to the diaper-changing tables.

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

Comment

Observed-Proper Hand Washing Throughout

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

Comment

Discussed-Documentation/Procedures - Director stated that medications are not administered at the center.

Policies and Procedures

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

Comment

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. The logs showing the center's fire and other emergency drills were observed to be complete.

Correction Deadline: 8/6/2017

591-1-1-.27 Posted Notices **Met**

Comment

Observed-All Notices Posted

Safety

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

Comment

A glass-enclosed bird cage was observed in the three and four year old classroom.

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

Comment

Observed-Positive Learning Environment

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

Comment

No Field Trips at This Time

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

No transportation has been provided during the summer months when school is not in session. The center will resume transportation this month when school starts. Two of three vehicles were on the premises and observed by consultant to contain complete first aid kits, fire extinguishers and safety restraints. Both vehicles were observed to be clean and in good repair. The third vehicle is currently being inspected and repaired, and staff advised the other two vehicles will be inspected for any needed maintenance or repairs this week.

Sleeping & Resting Equipment

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

Discussed-SIDS/Infant Sleeping Position

Comment

Observed-Pleasant Naptime Environment

Staff Records

591-1-1-.09 Criminal Records Check(CR)**Not Met****Finding**

591-1-1-.09(1)(c) requires the Center to maintain valid evidence of a satisfactory criminal records check for the Director, each Employee and each Provisional Employee of the Child Care Learning Center for the duration of their employment plus one year, such evidence must be made immediately available to the Department upon request. It was determined based on a review of staff records that three employees hired since last visit had not obtained a satisfactory records check as required. Staff must obtain a satisfactory local check prior to being hired and present with the children, and within 21 days of the date of hire, obtain a satisfactory comprehensive background check. A one-day letter was left with the director.

POI (Plan of Improvement)

The Center will ensure that valid evidence of satisfactory CRC's are maintained and are immediately available to the Department for the duration of the Employees employment plus one year.

Correction Deadline: 8/2/2017

591-1-1-.14 First Aid & CPR**Technical Assistance****Comment**

Observed-50% Certified First Aid & CPR

Technical Assistance

591-1-1-.14(1) requires the Center Director and, at any given time, at least fifty percent (50%) of the caregiver Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Center shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. Director stated that she and other staff members were certified on July 22, 2017, but they have not yet received their certificates for the First Aid/CPR training. Director will fax a copy of her certification when it is received.

Correction Deadline: 8/31/2017

591-1-1-.33 Staff Training**Technical Assistance****Technical Assistance**

591-1-1-.33 - Reminder - Please be sure that all certificates verifying training are dated.

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

Met

Comment

Lead staff education requirements were observed to be met.

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-Direct Supervision/Attentive Staff