



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/Regulations.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



**Important New Deadlines:**

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

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](mailto:qualityrated@dec.state.ga.us)

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](mailto: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)

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Kaitlyn Mayton, Program Official

Date

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Brionne Higgins, Consultant

Date

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Jennifer Bailey, Consultant

Date



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 meet the requirement of having adequate supplies on this date.

**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**

**Correction Deadline: 2/1/2022**

**Corrected on 2/16/2022**

**.25(13) - Previous citation observed to be corrected on this date. Consultant observed no hazardous materials to be accessible to children.**

**Technical Assistance**

591-1-1-.25(3) - Consultant discussed with the Director to monitor the bathrooms for rust and to monitor bathroom vents for dust. Furthermore, the consultant discussed being to monitor toilet bases for missing caps. Consultant also discussed monitoring classroom vents to ensure that it is securely attached.

**Correction Deadline: 2/16/2022**

**Technical Assistance**

591-1-1-.25(8) - Consultant discussed that all unused outlet covers to have protective caps. Electrical outlets were observed to be inaccessible to children.

**Correction Deadline: 2/16/2022**

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

**Not Met**

**Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that the chain link mesh between the school age and infant/toddler playgrounds was found to be loose and not attached to the top rail of the fence. Furthermore, the consultant observed the chain link mesh on the Pre-K playground fence closest to the schools parking lot had exposed prongs and was not attached to the bottom rail causing a large gap between the fence and the ground.

**POI (Plan of Improvement)**

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

**Correction Deadline: 2/21/2022**

**Technical Assistance**

591-1-1-.26(9) - Consultant discussed repainting the exposed tree roots to ensure that they are not a potential hazard to children. Additionally, consultant discussed monitoring the playground areas for normal wear and tear of playground equipment and toys.

**Food Service**

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

**Comment**

Center menu meets USDA guidelines.

**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)** **N/A**

**Comment**

The Provider currently does not dispense/administer medication.

**Policies and Procedures**

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

**Comment**

Observed all required posted notices.

**Safety**

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

**Comment**

Consultant observed a hamster in preschool classroom to be appropriately cage and kept cleaned.

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

**Comment**

Consultant discussed with the director for staff to be encouraged to employ age appropriate discussion and redirection methods to utilize in the classroom setting.

**591-1-1-.13 Field Trips(CR)** **N/A**

**Comment**

Center does not participate in field trips at this time.

**591-1-1-.36 Transportation(CR)** **Not Met**

**Technical Assistance**

591-1-1-.36 - Consultant discussed with director ensuring that annual vehicle inspection to be completed annually with no lapse in inspection dates.

**Comment**

The vehicle had an approved fire extinguisher and first aid kit on this date.

**Technical Assistance**

591-1-1-.36(4)(b) - Consultant discussed monitoring the vehicle interior to ensure that it is free of litter with the provider.

**Correction Deadline: 2/17/2022**

**Finding**

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on a review of records that the center fail to write a mark or symbol for several children present on the vehicle during AM and PM transportation routes:

-February 7, 2022 route from Northside Elementary to Discovery Point was missing PM unload and load marks for two children

-February 11, 2022 route from Roberts Elementary to Discovery Point was missing PM unload and load marks for four children

**POI (Plan of Improvement)**

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

**Correction Deadline: 2/18/2022**

**Finding**

591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on a review of records that the PM arrival time to Discovery Point was not documented on February 11, 2022 for the routes from Abney Elementary and Dallas Elementary. Additionally, the unload/load time at the school and unload time at the facility was not documented for the route from Roberts Elementary.

**POI (Plan of Improvement)**

The Center will ensure that each time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

**Correction Deadline: 2/18/2022**

**Finding**

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on a review of records that the first check was not accounted for on the route from Abney Elementary to Discovery Point on February 16, 2022.

**POI (Plan of Improvement)**

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

**Correction Deadline: 2/18/2022**

**Sleeping & Resting Equipment**

**Comment**

Discussed SIDS and infant sleeping position.

**Technical Assistance**

591-1-1-.30(4) -Consultant discussed storing cot sheets separately in containers marked for individual use, such as, but not limited to, bins, cubbies, or bags.

**Correction Deadline: 2/16/2022**

**Staff Records****Records Reviewed: 15****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
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Date of Hire: 12/13/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
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Staff # 2	Met
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Date of Hire: 11/18/2021	
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Staff # 3	Met
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Date of Hire: 11/02/2021	
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Staff # 4	Met
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Date of Hire: 10/08/2018	
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Staff # 5	Met
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Date of Hire: 08/21/2015	
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Staff # 6	Met
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Date of Hire: 04/19/2021	
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Staff # 7	Met
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Staff # 8	Met
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Date of Hire: 02/25/2021	
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Staff # 9	Met
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Date of Hire: 01/20/2020	
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Staff # 10	Met
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Staff # 11	Met
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Staff # 12	Met
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Staff # 13	Met
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Staff # 14 Met  
Date of Hire: 11/17/2016

Staff # 15 Met  
Date of Hire: 04/30/2018

**Staff Credentials Reviewed: 4**

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

**Comment**  
Criminal record checks were observed to be complete.

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

**Comment**  
Criminal records checks were observed to be complete.

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

**Finding**  
591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of records that six out of fifteen staff were missing or had an expired First Aid and CPR certification.

**POI (Plan of Improvement)**  
The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

**Correction Deadline: 3/31/2022**

**591-1-1-.33 Staff Training Technical Assistance**

**Technical Assistance**  
591-1-1-.33(3) - Consultant discussed with the director that all new employees should obtain a 10-hour health and safety orientation. Consultant observed some staff to have the six hour health and safety orientation.

**Technical Assistance**  
591-1-1-.33(4) - Consultant discussed with the director that both the director and cook are required to have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage.

**Correction Deadline: 3/18/2022**

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

**Comment**  
Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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

**Comment**  
Adequate supervision observed on this date.

**The following information is associated with a Complaint Investigation Visit:**

**Staffing and Supervision**

Correction Deadline: 2/4/2022

Corrected on 2/16/2022

.32(1) - Previous citation corrected on this date. Consultant observed appropriate staff:child ratios.