



**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:** 7/22/2019    **VisitType:** Licensing Study    **Arrival:** 9:20 AM    **Departure:** 11:40 AM

**CCLC-15135**

**Happy Tots Learning Center**

3117 Ogeechee Road Savannah, GA 31405 Chatham County  
(912) 663-0985 trish310@bellsouth.net

**Regional Consultant**

Kesha McNeal

Phone: (866) 359-1672

Fax: (866) 359-7490

kesha.mcneal@decals.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<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.
07/22/2019	Licensing Study	Good Standing	
03/21/2019	Monitoring Visit	Good Standing	
09/18/2018	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
Main	Back Entry		0	0	C	6	C	NA	NA	
Main	Back Right		0	0	C	5	C	NA	NA	
Main	Entry		0	0	C	6	C	9	C	
Main	Right Front	Six Year Olds and Over	1	13	C	10	NC	NA	NA	Transitioning,Free Play,Music
Total Capacity @35 sq. ft.:			27			Total Capacity @25 sq. ft.: 30				
Total # Children this Date: 13			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.: 30				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	73	C

**Comments**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit.

The center director was not present during the visit on this date.

Plan of Improvement: Developed This Date 07/22/2019

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.

**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.

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)

Patricia Duncan, Program Official

Date

Kesha McNeal, Consultant

Date



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### Findings Report

**Date:** 7/22/2019 **VisitType:** Licensing Study **Arrival:** 9:20 AM **Departure:** 11:40 AM

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The following information is associated with a Licensing Study:

### Activities and Equipment

**591-1-1-.03 Activities**

**Technical Assistance**

**Technical Assistance**

591-1-1-.03(2) - Please ensure that the center has current lesson plans on site that reflect appropriate instruction practices and activities to support children's development The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas.

**Correction Deadline: 7/22/2019**

**591-1-1-.12 Equipment & Toys(CR)**

**Not Met**

**Comment**

A variety of equipment and toys were observed throughout the center.

**Finding**

591-1-1-.12(2) requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. It was determined based on the consultant's observation that there was a bookshelf located in the entry classroom that was not stable and in good condition.

**POI (Plan of Improvement)**

The Center will ensure that equipment and furniture are used by the age-appropriate group of children.

**Correction Deadline: 7/22/2019**

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

**Met**

**Comment**

Center does not provide swimming activities.

### Children's Records

Child # 1 Not Met  
"Missing/Incomplete Components"  
.08(1)-Allergies and Disabilities

Child # 2 Met

Child # 3 Met

Child # 4 Met

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.08(1) - Please ensure that the center has a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program.

**Correction Deadline: 7/22/2019**

**Technical Assistance**

591-1-1-.08(6) - Please ensure that the center maintains 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.

**Correction Deadline: 7/22/2019**

**Facility**

**591-1-1-.06 Bathrooms**

**Met**

**Comment**

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

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

**Not Met**

**Finding**

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on the consultant's observation that the center cared for thirteen children in a space licensed for ten in the right front classroom.

**POI (Plan of Improvement)**

The Center will limit the number of children in this space to the licensed capacity.

**Correction Deadline: 7/22/2019**

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

**Technical Assistance**

**Comment**

No hazards observed accessible to children on this date.

**Technical Assistance**

591-1-1-.25(17) - Please ensure that plants and shrubs that are hazardous are cut as needed on the left back section of the playground.

**Correction Deadline: 7/22/2019**

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

Playground observed to be clean and in good repair.

**Food Service**

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**591-1-1-.15 Food Service & Nutrition****Not Met****Finding**

591-1-1-.15(5) requires that the Center provide a menu listing all meals and snacks to be served during the current week except for School-age Centers where the food may be provided by the Parent(s) by agreement between the School-age Center and the Parent(s). Substitutions shall be recorded on the posted menu and menus shall be retained at the Center for six (6) months. It was determined based on the consultant's observation that the center did not provide a menu listing all meals and snacks to be served during the current week on this date.

**POI (Plan of Improvement)**

The Center will list all of the current week's meals and snacks and all substitutions on the menu and keep past menus on file for six months and will implement a system to monitor this.

**Correction Deadline: 7/22/2019**

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

Kitchen appears clean and well organized.

**Health and Hygiene**

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

No children enrolled who require diapering. School age children attend only for after school hours.

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

Please ensure lids remain on trash containing organic waste.

**Comment**

Proper hand washing observed throughout the center.

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

The Provider currently does not dispense/administer medication.

**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures****Not Met****Finding**

591-1-1-.21(1)(p) requires the Center to have a 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. It was determined based on the consultant's observation and review that the center did not have an updated written plan on site on this date.

**POI (Plan of Improvement)**

The Center will write or revise an emergency plan that includes all of the required items.

**Correction Deadline: 7/27/2019**

**Finding**

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. It was determined based on the consultant's review and observation that the center did not document a fire drill for the month of June 2019. It was further determined based on the consultant's observation that the center did not conduct tornado and other emergency situations every six months as required in that the these drills were last conducted on December 18, 2019.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

**Correction Deadline: 7/27/2019**

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

**Met**

**Comment**

Please make sure that all required signs are posted and up to date. On this date the center did not have the following items posted in a designated area for public viewing near the front entrance the following: names of persons responsible for the administration of the Center in the administrator's absence.

**Safety**

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

**Met**

**Comment**

Center does not keep animals on premises.

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

**Met**

**Comment**

Age-appropriate discussion and/or redirection observed.

**Comment**

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

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

**Met**

**Comment**

Center does not participate in field trips at this time.

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

**Met**

**Comment**

Center does not provide routine transportation.

**Sleeping & Resting Equipment**

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

**Met**

**Comment**

Sleeping/Naps are not required for this program. School age children attend only for after school hours.

**Staff Records**

Staff # 1

Not Met

Date of Hire: 02/02/2018

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 2

Not Met

Date of Hire: 03/20/2018

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 3

Not Met

Date of Hire: 03/03/2018

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(4)-1st Yr. Training - 10 hrs.

**Staff Credentials Reviewed: 0****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Center staff stated that there have been no new hires since last visit

**Comment**

Criminal record checks were observed to be complete.

**591-1-1-.14 First Aid & CPR****Not Met****Comment**

Complete first aid kits observed in center and on vehicles.

**Finding**

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. It was determined based on the consultant's review that the center director did not have current evidence of cardiopulmonary resuscitation (CPR) and a triennial training program in first aid on site as required. It was further determined based on the consultant's review that the center did not have evidence of t 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 as required.

**POI (Plan of Improvement)**

The Center Director and at least 50% of the caregiver Staff will complete the needed training. The Director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time and that evidence of successful completion of the training is on file available for inspection.

**Correction Deadline: 8/21/2019****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.

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<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.