



**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:** 6/13/2018    **VisitType:** Licensing Study    **Arrival:** 11:20 AM    **Departure:** 1:30 PM

**CCLC-39235**

**Sharon's Tiny Tots**

740 Halcyondale Road Sylvania, GA 30467 Screven County  
 (912) 564-2492 auntsharon@planters.net

**Mailing Address**

P. O. Box 72  
 Sylvania, GA 30467

**Regional Consultant**

Stacey Foston

Phone: (706) 806-0407

Fax: (706) 806-0406

stacey.foston@dec.al.ga.gov

**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.
06/13/2018	Licensing Study	Good Standing	
11/30/2017	Monitoring Visit	Good Standing	
03/14/2017	Licensing Study	Good Standing	
			<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.

**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	Infants and One Year Olds	1	4	C	8	C	NA	NA	Story,Nap,Floor Play
Main	B	Two Year Olds and Three Year Olds and Four Year Olds	2	12	C	18	C	NA	NA	Transitioning,Ce nters
Total Capacity @35 sq. ft.: 18			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Centers Request				
Total # Children this Date: 16			Total Capacity @35 sq. ft.: 18			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Only	28	C

**Comments**

Plan of Improvement: Developed This Date 06/13/2018

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).



**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.

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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.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.

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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). 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)

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Sharon Kemp, Program Official

Date

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Stacey Foston, Consultant

Date



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### Findings Report

**Date:** 6/13/2018 **VisitType:** Licensing Study

**Arrival:** 11:20 AM

**Departure:** 1:30 PM

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The following information is associated with a Licensing Study:

### Activities and Equipment

**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)**

**N/A**

**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**

**Technical Assistance**

**Technical Assistance**

591-1-1-.08 - Discussed with director about adding the authorized pick up person relationship to the child on the forms.

**Comment**

Parent authorizations obtained/completed.

### Facility

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<b>591-1-1-.06 Bathrooms</b>	<b>Met</b>
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**Comment**

Bathrooms observed to be clean and well maintained.

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<b>591-1-1-.19 License Capacity(CR)</b>	<b>Met</b>
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**Comment**

Licensed capacity observed to be routinely met by center.

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<b>591-1-1-.25 Physical Plant - Safe Environment(CR)</b>	<b>Met</b>
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**Comment**

No hazards observed accessible to children on this date.

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<b>591-1-1-.26 Playgrounds(CR)</b>	<b>Technical Assistance</b>
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**Technical Assistance**

591-1-1-.26 - Discussed adding more lattice to the side fence near the back door to ensure the fence height is maintained. The fence meet requirements on this date. Also discussed playground equipment that is not recommended for use by consumer product safety commission. The center has four swings that is not recommended. The consultant left the center a copy of the list of equipment that is not recommended. Discussed with the director about removing or replacing the items.

**Correction Deadline: 12/4/2017**

**Corrected on 6/13/2018**

**.26(6) - The previous citation has been corrected. The center has removed the swing.**

<b>Food Service</b>
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<b>591-1-1-.15 Food Service &amp; Nutrition</b>	<b>Not Met</b>
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**Finding**

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined based on a review of records that the center did not have written feeding plans for two enrolled infants.

**POI (Plan of Improvement)**

The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis that will include center staff involved with enrollment and those working in the infant classrooms.

**Correction Deadline: 6/14/2018**

<b>Health and Hygiene</b>
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<b>591-1-1-.10 Diapering Areas &amp; Practices(CR)</b>	<b>Met</b>
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**Comment**

Staff state proper knowledge of diapering procedures.

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<b>591-1-1-.17 Hygiene(CR)</b>	<b>Met</b>
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**Comment**

Proper hand washing observed throughout the center.

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<b>591-1-1-.20 Medications(CR)</b>	<b>N/A</b>
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**Comment**

The director stated the center does not dispense medication.

**Policies and Procedures****591-1-1-.21 Operational Policies & Procedures****Technical Assistance****Technical Assistance**

591-1-1-.21(1)(p) - Discussed the new emergency preparedness plans. The consultant will email a link to resources on the Bright from the Start website.

**Correction Deadline: 6/18/2018**

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

Animals maintained clean and appropriately caged.

**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)****N/A****Comment**

Center does not participate in field trips at this time.

**591-1-1-.36 Transportation(CR)****N/A****Comment**

Center does not provide routine transportation.

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

Cribs and mats were observed to be in good condition.

**Staff Records****591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Criminal records checks were observed to be complete.

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

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

**591-1-1-.33 Staff Training****Met****Comment**

Documentation observed of required staff training.

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

Staff observed to be compliant with applicable laws and regulations.

<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**

Staff observed to provide direct supervision and be attentive to children's needs.