



**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: 8/7/2018 **VisitType:** Licensing Study **Arrival:** 11:50 AM **Departure:** 3:30 PM

CCLC-18415

Miller Plaza Learning Center

820 N Wayne Street Milledgeville, GA 31061 Baldwin County
(478) 451-0012 millerplaze@yahoo.com

Regional Consultant

Valarie Musselwhite

Phone: (770) 357-9988

Fax: (678) 302-2440

valarie.musselwhite@decal.ga.gov

Mailing Address

2361 Hurt Street
Milledgeville, GA 31061

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. 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.
08/07/2018	Licensing Study	Good Standing	
02/15/2018	Monitoring Visit	Good Standing	
10/20/2017	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	A-Back Right	Infants	1	3	C	7	C	NA	NA	Nap,Lunch
Main	B-2nd Right Front	One Year Olds and Two Year Olds	1	11	C	20	C	NA	NA	Nap,Lunch
Main	C-1st Front Right	Three Year Olds and Four Year Olds	1	9	C	11	C	15	C	Nap,Lunch,Outside
Main	D-Left Room		0	0	C	23	C	32	C	
Main	No Room		0	0	C	0	C	NA	NA	
Total Capacity @35 sq. ft.: 61						Total Capacity @25 sq. ft.: 74				
Total # Children this Date: 23			Total Capacity @35 sq. ft.: 61			Total Capacity @25 sq. ft.: 74				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Left	11	C
Main	Right	19	C

Comments

The consultant and director discussed the criminal record check process, upcoming portability deadlines, enrollment forms, and infant safe sleep.

Plan of Improvement: Developed This Date 08/07/2018

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).



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.

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@decals.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://decals.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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.decals.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@decals.ga.gov

Annie Miller, Program Official

Date

Valarie Musselwhite, Consultant

Date



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

Findings Report

Date: 8/7/2018 **VisitType:** Licensing Study **Arrival:** 11:50 AM **Departure:** 3:30 PM

CCLC-18415

Miller Plaza Learning Center

820 N Wayne Street Milledgeville, GA 31061 Baldwin County
(478) 451-0012 millerplaze@yahoo.com

Mailing Address

2361 Hurt Street
Milledgeville, GA 31061

Regional Consultant

Valarie Musselwhite

Phone: (770) 357-9988

Fax: (678) 302-2440

valarie.musselwhite@dec.al.gov

The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Not Met

Finding

591-1-1-.03(2) requires the Center to keep 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. It was determined based on an observation that zero of three classrooms had current lesson plans. Lesson plans available were dated for April 2018.

POI (Plan of Improvement)

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

Correction Deadline: 8/13/2018

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

Technical Assistance

Technical Assistance

591-1-1-.12(2) - Ensure tables and chairs are not stacked when classroom is in use.

Correction Deadline: 8/7/2018

Technical Assistance

591-1-1-.12(6) - Ensure toys are accessible to children and a variety of age appropriate toys are available.

Correction Deadline: 9/6/2018

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 6

Records with Missing/Incomplete Components: 2

Child # 1	Met
Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u> .08(3)-Address of Release Person Missing	
Child # 4	Met
Child # 5	Met
Child # 6	Not Met
<u>"Missing/Incomplete Components"</u> .08(3)-Address of Release Person Missing	

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

Technical Assistance

Technical Assistance

591-1-1-.08(1) - Ensure all children's files include parent acknowledgement of no liability insurance and addresses for listed release persons.

Correction Deadline: 8/7/2018

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)

Not Met

Finding

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on an observation that cubbies accessible to the children in Room B contained baby wipes, bug spray, and cans of formula.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 8/7/2018

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

Technical Assistance

Technical Assistance

591-1-1-.26(8) - Be mindful of weeds beginning to grow through the mulch on the playground.

Correction Deadline: 8/17/2018

Food Service

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

591-1-1-.15(2) - Ensure feeding plans are posted for all children in care under the age of one.

Correction Deadline: 8/7/2018**Finding**

591-1-1-.15(2)(a) requires Center Personnel to hold and feed infants less than six months of age and older children who cannot hold their own bottles or sit alone. Baby bottles shall never be propped; the infant's head shall be elevated while feeding. It was determined based on an observation that upon the consultant's arrival an infant was sitting in a bouncy seat for feeding with a propped bottle.

POI (Plan of Improvement)

The Center will train Staff to hold infants less than six months old or who can not hold their own bottle, to never prop bottles and to elevate infant's heads during feeding. The director will monitor Staff to ensure appropriate feeding procedures are followed.

Correction Deadline: 8/7/2018**Finding**

591-1-1-.15(3) requires baby bottles and formula to be labeled with the individual child's name; supplied by the Parent daily in bottles; and refrigerated at a temperature of forty (40) degrees Fahrenheit or less. Only the current day's formula or breast milk shall be served. If formula must be provided by the Center, only commercially prepared, ready-to-feed formula shall be used. Refrigerated or frozen breast milk shall only be heated or thawed under warm running water or in a container of warm water. It was determined based on a staff statement that formula bottles are prepared at the center by staff.

POI (Plan of Improvement)

The Center will train Staff to follow the required procedures, ensure that parents are fully informed, and will review and monitor regularly.

Correction Deadline: 8/7/2018

591-1-1-.18 Kitchen Operations**Technical Assistance****Technical Assistance**

591-1-1-.18(10) - Ensure all trash cans with organic waste have a tight-fitting lid.

Correction Deadline: 8/7/2018

Health and Hygiene

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

Proper diapering procedures observed.

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 center currently does not dispense or administer medication.

Safety

591-1-1-.05 Animals**Not Evaluated****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**

Field trip documentation observed to be complete for a field trip to Junior Deputy Camp on June 14, 2018 and AMC Movie Theatre on June 29, 2018.

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

Complete documentation of transportation observed for August 2018.

Sleeping & Resting Equipment

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

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 10**Records with Missing/Incomplete Components: 3**

Staff # 1

Not Met

Date of Hire: 07/05/2016

"Missing/Incomplete Components"

.33(4)-Food Prep Training Missing 4 hrs.

Staff # 2

Met

Date of Hire: 10/10/2006

Staff # 3

Not Met

Date of Hire: 03/12/2018

"Missing/Incomplete Components"

.14(2)-CPR missing

Staff # 4

Met

Date of Hire: 07/10/2013

Staff # 5

Met

Date of Hire: 01/11/2012

Staff # 6

Not Met

Date of Hire: 04/16/2018

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.09-Criminal Records Check Missing

Staff # 7

Met

Date of Hire: 06/24/2013

Records Reviewed: 10

Records with Missing/Incomplete Components: 3

Staff # 8 Date of Hire: 02/06/2017	Met
Staff # 9 Date of Hire: 07/03/2007	Met
Staff # 10 Date of Hire: 09/04/2013	Met

Staff Credentials Reviewed: 10

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

Not Met

Finding

591-1-1-.09(1)(i) requires that if the Center accept a satisfactory determination letter issued by the Department for a potential Director or Employee as evidence of that individual's Satisfactory Records Check Determination, the Records Check Clearance Date must be within the preceding 12 months from the hire date, and the Center does not know or reasonably should not know that the individual's satisfactory status has not changed. It was determined based on a review of records that one staff hired on April 16, 2018 had a satisfactory criminal record check past the date of portability of January 3, 2018.

POI (Plan of Improvement)

The Center will ensure that each potential Employee bringing a satisfactory determination letter issued by the Department has a Satisfactory Records Check Determination that is dated within the preceding 12 months from the hire date. The Center will not employ individual's whose satisfactory status has changed.

Correction Deadline: 8/7/2018

591-1-1-.14 First Aid & CPR

Not Met

Comment

Please replace expired items in first aid kit.

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 one of ten staff did not have the approved CPR training and one of ten staff did not have current First Aid and CPR training.

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: 9/7/2018

591-1-1-.33 Staff Training

Not Met

Finding

591-1-1-.33(5) requires the Director and person with primary responsibility for food preparation to have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on a review of records that the cook was without the required nutrition training.

POI (Plan of Improvement)

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

Correction Deadline: 9/7/2018

Technical Assistance

591-1-1-.33(7) - Ensure training documentation remains on file for each staff.

Correction Deadline: 8/17/2018

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.

Staffing and Supervision

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

Not Met

Comment

Discussed combining children of mixed ages.

Finding

591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20; and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined based on an observation that upon the consultant's arrival three infants, three one-year-olds, and six two-year-olds were in Room B with one staff when two staff were required.

POI (Plan of Improvement)

The Center will hire additional Staff or reschedule current Staff to meet required Staff:child ratios and will organize children into groups that meet requirements.

Correction Deadline: 8/7/2018

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

Met

Comment

Adequate supervision observed on this date.