



**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:** 12/4/2018 **VisitType:** Monitoring Visit

**Arrival:** 9:50 AM

**Departure:** 12:50 PM

**CCLC-9029**

**Back to the Basics**

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

**Regional Consultant**

Valarie Musselwhite  
 Phone: (770) 357-9988  
 Fax: (678) 302-2440  
 valarie.musselwhite@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.
12/04/2018	Monitoring Visit	Good Standing	
11/20/2018	Complaint Investigation Follow Up	Good Standing	
10/31/2018	Incident Investigation Closure	Good Standing	

**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.

**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	PreK	2	20	C	40	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 40					Total Capacity @25 sq. ft.: 0					
Main	Left hall: 1L	Infants	1	3	C	6	C	NA	NA	Feeding, Floor Play
Main	Left hall: 1R	Three Year Olds	2	11	C	15	C	NA	NA	Centers
Main	Left hall: 2L	One Year Olds	2	14	C	17	C	NA	NA	Outside, Art
Main	Left hall: 2R	Infants and One Year Olds	1	4	C	9	C	NA	NA	Floor Play, Nap, Diapering
Main	Right hall: 1L	One Year Olds and Two Year Olds	2	10	C	15	C	NA	NA	Diapering, Free Play
Main	Right hall: 1R	Two Year Olds	2	11	C	15	C	NA	NA	Outside
Main	Right hall: 2L	PreK	2	21	C	19	NC	NA	NA	Circle Time
Main	Right hall: 2R	Three Year Olds and Four Year Olds	1	12	C	18	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 114					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 106			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 consultant and director discussed license capacity and purpose of each classroom. The center will potentially submit an application for amendment to ensure classrooms are properly licensed if needed.

Plan of Improvement: Developed This Date 12/04/2018

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).



Please refer to the website, <http://www.decal.ga.gov/CCS/RulesAndRegulations.aspx>, for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

- New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry
- New clearance is required at least once every five years
- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
- All staff members are required to have completed at least a national fingerprint based clearance check
- Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance
- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee

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)



### Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.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@decal.ga.gov](mailto:qualityrated@decal.ga.gov)

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Cindy Lancaster, Program Official

Date

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Valarie Musselwhite, 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)

Technical Assistance

#### Technical Assistance

591-1-1-.12(2) - Please remove or repair the cracked red sink in the kitchen play area in Room Right Hall: 1R.

**Correction Deadline: 12/4/2018**

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

N/A

#### Comment

Center does not provide swimming activities.

### Facility

#### 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)

Technical Assistance

#### Technical Assistance

591-1-1-.25(3) - Please repair the peeling wood on the bottom left corner of the sink cabinet in Room Right Hall: 1R.

**Correction Deadline: 12/4/2018**

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

Technical Assistance

#### Technical Assistance

591-1-1-.26(9) - Please ensure the PVC border surrounding the large play equipment measures four feet from the bottom of all ladders and five feet from the bottom of all slides.

**Correction Deadline: 12/4/2018**

### Health and Hygiene

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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)****Not Met****Finding**

591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on an observation that staff did not require children to wash their hands when returning from outside play in Room Left Hall: 2L. It was further determined, that staff did not require a child to wash their hands upon arrival in Room Left Hall: 2L.

**POI (Plan of Improvement)**

The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

**Correction Deadline: 12/4/2018**

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

Documentation for medication dispensing observed complete.

**Safety**

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

Staff were observed to maintain a positive learning environment on this date.

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

Complete documentation of transportation observed.

**Sleeping & Resting Equipment**

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

Pleasant naptime environment observed.

**Staff Records**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Criminal record checks were observed to be complete.

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**591-1-1-.33 Staff Training****Defer****Defer**

591-1-1-.33(6)- Citation deferred until December 31, 2018 for staff to obtain 2018 annual training.

**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)**

**Technical Assistance**

**Comment**

Consultant and director discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months. All leads must have copy of degree or credential on file.

**Technical Assistance**

591-1-1-.31(2)(b)3.(ii)(I) - (VIII) - Please ensure all new staff enrolled in a credential program have a professional learning plan on file.

**Correction Deadline: 12/4/2018**

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<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**

Adequate supervision observed on this date.