



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: 11/8/2018 **VisitType:** Licensing Study **Arrival:** 11:40 AM **Departure:** 3:00 PM

CCLC-243

Wee Tots Child Care

166 Honey Hole Rd. Thomson, GA 30824 McDuffie County
 (706) 597-8855 gran9452@bellsouth.net

Regional Consultant

Valarie Musselwhite

Phone: (770) 357-9988

Fax: (678) 302-2440

valarie.musselwhite@decal.ga.gov

Mailing Address

Same

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.
11/08/2018	Licensing Study	Good Standing	
06/12/2018	POI Follow Up	Good Standing	
05/21/2018	POI Follow Up	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
Building 1	A-Right	Infants and One Year Olds	2	12	C	21	C	NA	NA	Nap
Building 1	B- Left	Two Year Olds	1	12	NC	28	C	NA	NA	Nap
Building 1	Back	Four Year Olds	2	8	C	32	C	45	C	Nap
Total Capacity @35 sq. ft.: 81			Total Capacity @25 sq. ft.: 99							
Building 2	A- Entrance		0	0	C	7	C	NA	NA	
Building 2	B-Front	Three Year Olds	1	10	C	11	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 18			Total Capacity @25 sq. ft.: 99							
Total # Children this Date: 42			Total Capacity @35 sq. ft.: 99			Total Capacity @25 sq. ft.: 99				

Building	Playground	Playground Occupancy	Playground Compliance
Building 1	Back	46	C

Comments

The consultant discussed criminal record check procedures and instructions. The consultant and director went through the steps together on the centers Koala account.

Plan of Improvement: Developed This Date 11/08/2018

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).



Please refer to the website, <http://www.dec.state.ga.us/CCS/RulesAndRegulations.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

Laveta Grant, 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: 11/8/2018 **VisitType:** Licensing Study **Arrival:** 11:40 AM **Departure:** 3:00 PM

CCLC-243

Wee Tots Child Care

166 Honey Hole Rd. Thomson, GA 30824 McDuffie County
(706) 597-8855 gran9452@bellsouth.net

Mailing Address
Same

Regional Consultant

Valarie Musselwhite
Phone: (770) 357-9988
Fax: (678) 302-2440
valarie.musselwhite@decal.ga.gov

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) - Please ensure lesson plans are dated with the current date.

Correction Deadline: 11/8/2018

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

Met

Correction Deadline: 6/26/2018

Corrected on 11/8/2018

.12(6) - Correction of previous citation in that the consultant observed a variety of age appropriate toys accessible to the children in Classroom A - Right.

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

N/A

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

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****Technical Assistance**

591-1-1-.06(1) - Please ensure all sinks have adequate pressure to allow water to become warm for proper hand washing.

Correction Deadline: 12/8/2018

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(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on an observation that five large areas of exposed concrete were located along the walls of the building on the playground.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 11/30/2018

Technical Assistance

591-1-1-.25(7) - Please ensure storage rooms located in the halls maintained locked at all times.

Correction Deadline: 11/8/2018

591-1-1-.25 Physical Plant-Structural/Mechanical**Technical Assistance****Technical Assistance**

591-1-1-.25(10) - Please replace or repair smoke detector in Building 2.

Correction Deadline: 11/8/2018

591-1-1-.26 Playgrounds(CR)**Met****Technical Assistance**

591-1-1-.26(4) - Please secure wire over the entrance of the fence gap beside Building 2.

Correction Deadline: 11/8/2018

Technical Assistance

591-1-1-.26(6) - Please be mindful of swings chains beginning to rust.

Correction Deadline: 11/18/2018

Food Service

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

Comment

Please ensure that infant feeding forms are updated every 90 days.

591-1-1-.18 Kitchen Operations

Technical Assistance

Technical Assistance

591-1-1-.18(6) - Please ensure sippy cups are washed properly after each use.

Correction Deadline: 11/8/2018

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

N/A

Comment

Center does not keep animals on premises.

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

Met

Comment

Staff were observed to maintain a positive learning environment on this date.

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)

N/A

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Not Met

Technical Assistance

591-1-1-.30(1)(a)3 - Please ensure crib sheets are washed daily or changed as needed if sheets become soiled.

Correction Deadline: 11/8/2018

Finding

591-1-1-.30(1)(b)3 requires that sheets or similar coverings for cots or mats shall either be marked for individual use or laundered daily. If marked for individual use, they must be laundered weekly or more frequently if needed. It was determined based on staff statements that cot sheets are washed every other week.

POI (Plan of Improvement)

The Center will ensure that sheets are marked for individual use or washed daily and that marked sheets are washed at least weekly.

Correction Deadline: 11/8/2018

Staff Records

Records Reviewed: 12

Records with Missing/Incomplete Components: 5

Staff # 1	Not Met
Date of Hire: 10/24/2018	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 2	Not Met
Date of Hire: 05/01/2008	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 3	Met
Date of Hire: 06/30/2013	
Staff # 4	Met
Date of Hire: 11/01/1995	
Staff # 5	Met
Date of Hire: 10/12/2018	
Staff # 6	Not Met
Date of Hire: 06/06/2017	
<u>"Missing/Incomplete Components"</u>	
.33(4)-1st Yr. Training 2 Hrs. (Abuse) Missing	
Staff # 7	Met
Date of Hire: 04/06/2012	
Staff # 8	Met
Date of Hire: 06/05/1996	
Staff # 9	Met
Date of Hire: 09/25/2017	
Staff # 10	Met
Date of Hire: 08/07/2001	
Staff # 11	Not Met
Date of Hire: 05/27/2015	

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 12

Not Met

Date of Hire: 06/05/1996

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.33(3)-Health & Safety Certificate

Staff Credentials Reviewed: 12**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Technical Assistance**

591-1-1-.09(1)(b) - Please ensure director remains supervised by staff with comprehensive criminal record check at all times. Please ensure all needed documents are submitted to the criminal record unit.

Correction Deadline: 11/8/2018**Finding**

591-1-1-.09(1)(d) requires the Center to ensure that every Provisional Employee has a valid and current satisfactory Fingerprint Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center and must be supervised at all times by a Director or Employee with a valid and current satisfactory Comprehensive Records Check Determination. The Fingerprint Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Provisional Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Fingerprint Records Check Determination is required. It was determined based on an observation that one staff hired on June 6, 2017 who has a national criminal records check on file was alone and unsupervised.

POI (Plan of Improvement)

The Center will ensure that every Provisional Employee has a valid and current satisfactory Fingerprint Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center and must be supervised at all times by a Director or Employee with a valid and current satisfactory Comprehensive Records Check Determination. The Fingerprint Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Provisional Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Fingerprint Records Check Determination is required.

Correction Deadline: 11/8/2018**Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of records that the center did not electronically port a criminal record check for one staff hired on October 24, 2018.

POI (Plan of Improvement)

The Center will ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed.

Correction Deadline: 11/8/2018

Technical Assistance

591-1-1-.09(1)(j) - Please ensure to request portability for one staff hired on September 25, 2017. As a reminder, new rules implemented on October 1, 2018 all staff must be electronically ported.

Correction Deadline: 11/8/2018

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

Correction Deadline: 6/12/2018

Corrected on 11/8/2018

.09(1)(h) - Correction of previous citation in that all staff have a satisfactory criminal record check verified by the consultant on Koala.

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

Comment

Evidence observed of 100% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training Not Met

Comment

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

Finding

591-1-1-.33(4) requires all Staff who provide any direct care to children, except independent contractors, Students-in-Training and volunteers, to obtain ten (10) clock hours of training or instruction in child care issues from an accredited school or Department-approved source. At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children. It was determined based on a review of records that one staff hired on June 6, 2017 did not obtain the required first year training.

POI (Plan of Improvement)

The Center will plan and schedule training and follow up to ensure that direct care Staff complete the required hours of training in the required subjects.

Correction Deadline: 11/30/2018

Recited on 11/8/2018

Finding

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on a review of records that three staff did not obtain the required ten hours of annual training for 2017.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 12/31/2018

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, upon the consultant's arrival, that Classroom B - Left had a ratio of 1:12 with one staff and twelve two-year-olds when a ratio of 2:12 was 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: 11/8/2018

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

Not Met

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 a school-aged child arrived at the center by a school bus, entered the center, and walked down the hallway to his classroom independently,

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. The center will supervise children that arrive on school buses as they enter the building and escort them to their classroom.

Correction Deadline: 11/8/2018

Recited on 11/8/2018