

# 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: 2/20/2020 VisitType: Licensing Study Arrival: 9:15 AM Departure: 4:55 PM

CCLC-246

# West Rome Kids' Stop

2 Mathis Drive Rome, GA 30165 Floyd County (706) 236-9600 kidsstopinc@yahoo.com

Mailing Address 1700 Dean Street Rome, GA 30161

Quality Rated: 🌟

# Regional Consultant

Rachael Brown

Phone: (770) 342-7795 Fax: (678) 891-5887

rachael.brown@decal.ga.gov

Compliance Zone Designation				
02/20/2020	Licensing Study	Good Standing		
09/16/2019	Monitoring Visit	Good Standing		
03/14/2019	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	3's-1R	Three Year Olds	2	17	С	14	NC	NA	NA	Free Play
Main	Infant- Middle Rear	Infants	1	4	С	11	С	NA	NA	Free Play,Nap
Main	Middle Front-Part of 3's Room	Two Year Olds	1	8	С	8	С	NA	NA	Free Play,Diapering
Main	Pre-K 1-1L	PreK	2	18	С	48	С	NA	NA	Circle Time
Main	Pre-K 2-2L		0	0	С	41	С	NA	NA	Not In Use
Main	School Age-2R		0	0	С	12	С	NA	NA	Not In Use
Main	Tiny Tots-Back Right- 3R	One Year Olds	1	6	С	12	С	NA	NA	Diapering,Circle Time
		Total Capacity @35 sq. ft.: 1	46		Total C ft.: 0	apacity @	25 sq.			

Total # Children this Date: 53 Total Capacity @35 sq. ft.: 146 Total Capacity @25 sq. ft: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	infant/toddler	18	С
Main	Older children	66	С

#### Comments

Plan of Improvement: Developed This Date 02/20/2020

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, <a href="http://www.decal.ga.gov/CCS/RulesAndRegulations.aspx">http://www.decal.ga.gov/CCS/RulesAndRegulations.aspx</a>, 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@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: <a href="http://decal.ga.gov/ChildCareServices/RefutationInformation.aspx">http://decal.ga.gov/ChildCareServices/RefutationInformation.aspx</a>

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: <a href="https://qualityrated.decal.ga.gov/">https://qualityrated.decal.ga.gov/</a>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or <a href="mailto:gualityrated@decal.ga.gov">gualityrated@decal.ga.gov</a>

Shae Stamey, Program Official	Date	Rachael Brown, Consultant	Date
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Georgia Department of Early Care and Learning



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# **Findings Report**

Date: 2/20/2020 Arrival: 9:15 AM Departure: 4:55 PM VisitType: Licensing Study

**CCLC-246 Regional Consultant** 

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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 are completed and posted in a timely manner.

Correction Deadline: 2/20/2020

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

Comment

A variety of equipment and toys were observed throughout the center.

Comment

Equipment and furniture observed to be properly secured, as applicable.

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

Met

Comment

Pool not in use at this time, gates observed locked.

**Children's Records** 

#### **Records Reviewed: 5 Records with Missing/Incomplete Components: 3**

Child #1 Met

Child # 2 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child #3 Not Met

"Missing/Incomplete Components"

### **Records Reviewed: 5**

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

.08(3)-Address of Release Person Missing

Child # 4 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 5 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 review of records that three of five children's files did not have addresses of the persons to whom the child may be released.

# 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: 2/20/2020

Facility

591-1-1-.06 Bathrooms Met

#### Comment

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

# 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 observation that the 3's-1R classroom had 17 children present when the room had a capacity of 14 children.

## POI (Plan of Improvement)

The Center will limit the number of children in this space to the licensed capacity. The center will submit an Amendment application to combine two separate licensed spaces into one large space.

Correction Deadline: 2/20/2020

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

Met

#### Comment

No hazards observed accessible to children on this date.

Correction Deadline: 9/16/2019

## Corrected on 2/20/2020

.25(13) - Citation observed to be corrected on this date. Consultant did not observe hazards accessible to children on this date.

# 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

#### Comment

Center menu meets USDA guidelines.

#### Comment

Please ensure that bottles are covered and fully labeled with child's full name.

#### Finding

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined based on review of documents that a signed written feeding plan was not available for two of three enrolled infants.

# POI (Plan of Improvement)

The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis that will include center staff involved with enrollment and those working in the infant classrooms.

Correction Deadline: 2/20/2020

# 591-1-1-.18 Kitchen Operations

**Technical Assistance** 

#### **Technical Assistance**

591-1-1-.18(1) - Monitor expiration dates for bread and other perishable foods.

Correction Deadline: 2/20/2020

**Health and Hygiene** 

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

Met

## Comment

Proper diapering procedures observed.

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

**Technical Assistance** 

#### **Technical Assistance**

591-1-1-.17(7) - Ensure children's hands are washed with soap and warm running water after diapering.

Correction Deadline: 2/20/2020

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

N/A

## Comment

The Provider currently does not dispense/administer medication.

**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 review of documents that monthly fire drills were not conducted for November 2019 and December 2019.

## 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: 2/25/2020

#### 591-1-1-.27 Posted Notices

Met

#### Comment

Observed all required posted notices.

# 591-1-1-.29 Required Reporting

Met

#### Comment

Discussed reporting requirements.

Safety

## 591-1-1-.05 Animals

Met

## Comment

Animals maintained clean and appropriately caged.

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

Met

#### Comment

Age-appropriate discussion and/or redirection observed.

# 591-1-1-.13 Field Trips(CR)

Met

#### Comment

Center does not participate in field trips at this time. Staff stated no field trips since previous visit.

## 591-1-1-.36 Transportation(CR)

Met

#### Comment

A current/completed inspection was observed for all vehicles used in transporting children this date. Ensure appropriate center name and address are listed on inspection report.

## Comment

Complete documentation of transportation observed.

## Comment

The vehicle had an approved fire extinguisher and first aid kit on this date.

Sleeping & Resting Equipment

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

Met

#### Comment

Discussed SIDS and infant sleeping position.

## Comment

Pleasant naptime environment observed.

#### Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Staff Records

**Records Reviewed: 16** 

**Records with Missing/Incomplete Components: 15** 

Staff # 1 Not Met

Date of Hire: 01/09/2020

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing, .24(1)-Work Experience Missing

Staff # 2 Not Met

Date of Hire: 03/06/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing, .33(5)-10 Hrs. Annual Training, .09-Criminal Records Check Missing

Staff # 3 Not Met

Date of Hire: 08/27/2019

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.24(1)-Work Experience Missing,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate

Staff # 4 Not Met

Date of Hire: 01/30/2020

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.24(1)-10 Yr. Work History Missing

Staff # 5 Not Met

Date of Hire: 06/02/1999

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training

Staff # 6 Not Met

Date of Hire: 10/01/2019

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.24(1)-Work Experience Missing,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 7 Not Met

Date of Hire: 12/18/2019

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.24(1)-Work Experience Missing

Staff # 8 Not Met

Date of Hire: 07/01/2019

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate

Staff #9 Met

Date of Hire: 10/20/2016

Not Met Staff # 10

Date of Hire: 02/03/2020

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 11 Not Met

Date of Hire: 09/16/2019

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate

Staff # 12 Not Met

Date of Hire: 11/27/2018

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing,.33(5)-10 Hrs. Annual Training

Staff # 13 Not Met

Date of Hire: 02/18/2020

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.24(1)-10 Yr. Work History Missing

Staff # 14 Not Met

Date of Hire: 09/19/2019

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate

Staff # 15 Not Met

Date of Hire: 02/07/2020

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.24(1)-Work Experience Missing

Staff # 16 Not Met

Date of Hire: 11/19/2014

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(5)-10 Hrs.

**Annual Training** 

Staff Credentials Reviewed: 4

#### Comment

Director provided seven files for employees hired since last visit.

## **Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on review of records that employee #2 had a criminal background check that was outside of portability and a new application had not been made on this date.

## POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will view videos to ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will view videos to ensure the CRC rules are maintained.

#### Correction Deadline: 2/20/2020

## **Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive 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. The Comprehensive 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 Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on review of records that employee #2 had a comprehensive satisfactory records check that was older than the preceding 12 months of hire with an as of date of May 25, 2016 and a hire date of March 6, 2018.

# POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will view videos to ensure that every Employee has a valid and current satisfactory Comprehensive 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. The Comprehensive 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 Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will view videos to ensure the CRC rules are maintained.

## Correction Deadline: 2/20/2020

#### **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 review of documents that eight of twenty one employees had a comprehensive satisfactory criminal background check that had not been electronically ported. Criminal background checks were ported on this date.

## POI (Plan of Improvement)

Center will ensure criminal background checks for employees are ported electronically before providing care for children.

Correction Deadline: 2/20/2020

#### Comment

Please add the following items to first aid kits: Vehicle: thermometer and rubber gloves

center: tweezers, medical tape, thermometer, and protective eye wear.

#### **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 review of records that ten of twenty one applicable staff members did have CPR and First Aid 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: 3/21/2020

## 591-1-1-.24 Personnel Records

**Not Met** 

#### **Finding**

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on review of records that sixteen of twenty one employees did not have evidence of required orientation. In addition, seven of twenty one employees did not have ten years of employment history.

# POI (Plan of Improvement)

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 2/25/2020

## 591-1-1-.33 Staff Training

**Not Met** 

#### **Finding**

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on review of records that nine of fifteen applicable employees had not completed health and safety orientation training within the first 90 days of employment.

## POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates and will ensure that the training includes all required components as required.

Correction Deadline: 3/21/2020

#### Finding

591-1-1-.33(4) requires within the first year of employment, the Director and person with primary responsibility for food preparation shall have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on review of records that the Director did not have four clock hours of training in food service and nutrition.

## POI (Plan of Improvement)

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

Correction Deadline: 3/21/2020

## **Finding**

91-1-1-33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on review of records that seven of nine applicable employees did not have ten clock hours of annual training for 2019.

#### **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: 3/21/2020

591-1-1-.31 Staff(CR) Not 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.

#### Comment

Staff observed to be compliant with applicable laws and regulations.

#### Finding

591-1-1-.31(1)(a) requires the Center to have a Director who is responsible for the supervision, operation and maintenance of the Center. The Director must be on the Center's premises. If the Director is absent from the Center at any time during the hours of the Center's operation, there shall be an officially designated person on the Center site to assume responsibility for the operation of the Center, and this person shall have full access to all records required to be maintained under these rules. It was determined based on staff statements that the Director was not regularly present on the center premises and the officially designated person does not have full access to all records on file.

## POI (Plan of Improvement)

The Center will ensure a director, responsible for the supervision, operation and maintenance of the Center is on the premises. during operating hours. The Center will officially designate a person to assume responsibility for the operation of the Center when the director is not present who has full access to all records.

# Correction Deadline: 2/20/2020

# **Finding**

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on review of records that two Lead Teachers did not meet the minimum academic requirements.

# POI (Plan of Improvement)

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

Correction Deadline: 2/20/2020

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

Met

#### Comment

Center observed to maintain appropriate staff:child ratios.

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

Met

#### Comment

Adequate supervision observed on this date.