



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: 1/31/2019 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 10:25 AM **Departure:** 1:45 PM

CCLC-3035

First Steps Learning Center

61 Grizzle Street Royston, GA 30662 Franklin County
 (706) 245-7170 d_Pulliam@bellsouth.net

Regional Consultant

Margarita Collier

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Mailing Address

P.O. Box 615
 Royston, GA 30662

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.
01/31/2019	Complaint Investigation & Licensing Study	Good Standing	
11/15/2018	Monitoring Visit	Good Standing	
04/24/2018	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-1L	Infants and One Year Olds	2	6	C	18	C	NA	NA	Floor Play, Free Play, Nap, Feeding	
Main	B-1R	Two Year Olds	1	10	C	20	C	NA	NA	Circle Time, Lunch, Story, Transitioning	
Main	C-back	Three Year Olds and Four Year Olds and Five Year Olds	1	15	C	24	C	34	C	Centers	
Total Capacity @35 sq. ft.:			62			Total Capacity @25 sq. ft.:			72		
Total # Children this Date: 31			Total Capacity @35 sq. ft.: 62			Total Capacity @25 sq. ft.:			72		

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground-back	119	C
Main	Playground-right side	31	C

Comments

The purpose of this visit was to conduct a complaint investigation and licensing study visit and to follow-up on the previous visit conducted on November 15, 2018.

January 31, 2019 - The investigation was not closed on this date.

Plan of Improvement: Developed This Date 01/31/2019

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.al.ga.gov/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.al.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://dec.al.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)



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.al.ga.gov/>
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.al.ga.gov

Patricia Pulliam, Program Official

Date

Margarita Collier, Consultant

Date



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Findings Report

Date: 1/31/2019 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 10:25 AM **Departure:** 1:45 PM

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The following information is associated with a Licensing Study Visit:

Activities and Equipment

591-1-1-.03 Activities

Technical Assistance

Technical Assistance

Please ensure that the current week's lesson plan is available for review in each classroom.

Correction Deadline: 1/31/2019

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

Not Met

Technical Assistance

Consultant discussed monitor toys and equipment for normal wear and tear with the director on this date.

Comment

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

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 the white kitchen sink container was broken creating a potential pinching hazard in the home living area located on the front right side of the classroom.

POI (Plan of Improvement)

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

Correction Deadline: 1/31/2019

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

Met

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

Parent authorizations obtained/completed.

Comment

Records were observed to be complete and well organized.

Facility

591-1-1-.06 Bathrooms

Not Met

Technical Assistance

Please monitor bathrooms for necessary supplies.

Finding

591-1-1-.06(4) requires a Center first licensed after March 1, 1991, and Centers that remodel or add to existing plumbing facilities, to have the bathroom area fully enclosed and ventilated to the outside of the building with either an open screened window or functioning exhaust fan and duct system and requires Centers without fully enclosed bathrooms to ensure there is adequate ventilation to control odors and adequate sanitation measures to prevent the spread of contagious diseases. It was determined based on consultant's observation the ventilation was inoperable in the first left restroom located on the front left side of classroom C-Back.

POI (Plan of Improvement)

The Center will fully enclose and ventilate bathroom areas, as required, and will provide adequate ventilation and sanitation in bathrooms that are not fully enclosed.

Correction Deadline: 3/2/2019

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

Technical Assistance

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

Finding

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on consultant's observation the following hazards were observed to be accessible to the children present on this date:

- Classroom B-1R - One tube of "Diaper Rash Ointment," two tubes of "Diaper Rash Paste," and a tube of "Vitamin A & D Ointment" were stored in an unlocked cabinet underneath the diaper changing table located on the front left entrance of the classroom. Seven tubes of "Elmer's Washable School Glue Sticks" were stored on a low sitting shelf in the art area located on the front right side of the classroom.

- Classroom C-Back - A tube of "Blistex Medicated" lip gloss was stored in a child's cubby basket inside of the cubby area located on the back right side of the classroom.

Consultant observed the "Elmer's Washable School Glue Sticks" to contain the label "CHOKING HAZARD- SMALL PARTS. NOT FOR CHILDREN UNDER 3 YEARS." Consultant observed the diaper rash creams and ointments to contain the label "KEEP OUT OF REACH OF CHILDREN."

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 1/31/2019

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 consultant's observation the following areas were in need of repair:

- Classroom A-1L - A ceiling tile was drooping on the back right side of the classroom above the block center.

- Classroom B-1R - The toilet paper holder was not secured to the wall exposing the sheet rock and screws in the first left restroom located on the front left entrance of the classroom.

- Classroom C-Back - The second middle back left light fixture was inoperable.

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: 1/31/2019

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

Not Met

Technical Assistance

Consultant discussed monitoring the playground toys and equipment for normal wear and tear with the director on this date.

Correction Deadline: 11/25/2018

Corrected on 1/31/2019

The previous citation was observed to be corrected on this date. Consultant observed the yellow handles attached to the wooden and yellow sliding structure to be in good repair on this date.

Finding

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on consultant's observation that there was approximately one inch of resilient surface surrounding the fall zones of the yellow sliding structure and the red and blue swing set located on the back left side of Playground-Back and approximately one inch of resilient surface surrounding the fall zones of the blue and silver swing set located on the front left side of Playground-Back. It was further determined based on consultant's observation that there was approximately one inch of resilient surface surrounding the fall zones of the red, blue, and yellow swing set. At least six inches of resilient surface was required around the fall zones of each of the playground equipment on this date.

POI (Plan of Improvement)

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

Correction Deadline: 2/10/2019

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 following hazards were observed on the center's playground areas:

- Playground-Right Side - A rotting wooden board was sitting against the fence located on the back left side of the playground. An exposed black and green pipe was observed behind the orange, yellow, and blue swing set creating a potential tripping hazard.
- Playground-Right Side - An exposed black pipe was observed behind and underneath the yellow truck play structure located on the back left side of the playground area creating a potential tripping hazard. Consultant also observed the black pipe to be cracked underneath the yellow truck play structure.

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: 1/31/2019

Food Service

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

Technical Assistance

Technical Assistance

Please ensure that infant feeding forms are updated regularly.

591-1-1-.18 Kitchen Operations

Met

Comment

Kitchen appears clean and well organized.

Health and Hygiene

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

Technical Assistance

Technical Assistance

Consultant discussed monitoring the diaper changing pad for normal wear and tear with the director on this date.

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

Met

Comment

Staff were observed to remind children to wash hands.

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

Not Met

Technical Assistance

Consultant discussed monitoring children's backpacks and/or diaper bags for any stored medications with the director on this date.

Finding

591-1-1-.20(4) requires the Center to keep medication in a cabinet or container that is locked or otherwise not accessible to the children and to be stored separate from cleaning chemicals, supplies or poisons. Medications requiring refrigeration shall be placed in a leak-proof container in a refrigerator that is not accessible to the children. It was determined based on consultant's observation that a "Flovent HFA" inhaler and a "ProAir HFA" inhaler were stored in a child's backpack in the cubby area located on the back right side of Classroom C-Back. It was further determined based on consultant's observation a prescription bottle of "Paste 1-2-3" was stored in an unlocked cabinet underneath the diaper changing table located on the front left entrance of classroom B-1R. Consultant did not observe the staff members to administer the medications and did not observe a child to access the medication on this date.

POI (Plan of Improvement)

The Center will train Staff on the safe and proper storage of medication and monitor to ensure that the rule is met.

Correction Deadline: 1/31/2019

Policies and Procedures

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

Met

Comment

Consultant observed complete documentation of the required emergency drills on this date.

Correction Deadline: 2/5/2019

591-1-1-.27 Posted Notices

Met

Comment

Observed all required posted notices.

591-1-1-.29 Required Reporting

Technical Assistance

Technical Assistance

Consultant discussed required reporting requirements via DECAL KOALA with the director on this date.

Safety

591-1-1-.05 Animals

Met

Comment

Center does not keep animals on premises.

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

Comment

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

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

Met

Comment

Center does not participate in field trips at this time.

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

Met

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Met

Comment

Please ensure that cribs/cots are labeled for individual use.

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: 5

Records with Missing/Incomplete Components: 2

Staff # 1

Not Met

Records Reviewed: 5**Records with Missing/Incomplete Components: 2**

Date of Hire: 05/07/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 2

Not Met

Date of Hire: 03/09/2002

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 3

Met

Date of Hire: 06/08/2014

Staff # 4

Met

Date of Hire: 08/13/2001

Staff # 5

Met

Date of Hire: 08/15/2016

Staff Credentials Reviewed: 5**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Technical Assistance****Comment**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit was conducted on November 15, 2018.

Comment

Consultant reviewed five staff files on this date. Consultant observed five of five staff members to have evidence of a comprehensive criminal records check letter on file on this date.

Technical Assistance

Consultant discussed the following information with the director on this date:

- Please ensure that all future applicants/staff are listing exact dates (including month/day/year) on 10 year work history form in order to determine any breaks in service from the child care industry.
- Monitor the expiration dates of all current staff members' comprehensive criminal record check letters (expires every five years unless there is a six month or longer break in employment from the child care industry).
- Please ensure to port any new hires' comprehensive criminal record check letters via the center's DECAL KOALA account.

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****Technical Assistance**

Please ensure all newly hired staff members with direct care responsibilities complete the required health and safety training within 90-days of their date of hire and the required first year basic six training hours within one year of their employment anniversary date.

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 consultant's review of staff files one of five staff members did not complete the required 10 hours of annual training for the year 2018.

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: 3/2/2019

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

Met

Comment

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

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

Staff observed to provide direct supervision and be attentive to children's needs.