



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: 1/29/2018 **VisitType:** Licensing Study **Arrival:** 2:45 PM **Departure:** 5:15 PM

CCLC-39266

Janie Little Gems Daycare

500 Riverside Circle Jesup, GA 31545 Wayne County
 (912) 385-2033 janieguyton16@gmail.com

Regional Consultant

Rena Keene

Phone: (912) 544-9930
 Fax: (912) 544-9926
 rena.keene@decalf.ga.gov

Mailing Address

530 riverside circle
 Jesup, GA 31545

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.
01/29/2018	Licensing Study	Good Standing	
07/18/2017	Monitoring Visit	Good Standing	
01/18/2017	Licensing Study	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		0	0	C	5	C	NA	NA		
Main	B	One Year Olds and Two Year Olds	1	4	C	12	C	NA	NA	Transitioning	
Total Capacity @35 sq. ft.:			17			Total Capacity @25 sq. ft.:			0		
Total # Children this Date:			4			Total Capacity @35 sq. ft.:			17		
						Total Capacity @25 sq. ft.:			0		

Building	Playground	Playground Occupancy	Playground Compliance

Comments

The purpose of today's visit was to conduct a Licensing Study and to follow up on previously cited rule violations. Posting of No Liability Forms was discussed and director stated that she has liability insurance.

January 31, 2018: Revised forms sent to director.

Plan of Improvement: Developed This Date 01/29/2018

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. 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.

- 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

Janie guyton, Program Official

Date

Rena Keene, Consultant

Date



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Findings Report

Date: 1/29/2018 **VisitType:** Licensing Study **Arrival:** 2:45 PM **Departure:** 5:15 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Not Met

Technical Assistance

591-1-1-.03(10) requires Center Staff to provide routines for toileting, eating, resting, napping (depending upon the age of the children), intervals between activities and doing school homework, if any. Staff shall assist and encourage each child to become independent in the development of self-help skills, such as washing hands and face, dressing, eating and toileting. Please ensure that staff observe the activities schedule as posted.

Correction Deadline: 1/29/2018

Finding

591-1-1-.03(6) requires Center Staff to ensure children less than three years of age do not spend more than one-half hour of time consecutively in confining equipment, such as swings, highchairs, jump seats, carriers or walkers. Children shall use such equipment only when they are awake. Such children shall be allowed time to play on the floor daily. Infants shall have supervised tummy time on the floor daily when they are awake. It was determined based on consultant's observation that three children who were two years of age or younger were confined to high chairs from 2:45 PM when consultant arrived until 3:37 PM. During this time, no feeding occurred to include snacks. The staff who was caring for the children stated that the children were getting ready for their snacks at the time consultant arrived, but a snack was not served during this time.

POI (Plan of Improvement)

The Center will train Staff to use confining equipment appropriately, to provide supervised floor play daily for children under three years of age, including infants, and will monitor regularly.

Correction Deadline: 1/29/2018

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.

Records Reviewed: 7

Records with Missing/Incomplete Components: 5

Child # 1 <u>"Missing/Incomplete Components"</u> .08(1)-No Record	Not Met
Child # 2 <u>"Missing/Incomplete Components"</u> .08(1)-Allergies and Disabilities,.08(3)-Address of Release Person Missing	Not Met
Child # 3	Met
Child # 4	Met
Child # 5 <u>"Missing/Incomplete Components"</u> .08(1)(a)-Work Address Missing	Not Met
Child # 6 <u>"Missing/Incomplete Components"</u> .08(1)-No Record	Not Met
Child # 7 <u>"Missing/Incomplete Components"</u> .08(1)-No Record	Not Met

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

Not Met

Finding

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of children's records that all enrollment information was not available for all children enrolled. Three of the seven children present on January 29, 2018 did not have a record available. Four of the children's records reviewed did not contain complete information for the persons authorized as release persons. One of the four records reviewed did not contain work addresses for both parents and one of the four records did not address whether the child had any allergies or special needs.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed. A copy of the department's current enrollment form that contains all required information was given to director.

Correction Deadline: 1/29/2018

Evening Care

591-1-1-.32 Staffing/Supervision(CR)

Met

Comment

Director stated that she is currently not providing evening care, but is prepared to if the need arises.

Facility

591-1-1-.06 Bathrooms

Met

Comment

Bathrooms observed to be clean and well maintained.

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)

Technical Assistance

Technical Assistance

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. Please note the nail that was exposed approximately one-half inch on the steps leading to the playground is driven in flush with the surface and that the area is monitored for similar issues.

Correction Deadline: 1/29/2018

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

Not Met

Technical Assistance

591-1-1-.26 - Please ensure that all standing water is emptied on a regular basis. Additionally, please keep cleaning equipment such as mops in an area that is not accessible to the children.

Finding

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on consultant's observation that there was not adequate resilient material beneath and in the fall zone of the swing set for older children. Approximately two inches of sand was measured in this area, but a minimum depth of six inches of resilient material is required for this area.

POI (Plan of Improvement)

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

Correction Deadline: 2/8/2018

Correction Deadline: 8/1/2017

Corrected on 1/29/2018

.26(9) - No mushrooms were observed. Director stated that the tree stump had been removed. Only one small root was observed and it did not pose a tripping hazard based on the placement of the playground equipment.

Food Service

Technical Assistance

591-1-1-.15 - Consultant reviewed with director the changes in the USDA guidelines for nutrition that were made effective October 1, 2017. The use of whole grains products for snacks was discussed. The snack served during the visit was observed to consist of bananas and Town House Flat Bread crackers. The requirement for serving a beverage was also discussed.

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)

Met

Correction Deadline: 8/1/2017

Corrected on 1/29/2018

.10(4) - The pad that was used to diaper children was observed to be free of any tears and was cleaned and disinfected after diapering. The pad, however, was covered with a quilted covering and this was discussed with director. The director stated, and demonstrated to consultant, that disposable coverings were being used during diapering. **TECHNICAL ASSISTANCE WAS GIVEN AS FOLLOWS:** Director was advised that the center would be expected to obtain and use a changing surface that is smooth and non-porous in order to meet the requirement.

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

Not Met

Finding

591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on consultant's observation that children's hands were not washed as required. Children were observed to be seated for snack, but their hands were not washed prior to eating.

POI (Plan of Improvement)

The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

Correction Deadline: 1/29/2018

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

Met

Comment

Discussed proper medication documentation and procedures. Director stated that medications are not administered at the child care center.

Policies and Procedures

591-1-1-.27 Posted Notices**Not Met****Finding**

591-1-1-.27 requires each Center to post in a designated area for public viewing near the front entrance the following: the Center's current License or Permit; a copy of these rules; a copy of the current communicable disease chart; a statement allowing Parent(s) access to all child care areas upon notifying any staff member of his or her presence; names of persons responsible for the administration of the Center in the administrator's absence; the dated current week's menu for meals and snacks; emergency plans for severe weather, fire, and other emergency situations; a statement requiring visitors to check in with Staff when entering the Center; no smoking signs; and a notice provided by the Department which advises Parents of their right to review a copy of the Center's most recent licensure evaluation report upon request to the Center Director. The Center shall provide any Parent with a copy of this evaluation report upon request. It was determined based on consultant's observation that there was no posting stating who was in charge in the absence of the director.

POI (Plan of Improvement)

The Center will post the notices as required and ensure they remain posted.

Correction Deadline: 1/29/2018

Safety

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

Center does not keep animals on premises.

591-1-1-.11 Discipline(CR)**Technical Assistance****Technical Assistance**

591-1-1-.11 - Please be mindful of voice tone in redirecting children.

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)**Met****Comment**

No infants are currently served.

Staff Records

Records Reviewed: 4**Records with Missing/Incomplete Components: 2**

Staff # 1

Met

Staff # 3

Not Met

Date of Hire: 02/01/2010

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 4

Not Met

Records Reviewed: 4**Records with Missing/Incomplete Components: 2**

Date of Hire: 01/15/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.14(2)-CPR missing,.14(2)-First Aid Missing,.24(1)-No Record,.33(3)-Health & Safety Certificate

Records Reviewed: 4**Records with Missing/Incomplete Components: 1**

Staff # 2

Not Met

Date of Hire: 01/01/2009

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training, .33(5)-10 Hrs. Annual Training

Staff Credentials Reviewed: 4

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.

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

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. The CPR and First Aid certification for the employee who was present with the children when consultant arrived for visit had expired on January 25, 2018. Director stated that all staff are scheduled to receive the certification on Wednesday of the current week.

Correction Deadline: 2/28/2018

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 staff records that one of four employees did not have a personnel file available during visit.

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: 2/3/2018

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

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on a review of staff records that one of four current employees did not obtain the required six hours of Health and Safety Orientation.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 2/28/2018**Finding**

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 none of the four staff currently employed obtained the required ten hours of ongoing training during the 2017 calendar year.

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.

Correction Deadline: 2/28/2018

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.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)**Met****Comment**

Center observed to maintain appropriate staff:child ratios.

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

Adequate supervision observed on this date.