



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: 3/15/2021 **VisitType:** Licensing Study **Arrival:** 8:30 AM **Departure:** 10:00 AM

CCLC-39324

First Step Learning Academy, Inc.

750 Haskell Ward Drive Griffin, GA 30223 Spalding County
 (678) 572-4440 Firststeplearningacademy@yahoo.com

Regional Consultant

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Mailing Address

Same

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.
03/15/2021	Licensing Study	Good Standing	
09/22/2020	Monitoring Visit	Good Standing	
07/16/2020	Complaint Closure	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 Main	Two Year Olds and Three Year Olds and Six Year Olds and Over	2	6	C	18	C	NA	NA	Circle Time, Homework, Music
Total Capacity @35 sq. ft.: 18			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 6			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	55	C

Comments

An Administrative Review was conducted on March 11, 2021. Staff records, children records, trainings and background checks were all reviewed. A virtual visit was conducted on February 1, 2021 with the Director. An in person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued March 15, 2021 was discussed.

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://www.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

Christina Artis, Program Official

Date

Brandi Mangino, Consultant

Date



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Findings Report

Date: 3/15/2021 **VisitType:** Licensing Study

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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

A virtual visit was conducted due to the COVID-19 pandemic. This rule was unable to be fully evaluated and will be reviewed the next regulatory visit.

Age appropriate lesson plans, activities and outside time were discussed

Correction Deadline: 3/11/2021

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

Technical Assistance

Technical Assistance

A virtual visit was conducted due to the COVID-19 pandemic. This rule was unable to be fully evaluated and will be reviewed the next regulatory visit.

Cleaning and disinfecting of equipment and toys were discussed.

Correction Deadline: 3/11/2021

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

Not Evaluated

Comment

Center does not provide swimming activities.

Children's Records

Child # 1	Met
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Allergies and Disabilities,.08(1)-Parent Names, Work Numbers,.08(3)-Address of Release Person Missing	
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Allergies and Disabilities,.08(1)-Parent Names, Work Numbers,.08(3)-Address of Release Person Missing	
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Allergies and Disabilities	
Child # 5	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 records the following information was missing:

- four of five enrollments records did not indicate if the child had any allergies.
- three of five was missing the parent's work phone number.
- three of five was missing the addresses to the release person(s).

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.

Correction Deadline: 3/11/2021**Facility****591-1-1-.06 Bathrooms****Technical Assistance****Technical Assistance**

A virtual visit was conducted due to the COVID-19 pandemic. This rule was unable to be fully evaluated and will be reviewed the next regulatory visit.

Cleaning and disinfecting of restrooms were discussed.

Correction Deadline: 4/10/2021

591-1-1-.19 License Capacity(CR)

Technical Assistance

Technical Assistance

A virtual visit was conducted due to the COVID-19 pandemic. This rule was unable to be fully evaluated and will be reviewed the next regulatory visit.
Discussed center licensing capacity.

Correction Deadline: 3/11/2021

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

Technical Assistance

Technical Assistance

A virtual visit was conducted due to the COVID-19 pandemic. This rule was unable to be fully evaluated and will be reviewed the next regulatory visit.
Discussed keeping hazards inaccessible to children in care.

A virtual visit was conducted due to the COVID-19 pandemic. This rule was unable to be fully evaluated and will be reviewed the next regulatory visit.
Playground hazards discussed. Playgrounds observed during the virtual walk through.

Correction Deadline: 4/10/2021

591-1-1-.25 Physical Plant-Structural/Mechanical

Technical Assistance

Technical Assistance

A virtual visit was conducted due to the COVID-19 pandemic. This rule was unable to be fully evaluated and will be reviewed the next regulatory visit.
Discussed keeping hazards inaccessible to children in care.

Correction Deadline: 3/11/2021

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

Technical Assistance

Technical Assistance

A virtual visit was conducted due to the COVID-19 pandemic. This rule was unable to be fully evaluated and will be reviewed the next regulatory visit.
Playground hazards discussed. Playgrounds observed during the virtual walk through.

Correction Deadline: 3/11/2021

Correction Deadline: 9/29/2020

Corrected on 3/15/2021
.26(8) - Citation corrected.

Food Service

Technical Assistance

.) Discussed new revision to restricted food rule which states: Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

3.) Please ensure the new updated infant feeding form is used. Discussed revision to the written feeding plans for children under the age of 1 years old. Age-appropriate solid foods (including cereal) shall not be given to infants or children less than one (1) year of age until recommended as developmentally appropriate by the child's primary care physician and indicated in writing by the Parent(s). As soon as the feeding plan indicates that a child is ready for solid foods, the child shall be fed from individual spoons and individual containers or dishes. A child shall not be fed directly from the original baby food container if the contents are to be fed to the child at more than one (1) meal or to more than one (1) child.

Correction Deadline: 3/11/2021**591-1-1-.18 Kitchen Operations****Technical Assistance****Technical Assistance**

Discussed cleaning of kitchen surfaces and storing of food and cleaning products.

Correction Deadline: 3/11/2021**Health and Hygiene****591-1-1-.07 Children's Health****Technical Assistance****Technical Assistance**

2 A virtual visit was conducted due to the COVID-19 pandemic. This rule was unable to be fully evaluated and will be reviewed the next regulatory visit.

Discussed rule and choking hazards.

Correction Deadline: 3/11/2021**591-1-1-.10 Diapering Areas & Practices(CR)****Technical Assistance****Technical Assistance**

A virtual visit was conducted due to the COVID-19 pandemic. This rule was unable to be fully evaluated and will be reviewed the next regulatory visit.

Handwashing requirements discussed.

Correction Deadline: 3/11/2021**591-1-1-.17 Hygiene(CR)****Technical Assistance****Technical Assistance**

A virtual visit was conducted due to the COVID-19 pandemic. This rule was unable to be fully evaluated and will be reviewed the next regulatory visit.

Diapering requirements discussed.

Correction Deadline: 3/11/2021**591-1-1-.20 Medications(CR)****Not Evaluated****Comment**

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures

Technical Assistance

Technical Assistance

Center emergency preparedness plan was reviewed.

Correction Deadline: 3/16/2021

591-1-1-.29 Required Reporting

Technical Assistance

Technical Assistance

New required reporting requirements discussed.

Safety

591-1-1-.05 Animals

Not Evaluated

Comment

Center does not keep animals on premises.

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

Technical Assistance

Technical Assistance

A virtual visit was conducted due to the COVID-19 pandemic. This rule was unable to be fully evaluated and will be reviewed the next regulatory visit.

Discipline was not Directly observed during the virtual walk through. Regulations regarding discipline were discussed.

Correction Deadline: 3/11/2021

591-1-1-.13 Field Trips(CR)

Not Evaluated

Comment

Center does not participate in field trips at this time.

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

Not Evaluated

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Technical Assistance

Technical Assistance

A virtual visit was conducted due to the COVID-19 pandemic. This rule was unable to be fully evaluated and will be reviewed the next regulatory visit.

Safe Sleep requirements were discussed. Cleaning and disinfecting of mat/cots and cribs as well as cleaning of sheets was discussed. Mat/cots and cribs were observed during the virtual walk through.

Correction Deadline: 3/21/2021

Correction Deadline: 1/8/2020

Corrected on 3/15/2021

.30(1)(a)3 - Citation corrected the center has no infant currently enrolled.

Staff Records

Staff # 1	Met
Date of Hire: 03/05/2015	
Staff # 2	Met
Staff # 3	Met
Date of Hire: 07/10/2019	
Staff # 4	Met
Date of Hire: 06/01/2016	

Staff Credentials Reviewed: 4**591-1-1-.09 Criminal Records and Comprehensive Background Checks(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

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 Not Met**Finding**

Previously Cited: 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 records that one staff member had eight of ten training hours for the 2018 year.

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on a review of records center staff did not have the required 10 hours of annual training for the 2020 year.

POI (Plan of Improvement)

Previously Cited: The Center will plan and schedule the required 10 hours of annual 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: 3/15/2021

Recited on 3/15/2021

Technical Assistance

Additional cleaning and disinfecting due to the COVID-19 pandemic was discussed. The center was in compliance with the Executive Order issued February 15, 2021.

Correction Deadline: 3/11/2021

Staffing and Supervision**Technical Assistance**

A virtual visit was conducted due to the COVID-19 pandemic. This rule was unable to be fully evaluated and will be reviewed the next regulatory visit.

Staff:child ratio requirements were discussed.

Correction Deadline: 3/11/2021

Technical Assistance

2 A virtual visit was conducted due to the COVID-19 pandemic. This rule was unable to be fully evaluated and will be reviewed the next regulatory visit.

Discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.

Correction Deadline: 3/11/2021