



**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:** 12/2/2020    **VisitType:** Monitoring Visit    **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>		
12/02/2020	Monitoring Visit	Good Standing
05/27/2020	Licensing Study	Good Standing
10/24/2019	Monitoring Visit	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	Transitioning, Free Play, Floor Play
Main	B-1R	One Year Olds and Two Year Olds	1	6	C	20	C	NA	NA	Centers
Main	C-back	Three Year Olds and Four Year Olds	1	9	C	24	C	34	C	Centers
Total Capacity @35 sq. ft.:			62		Total Capacity @25 sq. ft.:		72			
Total # Children this Date:			21		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 December 2, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. The program was in compliance with the Executive Order issued on September 30, 2020 and was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 12/02/2020

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.

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#### 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.

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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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Patricia Pulliam, Program Official

Date

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Kelly Jones, Consultant

Date



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### Findings Report

**Date:** 12/2/2020    **VisitType:** Monitoring Visit    **Arrival:** 9:30 AM    **Departure:** 12:30 PM

#### CCLC-3035

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

Met

#### Comment

A variety of equipment and toys were observed throughout the center.

#### 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.

### Facility

#### 591-1-1-.19 License Capacity(CR)

Met

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Licensed capacity observed to be routinely met by center.

#### 591-1-1-.25 Physical Plant - Safe Environment(CR)

Met

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Center appears clean and well maintained.

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. 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.

## 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 state proper knowledge of diapering procedures.

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

Met

#### Comment

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

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

Met

#### Comment

Discussed proper medication documentation and procedures. Center currently not administering medication.

## Safety

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

Met

#### Comment

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

Technical Assistance

#### Technical Assistance

591-1-1-.30 - The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting and storage of mats was discussed with the director on this date.

#### Comment

Discussed SIDS and infant sleeping position.

## Staff Records

Records Reviewed: 4

Records with Missing/Incomplete Components: 2

Staff # 1

Not Met

Date of Hire: 08/15/2016

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 2 Not Met  
 Date of Hire: 08/01/2001  
"Missing/Incomplete Components"  
 .33(4)-Food Prep Training Missing 4 hrs.

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

**Comment**

Criminal record checks were observed to be complete.

**591-1-1-.09 Criminal Records Check(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 May 27, 2020.

**Comment**

Criminal records checks were observed to be complete.

**591-1-1-.33 Staff Training Not Met**

**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 1, 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: 12/31/2020**

**Recited on 12/2/2020**

**591-1-1-.31 Staff(CR) Not Met**

**Comment**

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 September 30, 2020.

**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 # 2, 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: 2/28/2021**

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Center observed to maintain appropriate staff:child ratios.

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Staff observed to provide direct supervision and be attentive to children's needs.