



**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:** 3/11/2019 **VisitType:** Licensing Study

**Arrival:** 8:00 AM

**Departure:** 12:40 PM

**CCLC-28751**

**Stepping Stones Early Development Center**

305 West White Road Byron, GA 31008 Peach County  
 (478) 956-2510 stepstones956@hotmail.com

**Regional Consultant**

Brandi Mangino

Phone: (478) 314-9726

Fax: (478) 599-0169

brandi.mangino@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
03/11/2019	Licensing Study	Good Standing	
09/26/2018	Monitoring Visit	Good Standing	
05/16/2018	Licensing Study	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
Main	A	Infants and One Year Olds	2	11	C	17	C	NA	NA	Nap, Floor Play
Main	B	Infants	3	7	C	14	C	NA	NA	Feeding, Nap, Floor Play, Diapering
Main	C	One Year Olds	2	13	C	14	C	NA	NA	Centers
Main	D	One Year Olds	1	3	C	13	C	NA	NA	Centers
Main	E	One Year Olds and Two Year Olds	1	4	C	12	C	NA	NA	Circle Time, Story
Main	F	Two Year Olds	1	8	C	15	C	NA	NA	Story
Main	G	Two Year Olds and Three Year Olds	1	7	C	15	C	NA	NA	Story
Main	H	Three Year Olds and Four Year Olds	1	16	NC	17	C	NA	NA	Story
Main	I	Three Year Olds	1	15	C	17	C	NA	NA	Story
Main	J	PreK	2	18	C	20	C	28	C	Centers
Main	K	PreK	2	21	C	26	C	36	C	Centers
Main	L	Three Year Olds and Four Year Olds	2	25	C	25	C	35	C	Centers
Main	M	Two Year Olds	1	5	C	13	C	NA	NA	Centers
Main	N	Two Year Olds and Three Year Olds	1	7	C	10	C	NA	NA	Story
Main	O	PreK	2	19	C	32	C	45	C	Centers

Total Capacity @35 sq. ft.: 260


Total Capacity @25 sq. ft.: 301

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground E	58	C
Main	Playground A	12	C
Main	playground B	44	C
Main	playground C	50	C
Main	playground D	50	C

**Comments**

Plan of Improvement: Developed This Date 03/11/2019

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/Regulations.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](mailto: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](mailto:qualityrated@dec.state.ga.us)

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Katey Ray, Program Official

Date

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Brandi Mangino, Consultant

Date



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### Findings Report

**Date:** 3/11/2019 **VisitType:** Licensing Study **Arrival:** 8:00 AM **Departure:** 12:40 PM

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The following information is associated with a Licensing Study:

### Activities and Equipment

**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.

### Facility

**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)**

**Met**

**Comment**

Please be mindful to keep items that pose a hazard inaccessible to children.

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

**Technical Assistance**

**Technical Assistance**

Consultant discussed that the fencing between the front right and back right came loose in areas and had sharp ends exposed.

**Correction Deadline: 3/11/2019**

### 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)** **Met**

**Comment**

Documentation for medication dispensing observed complete.

**Policies and Procedures**

**591-1-1-.21 Operational Policies & Procedures** **Met**

**Comment**

Emergency drills and procedures were discussed on this date.

**Correction Deadline: 3/16/2019**

**Safety**

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

**Comment**

Age-appropriate discussion and/or redirection observed.

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

**Comment**

Field trip documentation observed to be complete.

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

**Comment**

A current/completed inspection was observed for all vehicles used in transporting children this date.

**Comment**

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

**Sleeping & Resting Equipment**

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

**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: 49**

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

Staff # 1 Met  
Date of Hire: 08/06/2018

Staff # 2 Met

Date of Hire: 09/23/2015

Staff # 3 Met

Date of Hire: 08/10/2015

Staff # 4 Met

Date of Hire: 10/15/2018

Staff # 5 Met

Date of Hire: 08/06/2015

Staff # 6 Met

Date of Hire: 02/25/2019

Staff # 7 Met

Date of Hire: 08/02/2018

Staff # 8 Met

Date of Hire: 11/02/2015

Staff # 9 Met

Date of Hire: 06/14/2018

Staff # 10 Met

Date of Hire: 09/06/2012

Staff # 11 Met

Date of Hire: 08/09/2009

Staff # 12 Met

Date of Hire: 02/03/2011

Staff # 13 Met

Date of Hire: 06/04/2018

Staff # 14 Met

Date of Hire: 01/19/2018

Staff # 15 Met

Date of Hire: 03/23/2017

Staff # 16 Met

Date of Hire: 07/01/2017

Staff # 17 Met

Date of Hire: 07/20/2009

Staff # 18 Date of Hire: 07/22/2009	Met
Staff # 19 Date of Hire: 01/14/2016	Met
Staff # 20 Date of Hire: 11/26/2018	Met
Staff # 21 Date of Hire: 09/07/2017	Met
Staff # 22 Date of Hire: 01/09/2015	Met
Staff # 23 Date of Hire: 11/29/2018	Met
Staff # 24 Date of Hire: 08/11/2000	Met
Staff # 25 Date of Hire: 10/09/2017	Met
Staff # 26 Date of Hire: 03/16/2015	Met
Staff # 27 Date of Hire: 10/16/2018	Met
Staff # 28 Date of Hire: 08/30/2015	Met
Staff # 29 Date of Hire: 08/07/2009	Met
Staff # 30 Date of Hire: 03/20/2017	Met
Staff # 31 Date of Hire: 07/27/2017	Met
Staff # 32 Date of Hire: 07/30/2030	Met

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 33 Date of Hire: 03/04/2016	Met
Staff # 34 Date of Hire: 04/28/2015	Met
Staff # 35 Date of Hire: 01/23/2017	Met
Staff # 36 Date of Hire: 09/22/2016	Met
Staff # 37 Date of Hire: 08/06/2018	Met
Staff # 38 Date of Hire: 05/26/2017	Met
Staff # 39 Date of Hire: 01/18/2018	Met
Staff # 40 Date of Hire: 11/02/2015	Met
Staff # 41 Date of Hire: 09/11/2001	Met
Staff # 42 Date of Hire: 08/31/2018	Met
Staff # 43 Date of Hire: 07/20/2009	Met
Staff # 44 Date of Hire: 01/17/2017	Met
Staff # 45 Date of Hire: 03/15/2016	Met
Staff # 46 Date of Hire: 10/23/2017	Met
Staff # 47 Date of Hire: 04/14/2006	Met



**Records Reviewed: 49**

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

Staff # 48

Met

Date of Hire: 10/03/2017

Staff # 49

Met

Date of Hire: 09/12/2016

**Staff Credentials Reviewed: 49**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**

**Met**

**Comment**

Director provided four file(s) for employees hired since last visit.

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Not Met**

**Finding**

591-1-1-.32(2) requires the Center maintain Staff:child ratios in mixed-age groups based on the age of the youngest group of children that includes more than twenty percent of the total number of children in the mixed-age group. It was determined based on consultant observation that Room H was out of ratio in that one staff member was present with 16, three-year-old and four-year-old children. The classroom staff member stated that 15 children was present and based on consultant observation 16 were present, the staff stated that one child had just arrived and called for assistance. Based on sign in and out logs the child had been signed in for approximately five minutes.

**POI (Plan of Improvement)**

The Center will provide adequate staff when there is a mixed-age group.

**Correction Deadline: 3/11/2019**

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

**Met**

**Comment**

Adequate supervision observed on this date.