



**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:** 8/3/2017      **VisitType:** Monitoring Visit      **Arrival:** 1:20 PM      **Departure:** 3:00 PM

**CCLC-12891**

**First Steps Infant / Toddler Center**

501 Church Street Vidalia, GA 30474 Toombs County  
 (912) 538-8811 light@jewellmoore.com

**Mailing Address**

Jewell Moore, Owner 1507 South Bobby Drive  
 Vidalia, GA 30474

**Regional Consultant**

Kesha McNeal  
 Phone: (866) 359-1672  
 Fax: (866) 359-7490  
 kesha.mcneal@decal.ga.gov

<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.
08/03/2017	Monitoring Visit	Good Standing	
02/08/2017	Licensing Study	Good Standing	
09/29/2016	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	1 - L		0	0	C	6	C	NA	NA	
Main	1 - R	Infants and One Year Olds and Two Year Olds	2	6	C	22	C	31	C	Story, Diapering, Transitioning, Snack, Nap, Floor Play
Main	2-R		0	0	C	9	C	NA	NA	
Total Capacity @35 sq. ft.:			37			Total Capacity @25 sq. ft.:			46	
Total # Children this Date: 6			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.:			46	

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground - Large	36	C
Main	Playground - Small	14	C

**Comments**

The center director provided one file for an employee hired since the last visit on this date. A one day letter was left on this date. The facility does not conduct transportation or field trips. The consultant and director discussed the following items:

- \* The facility has liability insurance.
- \* All staff had completed health and safety orientation training.
- \* Please update Decal Koala to reflect the center's current director.
- \* The facility must develop an updated emergency procedures plan. The consultant left a template of the emergency procedure plan for the facility on this date.

Plan of Improvement: Developed This Date 08/03/2017

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.

**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](mailto: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)

Doris McRae, Program Official

Date

Kesha McNeal, 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-.12 Equipment & Toys(CR)**

Met

**Comment**

Observed-Variety Throughout Center

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

Met

**Comment**

No Swimming Activities Provided

#### Evening Care

**591-1-1-.32 Staffing/Supervision(CR)**

Met

**Comment**

No evening care hours

#### Facility

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

Met

**Comment**

Licensed Capacity Routinely Met

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

Met

**Comment**

Observation-Center Clean/Well Maintained

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

Met

**Comment**

Observation-Clean/Good Repair

#### 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**

Observed-Proper Diapering

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

Observed-Proper Hand Washing Throughout

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

Discussed-Documentation/Procedures. The center director stated that no medication is being dispensed on this date.

<b>Policies and Procedures</b>
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<b>591-1-1-.21 Operational Policies &amp; Procedures</b>	<b>Technical Assistance</b>
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**Technical Assistance**

Please ensure that the center has an updated written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals.

**Correction Deadline: 8/8/2017**

<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-.36 Transportation(CR)</b>	<b>Met</b>
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**Comment**

No Routine Transportation Provided

<b>Sleeping &amp; Resting Equipment</b>
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<b>591-1-1-.30 Safe Sleeping and Resting Requirements(CR)</b>	<b>Met</b>
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**Comment**

Correct number of mats; disinfecting discussed

**Comment**

Discussed-SIDS/Infant Sleeping Position

**Comment**

Observed-Pleasant Naptime Environment

<b>Staff Records</b>
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**591-1-1-.09 Criminal Records Check(CR)****Not Met****Comment**

One new staff hired since last visit.

**Finding**

591-1-1-.09(1)(g) requires Provisional Employees hired on or after January 1, 2014 to have a satisfactory Preliminary Records Check Determination. A Provisional Employee cannot reside at the Center or be present at the Center while children are present for care for more than 21 days from the date of hire or first day of residency without first submitting both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on the consultant's review of records that a provisional employee hired June 30, 2017, did not submit both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site.

**POI (Plan of Improvement)**

The Center will ensure that Provisional Employees hired on or after January 1, 2014 have a satisfactory Preliminary Records Check Determination. The Center will have a plan to ensure that Provisional Employees hired on or after January 1, 2014 submit a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site within 21 days from the date of hire or the first day of residency. The Center will not allow a provisional employee to be at the Center while children are present if this requirement is not met.

**Correction Deadline: 8/3/2017**

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

Observed - Documentation Of Health and Safety Training.

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

Staff complied with all applicable laws and regulations on this date.

**Correction Deadline: 8/3/2017**

<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