



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: 11/4/2020 **VisitType:** Licensing Study **Arrival:** 1:00 PM **Departure:** 2:30 PM

CCLC-1587

Albany Technical Institute C. D. C.

2031 Newton Road Albany, GA 31701 Dougherty County
 (229) 430-3538 arobinson@albanytech.edu

Mailing Address

1704 S. Slappey Blvd.
 Albany, GA 31701-2648

Regional Consultant

Karyn Presley

Phone: (770) 342-7904

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karyn.presley@dec.al.ga.gov

Joint with: Beth Holland

Quality Rated: ★ ★

| 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. |
|------------------------------------|------------------|---------------|--|
| 11/04/2020 | Licensing Study | Good Standing | |
| 01/16/2020 | Licensing Study | Good Standing | |
| 07/10/2019 | Monitoring Visit | 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 |
|----------|--------------|------------------------------------|-------|----------|------|------------|--------------|------------|--------------|-------------------|
| Main | Room A-1R | Infants | 1 | 6 | C | 21 | C | NA | NA | Floor Play, Story |
| Main | Room B-2R | One Year Olds | 2 | 7 | C | 21 | C | NA | NA | Nap |
| Main | Room C-3R | Two Year Olds | 2 | 12 | C | 19 | C | NA | NA | Nap |
| Main | Room D-4R | Three Year Olds and Four Year Olds | 2 | 14 | NC | 22 | C | NA | NA | Nap |
| Main | Room E-5R | | 0 | 0 | C | 21 | C | NA | NA | Not In Use |
| Main | Room F-End L | PreK | 2 | 20 | C | 22 | C | NA | NA | Transitioning |

Total Capacity @35 sq. ft.: 126

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 59

Total Capacity @35 sq. ft.: 126

Total Capacity @25 sq. ft.: 0

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|----------------------------|----------------------|-----------------------|
| Main | Outside Playground PreK | 174 | C |
| Main | Outside Playground Toddler | 73 | C |

Comments

An Administrative Review was conducted on November 6, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on November 4, 2020 with the director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on August 15, 2020 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 11/04/2020

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.dec.state.ga.us/CCS/RuleAndRegulations.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@dec.state.ga.us.

- 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.state.ga.us/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.dec.state.ga.us/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@dec.state.ga.us

Date

Date

Date _____



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Findings Report

Date: 11/4/2020 **VisitType:** Licensing Study

Arrival: 1:00 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

Comment

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

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

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

| | |
|-----------|-----|
| Child # 1 | Met |
| Child # 2 | Met |
| Child # 3 | Met |
| Child # 4 | Met |
| Child # 5 | Met |

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

Met

Comment

Records were observed to be complete and well organized.

Facility

| | |
|------------------------------|------------|
| 591-1-1-.06 Bathrooms | Met |
|------------------------------|------------|

Comment

Bathrooms observed to be clean and well maintained.

| | |
|---|------------|
| 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) | Met |
|--|------------|

Comment

No hazards observed accessible to children on this date.

Correction Deadline: 1/30/2020

Corrected on 11/4/2020

.25(3) - Previous citation was observed to be corrected.

| | |
|---|-----------------------------|
| 591-1-1-.25 Physical Plant-Structural/Mechanical | Technical Assistance |
|---|-----------------------------|

Technical Assistance

Discussed the following rule with the Provider 591-1-1-.25(21) requires that all floor level windows or full-length glass doors be constructed of safety glass with decals applied at the eye level of the children or such windows or doors shall have protective devices covering the glass designed to prevent the children from getting cut by the glass should it break for any reason. Except in School-age Centers, child care rooms shall have outside windows which receive natural sunlight and equal not less than five percent (5%) of the floor area in each room, unless central heating and air conditioning are provided.

Correction Deadline: 11/14/2020

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

Comment

Playground observed to be clean and in good repair.

Correction Deadline: 1/30/2020

Corrected on 11/4/2020

.26(4) - Previous citation was observed to be corrected in that the fence was observed to be four feet high.

| |
|---------------------|
| Food Service |
|---------------------|

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

Comment

Center menu meets USDA guidelines.

Discussed changes to the Food and Nutrition Rules and Regulations

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

Comment

Kitchen appears clean and well organized.

| |
|---------------------------|
| Health and Hygiene |
|---------------------------|

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

Comment

Staff state proper knowledge of diapering procedures.

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

Comment

Proper hand washing observed throughout the center.

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

The Provider currently does not dispense/administer medication.

Policies and Procedures**591-1-1-.27 Posted Notices****Met****Comment**

Please make sure that all required signs are posted and up to date.

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

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

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

Center does not participate in field trips at this time.

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

Center does not provide routine transportation.

Sleeping & Resting Equipment**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Technical Assistance****Comment**

Pleasant naptime environment observed.

Technical Assistance

591-1-1-.30(1)(a)3 - Discussed requirement to change crib sheets daily

Correction Deadline: 11/4/2020

Staff Records**Records Reviewed: 19****Records with Missing/Incomplete Components: 1**

Staff # 1

Met

Staff # 2

Met

Staff # 3

Met

Date of Hire: 10/12/2017

| | |
|--|---------|
| Staff # 4 | Met |
| Staff # 5 | Met |
| Staff # 6 | Met |
| Date of Hire: 01/10/2019 | |
| Staff # 7 | Met |
| Date of Hire: 02/23/2016 | |
| Staff # 8 | Not Met |
| Date of Hire: 11/03/2020 | |
| <u>"Missing/Incomplete Components"</u> | |
| .09-Criminal Records Check Missing | |
| Staff # 9 | Met |
| Date of Hire: 10/04/2004 | |
| Staff # 10 | Met |
| Date of Hire: 09/03/2019 | |
| Staff # 11 | Met |
| Date of Hire: 08/26/2019 | |
| Staff # 12 | Met |
| Date of Hire: 09/03/2019 | |
| Staff # 13 | Met |
| Date of Hire: 04/16/2018 | |
| Staff # 14 | Met |
| Date of Hire: 01/10/2019 | |
| Staff # 15 | Met |
| Date of Hire: 02/02/2017 | |
| Staff # 16 | Met |
| Date of Hire: 09/17/2010 | |
| Staff # 17 | Met |
| Staff # 18 | Met |
| Staff # 19 | Met |
| Date of Hire: 02/04/2019 | |

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**Not Met****Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on observation, a review of records, and staff statement that staff member number eight was present in the fourth right classroom with children without a satisfactory fingerprint determination. Staff member number eight was hired on November 3, 2020 and was present for two days with children without a satisfactory fingerprint determination letter.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will ensure the CRC rules are maintained.

Consultant read the CBC script to the Provider and discussed the one day letter and video affidavit with the Provider during the visit.

Correction Deadline: 11/4/2020**Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on observation, a review of records, and staff statement that staff member number eight was present in the fourth right classroom with children without a satisfactory fingerprint determination. Staff member number eight was hired on November 3, 2020 and was present for two days with children without a satisfactory fingerprint determination letter.

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Correction Deadline: 11/4/2020**591-1-1-.14 First Aid & CPR****Met****Comment**

Evidence observed of 100% of center staff certified in First Aid and CPR.

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

Documentation observed of required staff training.

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

Comment

Staff observed to be compliant with applicable laws and regulations.

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was/was not in compliance with the Executive Order issued on August 15, 2020.

| |
|---------------------------------|
| Staffing and Supervision |
|---------------------------------|

591-1-1-.32 Staff:Child Ratios and Group Size(CR)**Met****Comment**

Center observed to maintain appropriate staff:child ratios.

591-1-1-.32 Supervision(CR)**Met****Comment**

Staff observed to provide direct supervision and be attentive to children's needs.