



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: 10/24/2019 **VisitType:** Monitoring Visit

Arrival: 9:20 AM

Departure: 1:30 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@decals.ga.gov

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. |
|------------------------------------|-----------------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10/24/2019 | Monitoring Visit | Good Standing | |
| 09/05/2019 | Complaint Closure | Good Standing | |
| 07/29/2019 | Complaint Investigation Follow Up | 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 | One Year Olds | 1 | 3 | C | 18 | C | NA | NA | Free Play |
| Main | B-1R | One Year Olds and Two Year Olds | 1 | 7 | C | 20 | C | NA | NA | Floor Play |
| Main | C-back | Three Year Olds and Four Year Olds and Five Year Olds | 1 | 8 | C | 24 | C | 34 | C | Centers,Story |
| Total Capacity @35 sq. ft.: 62 | | | | | | Total Capacity @25 sq. ft.: 72 | | | | |
| Total # Children this Date: 18 | | | 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 monitoring visit and to follow-up on the previous visit conducted on July 29,2019.

Plan of Improvement: Developed This Date 10/24/2019

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.

- 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 Monitoring Visit:

| |
|---------------------------------|
| Activities and Equipment |
|---------------------------------|

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

Met

Correction Deadline: 9/6/2019

Corrected on 10/24/2019

.12(1) - The previous citation was observed to be corrected on this date. The consultant observed that the children used all indoor and outdoor furniture, activity materials, and equipment in a safe and appropriate manner and in accordance with the manufacturer's instructions, recommendations, and intended use on this date.

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.

591-1-1-.25 Physical Plant - Safe Environment(CR)**Not Met****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 observation that in classroom C-Back in the dramatic play area the sink cabinet door was off the hinge on the right side and the left handle of the refrigerator was missing.

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: 10/31/2019

591-1-1-.26 Playgrounds(CR)**Not Met****Finding**

591-1-1-.26(2) requires the center to provide at least one hundred square feet of outside play space for each child using the space at one time. It was determined based on observation that there was two inches of resilient not the required six inches of resilient surface under the yellow slide of the wooden play structure on Playground-Back.

POI (Plan of Improvement)

The Center will limit the number of children using the space at one time.

Correction Deadline: 10/24/2019**Technical Assistance**

591-1-1-.26(4) - The consultant discussed with the director to regularly check and maintain the fence for missing or loose fence post caps that could result in a future potential hazard to children.

Correction Deadline: 10/24/2019

| |
|---------------------|
| Food Service |
|---------------------|

591-1-1-.15 Food Service & Nutrition**Not Met****Finding**

591-1-1-.15(3) requires baby bottles and formula to be labeled with the individual child's name; supplied by the Parent daily in bottles; and refrigerated at a temperature of forty (40) degrees Fahrenheit or less. Only the current day's formula or breast milk shall be served. If formula must be provided by the Center, only commercially prepared, ready-to-feed formula shall be used. Refrigerated or frozen breast milk shall only be heated or thawed under warm running water or in a container of warm water. It was determined based on the consultant's observations that two bottles for a child in the toddler room were in the refrigerator not labeled.

POI (Plan of Improvement)

The Center will train Staff to follow the required procedures, ensure that parents are fully informed, and will review and monitor regularly.

Director labeled the bottles while the consultant was at the center for immediate correction.

Correction Deadline: 10/24/2019

Recited on 10/24/2019

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

Staff state proper knowledge of 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

Program observed complete emergency drills

591-1-1-.29 Required Reporting **Met**

Correction Deadline: 9/6/2019

Corrected on 10/24/2019

.29(3) - The consultant observed the previous citation to be corrected on this date. The consultant discussed with the director the center's plan procedure developed to report or cause to be reported to the Department within 24 hours or the next work day: any death of a child while in the care of the Center; any serious illness or injury requiring hospitalization or professional medical attention other than first aid of a child while in the care of the Center; any situation when a child in care becomes missing, such as, but not limited to, a child who is left on a vehicle, a child who leaves the building, playground, or property, or a child who is left behind on any trip; any fire; any structural disaster; and any emergency situation that requires temporarily relocating children.

Safety

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

Comment

Center does not keep animals on premises.

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

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

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 4

Records with Missing/Incomplete Components: 1

| | |
|----------------------------------------|---------|
| Staff # 1 | Met |
| Date of Hire: 05/01/2016 | |
| Staff # 2 | Met |
| Date of Hire: 08/01/2001 | |
| Staff # 3 | Met |
| Date of Hire: 06/08/2014 | |
| Staff # 4 | Not Met |
| Date of Hire: 10/01/2018 | |
| <u>"Missing/Incomplete Components"</u> | |
| .33(5)-10 Hrs. Annual Training | |

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

Comment

Criminal record checks were observed to be complete.

591-1-1-.14 First Aid & CPR **Technical Assistance**

Technical Assistance

591-1-1-.14 - Consultant discussed with the provider to be mindful of expiration dates for CPR and First Aid.

Comment

Complete first aid kits observed in center.

591-1-1-.33 Staff Training **Technical Assistance**

Technical Assistance

591-1-1-.33(3) -The consultant discussed with the director to insure that all annual training is complete for review for 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.