



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: 9/5/2018 **VisitType:** Licensing Study **Arrival:** 1:40 PM **Departure:** 5:20 PM

CCLC-2317

Robin's Nest Playschool

1870 Vinson Hwy. Milledgeville, GA 31061 Baldwin County
 (478) 414-1039 robinel@windstream.net

Regional Consultant

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Mailing Address

P.O. Box 2004
 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.
09/05/2018	Licensing Study	Good Standing	
01/25/2018	Monitoring Visit	Good Standing	
09/25/2017	Licensing Study	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
Building 1	A-Right	Three Year Olds and Four Year Olds and Five Year Olds	1	30	NC	21	NC	29	NC	Outside
Building 1	B-Back Left	Two Year Olds	1	5	C	15	C	NA	NA	Snack
Building 1	C-Front Left	Infants and One Year Olds	1	7	NC	16	C	NA	NA	Snack,Nap
Total Capacity @35 sq. ft.: 52			Total Capacity @25 sq. ft.: 84							
Building 2	Back		0	0	C	18	C	25	C	
Building 2	Font		0	0	C	14	C	NA	NA	
Total Capacity @35 sq. ft.: 32			Total Capacity @25 sq. ft.: 84							
Total # Children this Date: 42			Total Capacity @35 sq. ft.: 84			Total Capacity @25 sq. ft.: 84				

Building	Playground	Playground Occupancy	Playground Compliance
Building 1	Right	62	C
Building 2	Left	24	C

Comments

The purpose of this visit was to follow up on the previous monitoring visit conducted on January 25, 2018. The consultant and director discussed mixed ages, ratios, and the upcoming criminal record check changes.

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

Robin Dixon, Program Official

Date

Valarie Musselwhite, Consultant

Date



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Findings Report

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Departure: 5:20 PM

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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) - Ensure lesson plans reflect the current week.

Correction Deadline: 9/5/2018

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

Technical Assistance

591-1-1-.08(6) - If parents are dropping children off at the center please ensure they are being escorted inside to sign arrival records. Furthermore, children's arrival time for after school need to be documented on arrival records by staff.

Correction Deadline: 9/5/2018

Facility**591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

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 an observation that Classroom A housed 30 children when licensed for 29 children during the two hours of use under the 25 square foot amendment.

POI (Plan of Improvement)

The Center will limit the number of children in this space to the licensed capacity and apply for the 25 square foot amendment.

Correction Deadline: 9/5/2018

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

591-1-1-.25(12) - Ensure any fans in use are out of reach of children.

Correction Deadline: 9/5/2018

Technical Assistance

591-1-1-.25(3) - Repair vent fan in the blue restroom of Classroom A.

Correction Deadline: 9/5/2018

Correction Deadline: 1/25/2018

Corrected on 9/5/2018

.25(7) - Correction of previous citation in that consultant observed all doors to unapproved areas locked.

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

Playground observed to be clean and in good repair.

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

591-1-1-.15(2) - Please update infant feeding plans every 90 days.

Correction Deadline: 9/5/2018

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 two infants were observed with bottles in their cribs. One infant was observed lying on their stomach and trying to drink their bottle without their head elevated.

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: 9/5/2018

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 an observation and staff statement that staff are mixing formula bottles in Classroom C.

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: 9/5/2018

591-1-1-.18 Kitchen Operations

Technical Assistance

Technical Assistance

591-1-1-.18(10) - Ensure trash can has a tight fitting lid.

Correction Deadline: 9/5/2018

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

Not Met

Finding

591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. It was determined based on an observation that diaper changing mats in Classroom B and Classroom C were torn and repaired with duct tape.

POI (Plan of Improvement)

The Center will ensure there is a smooth, nonporous changing surface that has a guard or rails for safety in each classroom that houses children wearing diapers. Center Staff will be trained and have adequate supplies to properly clean the diaper changing surface between each diaper change.

Correction Deadline: 9/7/2018

Technical Assistance

591-1-1-.10(8) - Please remember staff cannot have diapering and kitchen responsibilities.

Correction Deadline: 9/5/2018

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

Met

Comment

Proper hand washing observed throughout the center.

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

Met

Comment

The center currently does not dispense or administer medication.

Safety

591-1-1-.05 Animals

Met

Comment

Fish and turtles maintained clean and appropriately caged.

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

Met

Correction Deadline: 1/25/2018

Corrected on 9/5/2018

.11(1) - Correction of previous citation in that consultant observed redirection and staff stated age appropriate discipline.

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

Comment

Complete documentation of transportation observed.

Finding

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on a review of records and consultant observation that one staff was on the center's vehicle that did not have transportation training.

POI (Plan of Improvement)

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 9/15/2018

Technical Assistance

591-1-1-.36(4)(b) - Please be mindful of beginning tears with exposed foam on the center's vehicle.

Correction Deadline: 9/6/2018

Sleeping & Resting Equipment

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

Technical Assistance

Technical Assistance

591-1-1-.30(1)(b)1 - Be mindful of mats beginning to tear and expose foam.

Correction Deadline: 9/5/2018

Staff Records

Records Reviewed: 10

Records with Missing/Incomplete Components: 6

Staff # 1

Not Met

Date of Hire: 06/06/2016

"Missing/Incomplete Components"

Records Reviewed: 10**Records with Missing/Incomplete Components: 6**

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

Staff # 2

Met

Date of Hire: 07/31/2018

Staff # 3

Not Met

Date of Hire: 05/11/2000

"Missing/Incomplete Components"

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

Staff # 4

Met

Date of Hire: 06/12/2017

Staff # 5

Not Met

Date of Hire: 08/14/2017

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 6

Not Met

Date of Hire: 08/21/2017

"Missing/Incomplete Components"

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

Staff # 7

Met

Date of Hire: 01/13/2012

Staff # 8

Met

Date of Hire: 08/01/1997

Staff # 9

Not Met

Date of Hire: 09/10/2012

"Missing/Incomplete Components"

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

Staff # 10

Not Met

Date of Hire: 09/25/2017

"Missing/Incomplete Components"

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

Staff Credentials Reviewed: 10

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

Criminal records checks were observed to be complete. Consultant and director discussed upcoming portability deadline for one staff.

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 five 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: 10/31/2018

591-1-1-.33 Staff Training

Technical Assistance

Technical Assistance

591-1-1-.33(5) - Please have nutrition on file for staff responsibly for cooking, or take a training refresher.

Correction Deadline: 10/5/2018

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

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 Classroom A was observed with a ratio of 1:18 when a ratio of 2:18 was needed. It was further determined, that Classroom C had a ratio of 1:7 when a ratio of 2:7 was needed.

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: 9/5/2018

Finding

591-1-1-.32(4) requires that children under three years old be housed in separate physical areas from older children and cannot be mixed with older children except at specified times and circumstances. It was determined based on an observation that one four-year- old child was observed to be in the same classroom as two-year-old and three-year-old children because the child had an accident in the after school room and needed to be changed into clean clothing.

POI (Plan of Improvement)

The Center will maintain separation of these children under three years old.

Correction Deadline: 9/5/2018

Recited on 9/5/2018

Finding

591-1-1-.32(7) requires that children be supervised at all times and that the persons supervising in the child care area be alert, able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the chaperones and Students-in-Training, and provide timely attention to the children's actions and needs. It was determined based on an observation that staff failed to provide watchful oversight in the following ways:

- one school-aged child entered the center unaccompanied by an adult when dropped off by a school bus across the street from the center
- children that arrived on the center's vehicle for the after school program were not escorted into the building by a staff person
- staff instructed a four-year-old child to walk alone down the hall to another classroom

POI (Plan of Improvement)

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

Correction Deadline: 9/5/2018