



**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:** 5/13/2021    **VisitType:** Licensing Study    **Arrival:** 9:30 AM    **Departure:** 12:30 PM

**CCLC-3035**

**First Steps Learning Center**

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

**Regional Consultant**

Kelly Jones

Phone: (770) 357-7062

Fax: (770) 357-7061

kelly.jones@decal.ga.gov

**Mailing Address**

P.O. Box 615  
Royston, GA 30662

**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.
05/13/2021	Licensing Study	Good Standing	
12/02/2020	Monitoring Visit	Good Standing	
05/27/2020	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	1	6	C	18	C	NA	NA	Floor Play
Main	B-1R	One Year Olds and Two Year Olds	2	8	C	20	C	NA	NA	Floor Play, Free Play
Main	C-back	Three Year Olds and Four Year Olds and Five Year Olds and PreK	2	17	C	24	C	34	C	Transitioning, 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**

A virtual inspection was conducted on May 13, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. An Administrative Review was conducted on May 13, 2021 staff records, children's files, training and background checks were all reviewed. The program was in compliance with the Executive Order issued on May 1, 2021 and was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 05/13/2021

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.decal.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@decal.ga.gov](mailto: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)



**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.decal.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@decal.ga.gov](mailto:qualityrated@decal.ga.gov)

Patricia Pulliam, Program Official

Date

Kelly Jones, 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:** 5/13/2021    **VisitType:** Licensing Study    **Arrival:** 9:30 AM    **Departure:** 12:30 PM

#### CCLC-3035

#### First Steps Learning Center

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

#### Mailing Address

P.O. Box 615  
Royston, GA 30662

#### Regional Consultant

Kelly Jones

Phone: (770) 357-7062

Fax: (770) 357-7061

kelly.jones@decal.ga.gov

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.

#### Comment

Discussed rotating toys to support the procedures of daily disinfecting.

#### Comment

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

#### 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****Not Met****Finding**

591-1-1-.08(6) requires the Center to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was determined based on a review of records that the date was missing from toddler, pre-k and after school daily arrival and departure forms.

**POI (Plan of Improvement)**

The Center will maintain arrival and departure records as required, will ensure the documentation includes all of the required information, and will provide the records to the Department when requested.

**Correction Deadline: 5/13/2021**

---

**Facility**

---

**591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

**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**

Center appears clean and well maintained.

**Comment**

No hazards observed accessible to children on this date.

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

The outside area appears clean and well maintained. Consultant discussed monitoring the playground and fence surrounding the playground area for normal wear and tear (i.e. exposed roots, active ant beds, resilient surface levels, entrapment hazards, etc.) with the director on this date. Consultant discussed with the director the removal of the swing frames not in use.

---

**Food Service**

---

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

Center menu meets USDA guidelines.

**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)** **Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Diapering was not directly observed during the virtual walk through on this date. Staff stated knowledge of proper diapering procedures.

---

**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**

A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit. Consultant discussed with provider to ensure to maintain records as required by the department.

---

**591-1-1-.22 Parental Access** **Met**

**Comment**

591-1-1-.22 - Parental Access requirements are met per current COVID-19 guidelines.

**Correction Deadline: 5/13/2021**

---

**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**

Center does not keep animals on premises.

---

**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.

---

**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**

Discussed SIDS and infant sleeping position.

**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: 1**

Staff # 1	Met
Date of Hire: 04/15/2019	
Staff # 2	Not Met
Date of Hire: 08/15/2016	
<u>"Missing/Incomplete Components"</u>	
.31(2)(b)2.-Staff Qualifications-Education Missing	
Staff # 3	Met
Date of Hire: 08/01/2001	
Staff # 4	Met
Date of Hire: 06/08/2014	
Staff # 5	Met
Date of Hire: 10/01/2018	

---

**Staff Credentials Reviewed: 8**

---

**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****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 12/2/2020.

**Comment**

Five of five Criminal record checks were observed to be complete.

---

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

A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit. Consultant discussed with provider to ensure to maintain materials and supplies as required by the department.

**Comment**

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

---

**591-1-1-.33 Staff Training****Met****Correction Deadline: 12/31/2020**

Corrected on 5/13/2021

.33(4) - The previous citation was observed to be corrected on this date. The director had evidence of the required food preparation shall have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage on file.

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. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during the virtual walk through on this date. The program is in compliance with the Executive Order issued on May 1, 2021.

**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 a review of records that staff # 1, hire date August 15, 2016, did not have evidence of the required lead teacher credentials on file. .

**POI (Plan of Improvement)**

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

**Correction Deadline: 6/14/2021**

Recited on 5/13/2021

**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**

Adequate supervision observed on this date. Consultant discussed with the director the new revision to the supervision rule which states: Staff shall be attentive and participating with all children during meal times and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.