



**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:** 8/1/2018    **VisitType:** Licensing Study    **Arrival:** 8:45 AM    **Departure:** 10:35 AM

**CCLC-32013**

**Carol's Kidz Early Care and Learning**

75 S. Mill Street Lakeland, GA 31635 Lanier County  
(229) 482-9480 carolskidzecl@yahoo.com

**Regional Consultant**

Beth Houtz

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**Mailing Address**

75 South Mill Street  
Lakeland, GA 31635

**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.
08/01/2018	Licensing Study	Good Standing	
04/03/2018	Monitoring Visit	Good Standing	
11/08/2017	Complaint Closure	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	One Year Olds and Two Year Olds	1	7	C	8	C	NA	NA	Free Play
Main	B	Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	2	10	C	12	C	17	C	Free Play
Total Capacity @35 sq. ft.:			20			Total Capacity @25 sq. ft.: 25				
Total # Children this Date: 17			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.: 25				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Back PG	20	C
Main	Playground / Front	16	C

**Comments**

The purpose of today's visit is a licensing study. This is the first visit of the fiscal year. The center does not transport children and does not administer medication. All employee records were reviewed during the visit.

Plan of Improvement: Developed This Date 08/01/2018

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).



**Reminder:** All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit [www.decalkoala.com](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

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](mailto: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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

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](mailto:qualityrated@dec.al.ga.gov)

Carol Morris, Program Official

Date

Beth Houtz, Consultant

Date



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### Findings Report

**Date:** 8/1/2018      **VisitType:** Licensing Study      **Arrival:** 8:45 AM      **Departure:** 10:35 AM

#### CCLC-32013

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The following information is associated with a Licensing Study:

### Activities and Equipment

#### 591-1-1-.03 Activities

Technical Assistance

#### Technical Assistance

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development. The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. The Director stated that lesson plans are completed for each month. The Director had not printed off the month of August lesson plans at the time of the visit. The consultant discussed with the Director about having the lesson plans posted in each classroom.

**Correction Deadline: 8/1/2018**

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

Met

#### Comment

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

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

Met

#### Comment

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 4**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met

Child # 4

Met

**591-1-1-.08 Children's Records**

**Not Met**

**Comment**

Records were observed to be complete and well organized.

**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 on August 1, 2018 only six of the seventeen children present had been signed in for the day. Eleven children had not been signed in at the time of their arrival.

**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: 8/1/2018**

**Facility**

**591-1-1-.06 Bathrooms**

**Met**

**Comment**

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

**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 two out of three sinks in the back classroom was missing a faucet handle.

**POI (Plan of Improvement)**

The Center will replace the missing faucet handles on the sinks.

**Correction Deadline: 8/1/2018**

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

**Met**

**Comment**

Playground observed to be clean and in good repair.

**Food Service**

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

**Met**

**Correction Deadline: 4/3/2018**

Corrected on 8/1/2018

.15(1) - This citation was observed to be corrected on this date. There were no employee drinks accessible to the children in care.

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(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. The consultant observed a small crack on the diapering surface. The consultant discussed with the Director about repairing or replacing the cracked area.

**Correction Deadline: 8/1/2018**

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

Met

**Comment**

Proper hand washing observed throughout the center.

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

Met

**Comment**

The Provider currently does not dispense/administer medication.

**Policies and Procedures**

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

Met

**Comment**

Documented and up-to-date fire and safety drills were observed on this date.

**Correction Deadline: 8/6/2018**

591-1-1-.27 Posted Notices

Met

**Comment**

Observed all required posted notices.

**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.

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**591-1-1-.36 Transportation(CR)****Met****Comment**

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

No infants are currently enrolled. 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.

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**Staff Records**

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

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Staff # 1 Met

Date of Hire: 03/25/2011

Staff # 2 Met

Date of Hire: 04/24/2017

Staff # 3 Met

Date of Hire: 06/17/2013

Staff # 4 Met

Date of Hire: 05/05/2017

**Staff Credentials Reviewed: 4**

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**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

**Comment**

Criminal records checks were observed to be complete.

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

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

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**591-1-1-.33 Staff Training****Not Met****Correction Deadline: 4/30/2018****Corrected on 8/1/2018****.33(5) - This citation was observed to be corrected on this date. The staff member responsible for food preparation has obtained the required training.**

**Finding**

Previously Cited: 591-1-1-.33(5) requires ten clock hours of annual training for supervisory and caregiver Staff, except for independent contractors, Students-in-Training and volunteers, in the subjects of early childhood education, child development or subjects related to the position. It was determined based on a review of staff records that staff did not complete the required ten hours of ongoing training during the 2016 calendar year.

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 a review of staff records that four out of four employees only had six hours of annual training for the 2017 calendar year and not the required ten hours of annual training.

**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.

The consultant told the Director about the online Ollie trainings offered by BFTS and the trainings available on ProSolutions.

**Correction Deadline: 12/31/2018**

**Recited on 8/1/2018**

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

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

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Comment**

Center observed to maintain appropriate staff:child ratios.