

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

Compliance Zone Designation				
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.		25 SF. Comp.	Notes
Main	B (Bk Lt.)	Infants	2	4	С	11	С	NA	NA	Floor Play
Main	A (Ft Lt.)	Two Year Olds and Four Year Olds	2	6	С	10	С	NA	NA	Free Play
Main	C (Bk. Rt.)	One Year Olds and Two Year Olds and Three Year Olds	1	6	С	13	С	NA	NA	Breakfast
Main	D (Ft. Rt.)		0	0	С	7	С	NA	NA	
		Total Capacity @35 sq. ft.: 4	1		Total C ft.: 0	apacity @	25 sq.			
								`		

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).



Reminder: <u>All</u> 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.



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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@decal.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://decal.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)

L. Denise Haynes, Program Official	Date	Rapheal Betton, Consultant	Date
Julia Strickland. Consultant	Date		



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Findings Report

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

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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

Records Reviewed: 6

Records with Missing/Incomplete Components: 3

Child #1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Doctor, Clinic, Phone Numbers

Child #3

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Doctor, Clinic, Phone Numbers..08(a)-(f)-Allergies and Disabilities

Child #4

Met

Child #5

Not Met

"Missing/Incomplete Components"

.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.

v1.03

Correction Deadline: 9/6/2017

Facility

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

Met

Comment

Licensed Capacity Routinely Met

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

Met

Comment

Observation-Center Clean/Well Maintained

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

Food Service

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

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

Health and Hygiene

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

Met

Comment

Observed-Proper Diapering

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

Met

Comment

Observed-Proper Hand Washing Throughout

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

Met

Comment

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

Policies and Procedures

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

Safety 591-1-1-.05 Animals Met Comment No Animals Kept 591-1-1-.11 Discipline(CR) Met Comment Observed-Discussion/Redirection 591-1-1-.13 Field Trips(CR) Met Comment No Field Trips at This Time 591-1-1-.36 Transportation(CR) Met Comment No Routine Transportation Provided **Sleeping & Resting Equipment**

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

Met

Comment

Observed-Pleasant Naptime Environment

Staff Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

Staff # 1 Met

Date of Hire: 10/01/2007

Records with Missing/Incomplete Components: 0 **Records Reviewed: 5** 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: 5 591-1-1-.09 Criminal Records Check(CR) Met Comment 591-1-1-.09 - Consultant observed that all Criminal Records were complete. 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. 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 591-1-1-.32 Staff:Child Ratios and Group Size(CR) Met

Comment

Observed-Appropriate Staff: Child Ratios

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

Met

Comment

Observed-Adequate Supervision