



**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:** 9/6/2017    **VisitType:** Licensing Study    **Arrival:** 8:50 AM    **Departure:** 12:45 PM

**CCLC-23667**

**Pat-A-Cake Learning Academy**

4 West 54th Street Savannah, GA 31405 Chatham County  
 (912) 232-2544 r.haynes401@comcast.net

**Mailing Address**

111 Blaine Court  
 Savannah, GA 31405

**Regional Consultant**

Rapheal Betton

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Joint with: Julia Strickland

<b>Compliance Zone Designation</b>		
09/06/2017	Licensing Study	Good Standing
03/22/2017	Monitoring Visit	Good Standing
12/20/2016	Licensing Study	Good Standing

**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.

**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	B (Bk Lt.)	Infants	2	4	C	11	C	NA	NA	Floor Play
Main	A (Ft Lt.)	Two Year Olds and Four Year Olds	2	6	C	10	C	NA	NA	Free Play
Main	C (Bk. Rt.)	One Year Olds and Two Year Olds and Three Year Olds	1	6	C	13	C	NA	NA	Breakfast
Main	D (Ft. Rt.)		0	0	C	7	C	NA	NA	
Total Capacity @35 sq. ft.: 41						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 16			Total Capacity @35 sq. ft.: 41			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	14	C

**Comments**

The purpose of this visit was to conduct a licensing study and to follow up with previous cite visit.

Plan of Improvement: Developed This Date 09/06/2017

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).





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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

**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 consultant's observation that no current lesson plans were observed throughout the center. The last dated lesson plan was August 14, 2017.

**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: 9/6/2017**

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

**Not Met**

**Finding**

591-1-1-.12(2) requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. It was determined based on consultant's observation that in toddler room "C" there was a book shelf that had an exposed wooden-border on the bottom back side if the shelf. In addition, an adult plastic chair had a cracked seat which poses a pinching hazard.

**POI (Plan of Improvement)**

The Center will ensure that equipment and furniture are used by the age-appropriate group of children.

**Correction Deadline: 9/6/2017**

### 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	Met
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u> .08(a)-(f)-Doctor, Clinic, Phone Numbers	
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u> .08(a)-(f)-Doctor, Clinic, Phone Numbers,.08(a)-(f)-Allergies and Disabilities	
Child # 4	Met
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u> .08(k)-Keep center advised of change in Phone Numbers	
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 consultant's review of records that three of six records did not have the release to information. Two of six records did not have physician's name or numbers on file, and two of six children's records did not have the allergy information completed.

#### 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: 9/6/2017**

**Facility**

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

**Met**

#### Comment

Licensed Capacity Routinely Met

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

Observation-Center Clean/Well Maintained

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**591-1-1-.26 Playgrounds(CR)****Not Met****Comment**

591-1-1-.26(4) - Discussed with Director about removal of nail in fence of playground.

**Correction Deadline: 9/6/2017****Comment**

591-1-1-.26(9) - Asked Director to consider removing old kitchen play set on playground as it appears to be a potential safety hazard. Discussed with Director to consider putting drain hose back together on the playground.

**Correction Deadline: 9/6/2017****Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on consultant's observation that the platform on the wooden slide had an unlevel beam which could be a tripping hazard. Also consultant observed a cracked sand box on the playground area which could cause pinching.

**POI (Plan of Improvement)**

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

**Correction Deadline: 9/6/2017**

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<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition****Not Met****Finding**

591-1-1-.15(5) requires that the Center provide a menu listing all meals and snacks to be served during the current week except for School-age Centers where the food may be provided by the Parent(s) by agreement between the School-age Center and the Parent(s). Substitutions shall be recorded on the posted menu and menus shall be retained at the Center for six (6) months. It was determined based on consultant observation that the last posted menu was on August 11, 2017.

**POI (Plan of Improvement)**

The Center will list all of the current week's meals and snacks and all substitutions on the menu and keep past menus on file for six months and will implement a system to monitor this.

**Correction Deadline: 9/6/2017**

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

591-1-1-.18(8) - Please be sure to properly seal and label, and date opened food items in freezer.

**Correction Deadline: 9/6/2017**

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<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Observed-Proper Diapering

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**591-1-1-.17 Hygiene(CR)****Met****Comment**

Observed-Proper Hand Washing Throughout

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

591-1-1-.20 - Director stated that no medications are given.

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**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures****Not Met****Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on consultant observation that the last fire drill posting was in July, 2017. The director stated that one had been done for the month of August, however, it was not noted on the log.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

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

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**Safety**

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

No Animals Kept

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

Observed-Discussion/Redirection

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

No Field Trips at This Time

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

No Routine Transportation Provided

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**Sleeping & Resting Equipment**

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

Observed-Pleasant Naptime Environment

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**Staff Records**

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**Records Reviewed: 5****Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 10/01/2007

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 0**

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Staff # 2	Met
Date of Hire: 07/31/2017	
Staff # 3	Met
Date of Hire: 08/05/2016	
Staff # 4	Met
Date of Hire: 06/13/2008	
Staff # 5	Met
Date of Hire: 12/01/2016	

**Staff Credentials Reviewed: 5**

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

**Comment**

591-1-1-.09 - Consultant observed that all Criminal Records were complete.

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

**Correction Deadline: 6/22/2016**

**Corrected on 9/6/2017**

**.33(4) - The previous citation was corrected in that the citation that was previously given was for an employee who is no longer employed.**

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

**Comment**

591-1-1-.31(13) - Consultant observed that staff complied with all applicable laws.

**Correction Deadline: 9/6/2017**

**Staffing and Supervision**

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

**Comment**

Observed-Appropriate Staff:Child Ratios

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

**Comment**

Observed-Adequate Supervision