



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: 5/27/2020 **VisitType:** Licensing Study **Arrival:** 12:30 PM **Departure:** 3:15 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

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Mailing Address

P.O. Box 615
 Royston, GA 30662

Quality Rated: ★ ★ ★

Compliance Zone Designation		
05/27/2020	Licensing Study	Good Standing
10/24/2019	Monitoring Visit	Good Standing
09/05/2019	Complaint Closure	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	A-1L	Infants and One Year Olds	1	6	C	18	C	NA	NA	Free Play, Nap, Floor Play
Main	B-1R	Two Year Olds	1	6	C	20	C	NA	NA	Nap
Main	C-back	Three Year Olds and Four Year Olds and Six Year Olds and Over and PreK	1	14	C	24	C	34	C	Nap
Total Capacity @35 sq. ft.:			62			Total Capacity @25 sq. ft.: 72				
Total # Children this Date:			26			Total Capacity @25 sq. ft.: 72				

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

Comments

Administrative Review complete on May 27, 2020. A virtual inspection was conducted on June 10, 2020 with the director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 29, 2020 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 05/27/2020

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, <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

Patricia Pulliam, Program Official

Date

Kelly Jones, Consultant

Date



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Findings Report

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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. A virtual visit was conducted due to COVID-19 pandemic.

Comment

Equipment and furniture observed to be properly secured, as applicable. A virtual visit was conducted due to COVID-19 pandemic.

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**

Records were observed to be complete and well organized.

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. The consultant observed the licensed capacity while conducting a Virtual Visit due to the COVID-19 pandemic.

591-1-1-.25 Physical Plant - Safe Environment(CR)**Met****Correction Deadline: 10/31/2019****Corrected on 5/27/2020****.25(3) - The previous citation was observed to be corrected on this date. The consultant observed that the refrigerator had been removed and the sink cabinet was in good repair.**

591-1-1-.26 Playgrounds(CR)**Met****Correction Deadline: 10/24/2019****Corrected on 5/27/2020****.26(2) - The previous citation was corrected on this date. The consultant observed the required six inches of resilient surface throughout both playgrounds.****Food Service**

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

Center menu meets USDA guidelines.

Correction Deadline: 10/24/2019**Corrected on 5/27/2020****.15(3) - The previous citation was observed to be corrected on this date. The consultant observed all bottles to be labeled.**

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**

591-1-1-.10(1) - A Virtual Visit was conducted due to COVID-19 pandemic. Diapering was not directly observed during the virtual walk through. Regulations regarding proper diaper changing procedures were discussed with the Director on this date.

Correction Deadline: 5/27/2020

591-1-1-.17 Hygiene(CR)**Technical Assistance****Technical Assistance**

591-1-1-.17(1) - A Virtual Visit was conducted due to COVID-19 pandemic. Hand washing was not directly observed during the walk through on this date. Hand washing and sanitizing requirements were discussed with the provider on this date.

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed during a virtual walk through on this date.

Correction Deadline: 5/27/2020

591-1-1-.20 Medications(CR)**Met****Comment**

Documentation for medication dispensing observed complete.

Policies and Procedures

591-1-1-.22 Parental Access**Technical Assistance****Technical Assistance**

591-1-1-.22 - A Virtual Visit was conducted due to COVID-19 pandemic. The consultant discussed the restriction of parent access into the center adhering to the COVID-19 guidelines.

Correction Deadline: 5/27/2020**Safety**

591-1-1-.05 Animals**Met****Comment**

Center does not keep animals on premises.

591-1-1-.11 Discipline(CR)**Technical Assistance****Technical Assistance**

591-1-1-.11 - A virtual Visit was conducted due to COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director.

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)**Met****Comment**

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 4**Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Records Reviewed: 4

Records with Missing/Incomplete Components: 0

Date of Hire: 08/15/2016

Staff # 2

Met

Date of Hire: 08/01/2001

Staff # 3

Met

Date of Hire: 06/08/2014

Staff # 4

Met

Date of Hire: 10/01/2018

Staff Credentials Reviewed: 7

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 on October 24

Comment

Criminal record checks were observed to be complete.

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

Met

Comment

Evidence observed of 100% of center staff certified in First Aid and CPR. Five staff files were reviewed on this date

591-1-1-.33 Staff Training

Not Met

Comment

Documentation observed of required staff training.

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 a review of records that staff member # 5 hired on August 13, /2001 didn't have evidence of the four hours of nutrition training on file.

POI (Plan of Improvement)

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

Correction Deadline: 6/26/2020

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

Technical Assistance

Comment

Staff observed to be compliant with applicable laws and regulations.

Technical Assistance

591-1-1-.31(3)(a) - Consultant discussed with the director that with a licensed capacity of more than 19 children there must be a lead teacher for the classroom the director can't act as director and teacher.

Correction Deadline: 5/27/2020

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.