



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: 3/4/2019 **VisitType:** POI Follow Up **Arrival:** 11:55 AM **Departure:** 2:45 PM

CCLC-35651

Tender Years Learning Center #5

150 Lake Terrace Macon, GA 31204 Bibb County
 (478) 474-2684 tylc5@tylcorp.com

Regional Consultant

Brandi Mangino

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Mailing Address

3440 Oakcliff Road Suite# 112
 ATLANTA, GA 30340

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.
03/04/2019	POI Follow Up	Good Standing	
12/26/2018	Complaint Closure	Good Standing	
12/18/2018	Complaint Investigation Follow Up	Support	

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	1L (infants)	Infants and One Year Olds	2	5	C	8	C	NA	NA	Nap, Floor Play	
Main	1R (school-age)	PreK	2	12	C	28	C	NA	NA	Lunch, Transitioning, Circle Time	
Main	2L (1-2 years)	One Year Olds and Two Year Olds	1	5	C	13	C	NA	NA	Nap	
Main	2R (3 years)	Three Year Olds and Four Year Olds	1	5	C	17	C	NA	NA	Lunch	
Main	3L (Pre-K)		0	0	C	24	C	NA	NA		
Total Capacity @35 sq. ft.:			90			Total Capacity @25 sq. ft.:			0		
Total # Children this Date: 27			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.:			0		

Building	Playground	Playground Occupancy	Playground Compliance

Comments

One-day letter left on this date.

Plan of Improvement: Developed This Date 03/04/2019

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

Aundrea Sanders, Program Official

Date

Brandi Mangino, Consultant

Date



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Findings Report

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The following information is associated with a POI Follow Up:

Facility

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

Met

Correction Deadline: 12/28/2018

Corrected on 3/4/2019

.25(3) - Citation observed to be corrected as all items were repaired or replaced.

Safety

591-1-1-.36 Transportation(CR)

Met

Correction Deadline: 12/18/2018

Corrected on 3/4/2019

.36(4)(a) - Citation observed to be corrected. Bus ending in tag number 8825 has a annual safety check dated August 6, 2018. Bus ending in 4598 (the center is currently not using) has an annual safety check of July 25, 2018.

Sleeping & Resting Equipment

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

Met

Correction Deadline: 12/18/2018

Corrected on 3/4/2019

.30(1)(a)3 - Citation corrected as crib sheets were observed to be tight-fitting on this date.

Staff Records

Records Reviewed: 7

Records with Missing/Incomplete Components: 2

Staff # 1

Met

Records Reviewed: 7**Records with Missing/Incomplete Components: 2**

Date of Hire: 11/13/2017

Staff # 2 Met

Date of Hire: 02/12/2019

Staff # 3 Not Met

Date of Hire: 02/06/2019

"Missing/Incomplete Components"

.31(1)(b)2.-Director Qualifications-Education Missing,.09-Criminal Records Check Missing

Staff # 4 Met

Date of Hire: 08/20/2018

Staff # 5 Met

Date of Hire: 01/11/2019

Staff # 6 Not Met

Date of Hire: 03/04/2019

"Missing/Incomplete Components"

.24(1)-No Record

Staff # 7 Met

Date of Hire: 01/22/2019

Staff Credentials Reviewed: 7**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

591-1-1-.09(1)(b) requires the Center to ensure that every Director has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Director has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of records that the center director transferred from another center without a current satisfactory criminal record check as the portability was expired.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will [] to ensure that the Director has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Director has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will [] to ensure the CRC rules are maintained.

Correction Deadline: 3/4/2019

Finding

591-1-1-.09(1)(d) requires the Center to ensure that every Provisional Employee has a valid and current satisfactory Fingerprint Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center and must be supervised at all times by a Director or Employee with a valid and current satisfactory Comprehensive Records Check Determination. The Fingerprint Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Provisional Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Fingerprint Records Check Determination is required. It was determined based on a review of records and observations that the center director was without a current comprehensive background check and was cover a break within the classroom. It was further determined that another staff member was present in Room 2R with a national background check unsupervised.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will [] to ensure that every Provisional Employee has a valid and current satisfactory Fingerprint Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center and must be supervised at all times by a Director or Employee with a valid and current satisfactory Comprehensive Records Check Determination. The Fingerprint Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Provisional Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Fingerprint Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will [] to ensure CRC rules are maintained.

Correction Deadline: 3/4/2019

Finding

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of records the center director started in February 2019 and the criminal record check portability expired in August 2018.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will [] to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will [] to ensure CRC rules are maintained.

Correction Deadline: 3/4/2019

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

Correction Deadline: 12/26/2018

Corrected on 3/4/2019

.14(2) - Citation observed to be corrected.

591-1-1-.24 Personnel Records**Not Met****Finding**

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on a review of records that a staff member with a hire date of March 4, 2019 was without a personnel file.

POI (Plan of Improvement)

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 3/9/2019

591-1-1-.33 Staff Training**Met****Correction Deadline: 12/26/2018****Corrected on 3/4/2019****.33(4) - Citation observed to be corrected.**

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

591-1-1-.31(1)(c) requires that a copy and/or written verification of the credential or degree awarded to the Director by the technical college, university, school or Department-approved trainer listed in 591-1-1-.31(1)(b)2. (i) through (xiii) be maintained by the Center in the Director's file and such documentation shall be available for inspection by Department staff upon request. It was determined based on a review of records the center has a new director with no copy of their degree on file.

POI (Plan of Improvement)

The Center will obtain the written verification from the Director, place it in the Director's file, and provide it to the Department if requested.

Correction Deadline: 3/4/2019