



**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:** 11/13/2018 **VisitType:** Licensing Study

**Arrival:** 2:15 PM

**Departure:** 5:00 PM

**CCLC-37645**

**Men About Change**

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(478) 305-7552 hardnock31204@hotmail.com

**Regional Consultant**

Brandi Mangino

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**Mailing Address**

Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
11/13/2018	Licensing Study	Good Standing
05/01/2018	Licensing Study	Good Standing
12/06/2017	POI Follow Up	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	Room A		0	0	C	38	C	NA	NA	
Main	Room B (cafeteria)	Five Year Olds and Six Year Olds and Over	2	27	NC	21	NC	NA	NA	Supper
Main	Room C		0	0	C	15	C	NA	NA	
Main	Room D		0	0	C	9	C	NA	NA	
Main	Room E		0	0	C	5	C	NA	NA	
Main	Room F		0	0	C	5	C	NA	NA	
Main	Room G		0	0	C	10	C	NA	NA	
Total Capacity @35 sq. ft.:			87			Total Capacity @25 sq. ft.:		0		
Total # Children this Date:			27			Total Capacity @25 sq. ft.:		0		
Total Capacity @35 sq. ft.:			87			Total Capacity @25 sq. ft.:		0		

Building	Playground	Playground Occupancy	Playground Compliance
Main	playground	29	C

**Comments**

Plan of Improvement: Developed This Date 11/13/2018

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).



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](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.

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)

Erwin Clowers, Program Official

Date

Brandi Mangino, 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-.03 Activities**

**Technical Assistance**

**Technical Assistance**

Please ensure that each class being utilized has a daily schedule posted.

**Correction Deadline: 11/13/2018**

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

**Met**

**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.

### Children's Records

**Records Reviewed: 4**

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

Child # 1

Met

Child # 2

Met

Child # 3

Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities

Child # 4

Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities

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

Consultant discussed to ensure that any allergies or special needs are listed on the enrollment application. In addition to ensure that all areas of the application are filled out.

**Correction Deadline: 11/13/2018**

<b>Facility</b>
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**591-1-1-.19 License Capacity(CR)****Not Met****Finding**

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on a review of records that the center has 27 children in a space licensed for 21 children.

**POI (Plan of Improvement)**

The Center will limit the number of children in this space to the licensed capacity.

**Correction Deadline: 11/13/2018**

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

Consultant discussed the fans in Room A need to be inaccessible to children in care. No children were present in the room, and the fans were not being used.

**Comment**

Please be mindful to keep items that pose a hazard inaccessible to children.

**Technical Assistance**

Consultant discussed the carpet in Room D needs to be secured as it poses a tripping hazard.

**Correction Deadline: 11/13/2018**

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

Discussed maintenance of resilient surface. Please fluff and redistribute.

<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition****Met****Comment**

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3

Components for breakfast: Grains, Vegetables, Fruits or both, Milk

5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk

2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://decal.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

## Health and Hygiene

### 591-1-1-.10 Diapering Areas & Practices(CR)

Met

#### Comment

No diapering children enrolled.

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

Met

#### Comment

Staff were observed to remind children to wash hands.

### 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

Correction Deadline: 5/6/2018

Corrected on 11/13/2018

.21(3) - Citation observed to be corrected.

## Safety

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

Met

#### Comment

Age-appropriate discussion and/or redirection observed.

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

Not Met

#### Comment

Annual safety check for the van was completed on April 6, 2018.

Correction Deadline: 11/18/2018

Correction Deadline: 5/11/2018

Corrected on 11/13/2018

.36(3)(a-b) - Citation observed to be corrected.

#### Finding

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on a review of records that the following information was missing from the emergency medical records:

- one of 14 records was missing the name and/or address of the child's physician
- nine of 14 was missing the name of the medical facility the center uses and the address
- three of 14 was missing if the child any allergies
- four of 14 was missing the emergency contacts full information
- seven of 14 was missing if the child was on any medication
- seven of 14 was missing if the child had any special conditions
- one of 14 was missing the child date of birth

**POI (Plan of Improvement)**

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

**Correction Deadline: 11/14/2018**

**Sleeping & Resting Equipment**

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

**Met**

**Comment**

The program is an after school program and children do not take naps.

**Correction Deadline: 11/23/2018**

**Staff Records**

**Records Reviewed: 13**

**Records with Missing/Incomplete Components: 6**

Staff # 1 Not Met

Date of Hire: 08/27/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.09-Criminal Records Check Missing

Staff # 2 Not Met

Date of Hire: 06/11/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 3 Met

Date of Hire: 11/20/2015

Staff # 4 Met

Date of Hire: 12/01/2015

Staff # 5 Met

Date of Hire: 12/12/2014

Staff # 6 Met

Date of Hire: 01/14/2016

Staff # 7 Met

Date of Hire: 01/26/2015

Staff # 8 Not Met

Date of Hire: 09/10/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.09-Criminal Records Check Missing

Staff # 9	Not Met
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Date of Hire: 05/31/2018

"Missing/Incomplete Components"

.24(1)-Education Experience Missing,.09-Criminal Records Check Missing

Staff # 10	Met
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Date of Hire: 10/20/2015

Staff # 11	Met
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Date of Hire: 01/05/2015

Staff # 12	Not Met
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Date of Hire: 09/13/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing,.24(1)-Evidence of Orientation Missing

Staff # 13	Not Met
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Date of Hire: 06/01/2017

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

**Staff Credentials Reviewed: 13**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that six staff members were hired and started work without any form of criminal record check prior to their fingerprint applications being submitted.

**POI (Plan of Improvement)**

The Center will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required.

**Correction Deadline: 11/13/2018****Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee 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 Employee 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 of newly hired staff that six of six new staff members were hired and had no criminal record check on file when they started work.

**POI (Plan of Improvement)**

The Center will ensure that every Employee 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 Employee 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.

**Correction Deadline: 11/13/2018**

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**591-1-1-.14 First Aid & CPR****Not Met****Finding**

591-1-1-.14(3) requires the Center to have a first aid kit in each building of the Center and in any vehicle used by the Center for transportation of children, that contains scissors, tweezers, gauze pads, adhesive tape, thermometer, band-aids, assorted sizes, antibacterial ointment, insect-sting preparation, an antiseptic cleansing solution, triangular bandages, rubber gloves, protective eye wear, a protective face mask, and a cold pack. The first aid kit, together with a first aid instruction manual which must be kept with the kit at all times, shall be stored so that it is not accessible to children but is easily accessible to Staff. It was determined based on observation that the center's van first aid kit was observed to be face mask, antibiotic ointment, insect sting preparation and triangular bandage on this date.

**POI (Plan of Improvement)**

Center Staff will provide any missing first aid kits, add any missing items to each first aid kit and will develop and use a plan for checking the kits and replacing missing items in each kit in the future. First aid kits and instruction manuals will be stored so that they kits are not accessible to children but are easily accessible to Center Staff.

**Correction Deadline: 11/14/2018**

**Recited on 11/13/2018**

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

591-1-1-.33(2) requires the initial orientation to include the following subjects: the Center's policies and procedures; the portions of these rules dealing with the care, health and safety of children; the Employee's assigned duties and responsibilities; reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; emergency plans; childhood injury control; the administration of medicine; reducing the risk of Sudden Infant Death Syndrome (SIDS); hand washing; fire safety; water safety; and prevention of HIV/Aids and blood borne pathogens. It was determined based on a review of records that six of six newly hired staff were without documentation of orientation.

**POI (Plan of Improvement)**

The Center will provide orientation in all missing subjects to the employee(s) and will take steps to provide a complete orientation to new Employees in the future.

**Correction Deadline: 11/13/2018**

**Defer**

Citation will be deferred until the first regulatory visit of 2019 as staff have until December 31, 2018 to complete the annual training for the 2018 year.

**POI (Plan of Improvement)**

Previously Cited: The center will plan and schedule the required 10 hours of ongoing training each year and follow up to ensure the training is completed.

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

**Correction Deadline: 5/31/2018**



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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**

Adequate supervision observed on this date.