



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: 7/10/2019 VisitType: Licensing Study

Arrival: 8:50 AM

Departure: 11:35 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

Brandi Mangino

Phone: (478) 314-9726

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brandi.mangino@decal.ga.gov

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.
07/10/2019	Licensing Study	Good Standing	
02/11/2019	Monitoring Visit	Good Standing	
08/23/2018	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 Main	One Year Olds and Three Year Olds and Five Year Olds and Six Year Olds and Over	2	9	C	18	C	NA	NA	Music,Story,Art,Breakfast
Total Capacity @35 sq. ft.: 18			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 9			Total Capacity @35 sq. ft.: 18			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	55	C

Comments

One-day letter left on this date.

Plan of Improvement: Developed This Date 07/10/2019

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/RuleAndRegulations.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: 7/10/2019 **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

Please ensure the lesson plans are current.

Correction Deadline: 7/10/2019

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

Technical Assistance

Technical Assistance

Consultant discussed the two brown chairs in the dramatic play area are showing exposed form and in need of repair.

Consultant discussed that the diapering station is unsteady when touch and in need of repair.

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

Met

Comment

Center does not provide swimming activities.

Facility

591-1-1-.06 Bathrooms

Met

Comment

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

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)**Not Met****Finding**

591-1-1-.25(11) requires that floor coverings be tight, smooth, free of odors and washable or cleanable. It was determined based on consultant observation that flooring outside the restroom was tight and smooth in that the floor tiles were broken.

POI (Plan of Improvement)

Floors will be maintained to be safe and sanitary.

Correction Deadline: 8/9/2019**Technical Assistance**

Consultant discussed ensuring that hazards remain inaccessible as lysol was within reach on the diapering station and baby wipes that read "suffocation hazard" need to be inaccessible.

Correction Deadline: 7/10/2019

591-1-1-.26 Playgrounds(CR)**Not Met****Technical Assistance**

Consultant discussed the one of two wooden seats on the wooden climber was observed to be chipping wood and in need of repair.

Correction Deadline: 7/10/2019**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 resilient. It was determined based on consultant observation that resilient surfacing under the red and blue metal structure was inadequate in that approximately one inch and less was observed in areas of the fall zone. It was further determined that the resilient surfacing under the wooden climber and the swing set was inadequate in that grass was growing through.

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 resilient.

Correction Deadline: 7/17/2019**Recited on 7/10/2019****Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on consultant observation that the following hazards were observed on the playground:

- tree roots that were not covered or marked so they were visible throughout the playground.
- vines growing through the back fencing and the side fencing facing the street

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

Correction Deadline: 7/17/2019

Food Service

591-1-1-.18 Kitchen Operations**Technical Assistance****Technical Assistance**

Consultant discussed cleaning the walls of the kitchen due to grease.

Correction Deadline: 7/10/2019

Health and Hygiene

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

Staff state proper knowledge of diapering procedures.

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

Please ensure lids remain on trash containing organic waste.

Comment

Staff were observed to remind children to wash hands.

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

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures	Not Met
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Finding

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of records that the center did not conduct fire drills monthly in that the last fire drill was completed in March 2019. It was further determined that the center did not complete tornado and lock down drills every six months as required in that the last drill for each was completed in January 2019.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 7/31/2019

591-1-1-.27 Posted Notices	Met
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Comment

Please make sure that all required signs are posted and up to date.

Safety

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

Age-appropriate discussion and/or redirection observed.

591-1-1-.36 Transportation(CR)	Met
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Correction Deadline: 2/21/2019

Corrected on 7/10/2019

.36(3)(a-b) - Citation corrected as the center has not provided transportation since the last regulatory visit.

Sleeping & Resting Equipment

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

Records Reviewed: 4

Records with Missing/Incomplete Components: 2

Staff # 1	Met
Date of Hire: 06/01/2016	
Staff # 2	Not Met
Date of Hire: 07/05/2019	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing,.24(1)-Evidence of Orientation Missing	
Staff # 3	Met
Staff # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	

Staff Credentials Reviewed: 4

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 one staff member present was hired on July 5, 2019 without submission of a criminal record check fingerprints.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will submit the application for fingerprints to 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 watch the required videos and obtain the criminal record check to ensure the CRC rules are maintained.

Correction Deadline: 7/10/2019

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 that one staff member present at the center was hired on July 5, 2019 without a criminal record check fingerprint.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will obtain the criminal record check fingerprint 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. 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 ensure the satisfactory criminal record check has returned to ensure the CRC rules are maintained.

Correction Deadline: 7/10/2019

Finding

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of records that one staff member started at the center in June 2016 with a criminal record check from another center within the portability time frame. The criminal record check was never electronically ported as required by the rules.

POI (Plan of Improvement)

The Center will ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed.

Correction Deadline: 7/10/2019

Correction Deadline: 2/11/2019

Corrected on 7/10/2019

.09(1)(l)2. - Citation corrected.

591-1-1-.33 Staff Training

Not Met

Finding

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined based on a review of records that one new staff member hired on July 5, 2019 was not provided orientation before being placed in the classroom.

POI (Plan of Improvement)

The Center will develop and provide orientation for all new Staff prior to their staff's assignment to children or task.

Correction Deadline: 7/10/2019

Technical Assistance

Consultant discussed food service training requirements and the center needs to ensure to have a backup person with the training in the absence of the cook.

Correction Deadline: 8/9/2019

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 records that one staff member had eight of ten training hours for the 2018 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: 8/9/2019

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

Staff observed to be compliant with applicable laws and regulations.

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.