



**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: 10/26/2017 **VisitType:** Licensing Study

Arrival: 3:00 PM

Departure: 5:35 PM

CCLC-15135

Happy Tots Learning Center

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

Regional Consultant

Kati Cosby

Phone: (912) 544-8606

Fax: (912) 544-9425

kati.cosby@dec.al.ga.gov

Mailing Address

Same

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.
10/26/2017	Licensing Study	Good Standing	
05/22/2017	POI Follow Up	Good Standing	
03/03/2017	Complaint Investigation & Monitoring Visit	Support	

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	6	C	10	C	NA	NA	Snack, Free Play
Total Capacity @35 sq. ft.:			27		Total Capacity @25 sq. ft.: 30					
Total # Children this Date: 6			Total Capacity @35 sq. ft.:		Total Capacity @25 sq. ft.: 30					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	73	C

Comments

Plan of Improvement: Developed This Date 10/26/2017

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>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.</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.

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.

- 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)

Patricia Duncan, Program Official

Date

Kati Cosby, Consultant

Date



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Findings Report

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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(1) - Consultant discussed planning developmental appropriate lesson plans and activities for school age children.

Correction Deadline: 10/26/2017

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

Technical Assistance

Technical Assistance

591-1-1-.12(6) - Discussed adding a more age appropriate materials for school age children.

Correction Deadline: 11/25/2017

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: 3

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)-No Record

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-No Record	
Child # 4	Met
Child # 5	Met
Child # 6	Met

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

Not Met

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 review of records, that one of six children's files reviewed did not obtain a physician's phone number. It was further determined that two of six children did not have an enrollment application present at the Center.

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: 11/9/2017

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

Met

Comment

Licensed Capacity Routinely Met

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

Met

Comment

Reminder-Keep Hazards Inaccessible

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

Technical Assistance

Technical Assistance

591-1-1-.26(4) - Reminder to make sure all gates are closed and locked before allowing children to access play area.

Correction Deadline: 10/26/2017

Technical Assistance

591-1-1-.26(9) - Discussed repairs needed for stair railing leading to the outdoor play area.

Correction Deadline: 10/26/2017

Health and Hygiene

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

Met

Comment

No children enrolled

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

Met

Comment

Observed-Staff Remind Children Wash Hand

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

Met

Comment

Staff stated, on this date, that no medication is administered at the Center.

Policies and Procedures

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

Technical Assistance

Technical Assistance

591-1-1-.21(1)(p) - Discussed creating and documenting Emergency Plans for Center. Consultant left resources to add in creating the Emergency Plan.

Correction Deadline: 10/31/2017

591-1-1-.27 Posted Notices

Technical Assistance

Technical Assistance

591-1-1-.27 - Discussed posting a weekly menu.

Correction Deadline: 10/26/2017

Safety

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

Met

Comment

Observed-Discussion/Redirection

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

Not Met

Correction Deadline: 5/23/2017

Corrected on 10/26/2017

.36(4)(f)1. - Previous citation was corrected in that all the Center transported the appropriate amount of students for each trip that was documented.

Correction Deadline: 5/23/2017

Corrected on 10/26/2017

.36(4)(f)2. - Previous citation was corrected in that the Center operated the vehicle and transported the appropriate number of children according to the transportation documentation.

Finding

591-1-1-.36(6) requires written Parental authorization for routine transportation provided by or on behalf of the Center. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined, based on review of records, that on October 26, 2017 the Center dropped off three children at locations not authorized by the parents on the Parental Authorization. One child was dropped off at home and two children were dropped off at the Tatemville Community Center.

POI (Plan of Improvement)

The Center will obtain the required written parental authorization.

Correction Deadline: 10/27/2017

Finding

591-1-1-.36(7)(a) requires that each vehicle contains current information including: the full names of all children to be transported, each child's pick-up location, pick-up time, delivery location, alternate delivery location if a Parent is not at home and name of person authorized to receive each child. In addition, the vehicle shall contain current information identifying the Center's name, telephone number and the name of the driver of the vehicle. It was determined, based on review of records and staff statements, that three children were dropped off at locations not documented the transportation agreement.

POI (Plan of Improvement)

The Center will ensure that the Center's information and the children's information is included on each vehicle.

Correction Deadline: 10/27/2017

Correction Deadline: 5/22/2017

Corrected on 10/26/2017

.36(7)(d)2. - Previous citation was corrected in that all second checks of the vehicle were completed.

Sleeping & Resting Equipment

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

Comment

Discussed providing a rest area for students.

Staff Records

Records Reviewed: 3

Records with Missing/Incomplete Components: 0

Staff # 1 Met

Date of Hire: 07/24/2012

Staff # 2 Met

Date of Hire: 07/24/2012

Staff # 3 Met

Date of Hire: 02/02/2018

Staff Credentials Reviewed: 3

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

Comment

Criminal Records Check complete

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

591-1-1-.14(3) requires the Center to have a first aid kit in each building of the Center and in any vehicle used by the Center for transportation of children, that contains scissors, tweezers, gauze pads, adhesive tape, thermometer, Band-Aid, assorted sizes, antibacterial ointment, insect-sting preparation, an antiseptic cleansing solution, triangular bandages, rubber gloves, protective eye wear, a protective face mask, and a cold pack. The first aid kit, together with a first aid instruction manual which must be kept with the kit at all times, shall be stored so that it is not accessible to children but is easily accessible to Staff. It was determined, based on observations, that the Center's First Aid kit did not contain tweezers, antibacterial ointment, insect sting preparation, a triangle bandage, a cold pack and protective eye wear.

POI (Plan of Improvement)

Center Staff will provide any missing first aid kits, add any missing items to each first aid kit and will develop and use a plan for checking the kits and replacing missing items in each kit in the future. First aid kits and instruction manuals will be stored so that they kits are not accessible to children but are easily accessible to Center Staff.

Correction Deadline: 11/9/2017

591-1-1-.33 Staff Training**Not Met****Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined, based on review of records, that two of four staff did not complete the Health and Safety training as required.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 11/9/2017**Defer**

591-1-1-.33(3)- Consultant will review Annual Training upon completion of the 2017 calendar year.

POI (Plan of Improvement)

The center will plan and schedule training and follow up to ensure that direct care staff complete the required training.

Correction Deadline: 4/2/2017

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

Lead staff education requirements

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****Correction Deadline: 5/22/2017****Corrected on 10/26/2017**

.32(7) - Previous citation corrected in that all children were supervised on this date.