



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: 9/16/2021 **VisitType:** Monitoring Visit **Arrival:** 9:00 AM **Departure:** 12:30 PM

CCLC-39266

Janie Little Gems Daycare

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

Regional Consultant

Connie Boatright

Phone: (912) 544-9701

Fax: (912) 544-9700

connie.boatright@decals.ga.gov

Mailing Address

530 riverside circle
 Jesup, GA 31545

Quality Rated: ★ ★

Compliance Zone Designation		
09/16/2021	Monitoring Visit	Good Standing
03/01/2021	Licensing Study	Good Standing
09/16/2020	Monitoring Visit	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	A	Five Year Olds and Six Year Olds and Over	1	2	C	5	C	NA	NA	Breakfast
Main	B	Two Year Olds and Four Year Olds	1	6	C	12	C	NA	NA	Circle Time, Story
Total Capacity @35 sq. ft.:			17		Total Capacity @25 sq. ft.:		0			
Total # Children this Date:			8		Total Capacity @35 sq. ft.:		17			
					Total Capacity @25 sq. ft.:		0			

Building	Playground	Playground Occupancy	Playground Compliance
Main	One	0	C

Comments

Due to COVID-19, no in person visit was completed. An administrative review was completed on 09-09-2021 and a virtual visit was completed on 09-13-2021. The center director stated no medication is administered, no field trips or routine transportation is provided. One new employee and one new volunteer has been hired since the consultant's last visit, have not submitted an application to a fingerprint location and does not have a satisfactory Comprehensive Criminal Records Check Determination letter on file as required. A one-day-letter was left with the center director on this day.

Plan of Improvement: No Plan Developed

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

Janie Guyton, Program Official

Date

Connie Boatright, Consultant

Date



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Findings Report

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The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.03 Activities **Met**

Comment

The consultant observed age appropriate activities through out the center.

Correction Deadline: 9/16/2021

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

Comment

Toys and equipment was observed to be clean and in good repair.

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

Comment

Center does not provide swimming activities.

Facility

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) **Met**

Comment

Center appears clean and well maintained.

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

Comment

Playground observed to be clean and in good repair.

Health and Hygiene

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

Comment

Staff state proper knowledge of diapering procedures.

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

Comment

Staff stated proper hand washing techniques.

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

Comment

The center director stated no medication is administered.

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.

Comment

Staff were observed to maintain a positive learning environment on this date.

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

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.

Staff Records

Records Reviewed: 4

Records with Missing/Incomplete Components: 2

Staff # 1

Met

Date of Hire: 06/01/2002

Staff # 2

Not Met

Date of Hire: 09/06/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

.09-Criminal Records Check Missing,.24(1)-No Record

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

Staff # 3

Not Met

Date of Hire: 09/16/2021

Reminder - Health & Safety training is required within 90 calendar days of hired"Missing/Incomplete Components"

.09-Criminal Records Check Missing,.24(1)-No Record

Staff # 4

Met

Date of Hire: 02/09/2009

Staff Credentials Reviewed: 2**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Comment**

Employee number 2 and employee number 3 were hired since the consultant's last visit and do not have personnel files.

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 the center director's statement, review of Koala Outback and the consultant's observation that employee number 2 was hired on 09-06-2021, works two days a week providing watchful oversight and care to children and has not submitted both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. Additionally, employee number 3 was hired on 09-16-2021 as a volunteer, provides watchful oversight and care to children in a classroom in which her child is not in, is unsupervised with the children, and has not submitted both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. A one-day-letter was left with the center director.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will immediately 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. 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 immediately ensure the CRC rules are maintained.

Correction Deadline: 9/16/2021

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 the center director's statement, review of Koala Outback and the consultant's observation that employee number 2 was hired on 09-06-2021, works two days a week providing watchful oversight and care to children and does not have 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. Additionally, employee number 3 was hired on 09-16-2021 as a volunteer, provides watchful oversight and care to children in a classroom in which her child is not in, is unsupervised with the children, and does not have 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. A one-day letter was left with the center director.

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Correction Deadline: 9/16/2021

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 the center director's statement and the consultant's observation of the CCLC Staff Form submitted by the center director that employee number 2 was hired on 09-06-2021 and employee number 3 was hired on 09-16-2021 and do not have 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: 9/27/2021

Comment

Staff observed to be compliant with applicable laws and regulations.

Finding

591-1-1-.31(8)(b) requires the Center to ensure that volunteers shall not be solely responsible for children other than their own and must be under continuous direct supervision of a Director or Employee with a valid and current satisfactory Comprehensive Records Check Determination while in the presence of children other than their own. It was determined based on the center director's statement and the consultant's observation during a virtual visit that staff number 3 was providing direct watchful oversight and care to children in a classroom in which her child was not in and was not being supervised by a staff member with a valid and current satisfactory Comprehensive Records Check Determination as required.

POI (Plan of Improvement)

The Center will ensure that no volunteer is solely responsible for children other than their own children and are under continuous direct supervision of a Director or Employee with a valid and current satisfactory Comprehensive Records Check Determination while in the presence of other children in care.

Correction Deadline: 9/16/2021

Staffing and Supervision

Comment

Center observed to maintain appropriate staff:child ratios.

Comment

The consultant discussed with the center director on this day that if a volunteer provides direct watchful oversight and care to children in a classroom in which their child is not in then the center director or a staff member with a current satisfactory Comprehensive Criminal Records Determination Letter is required to continuously supervise the volunteer.