



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: 8/28/2017 **VisitType:** Licensing Study

Arrival: 9:50 AM

Departure: 12:05 PM

CCLC-39324

First Step Learning Academy, Inc.

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

Regional Consultant

Katrina Maddox

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katrina.maddox@dec.al.ga.gov

Mailing Address

Same

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.
08/28/2017	Licensing Study	Good Standing	
02/23/2017	Monitoring Visit	Good Standing	
08/17/2016	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	Three Year Olds and Four Year Olds	2	9	C	18	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 18			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 9			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	55	C

Comments

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).



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.



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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@decal.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://decal.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)

Christina Artis, Program Official

Date

Katrina Maddox, Consultant

Date



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Findings Report

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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

Observed-Variety Throughout Center

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

Met

Comment

No Swimming Activities Provided

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

Met

Comment

Parent Authorizations Obtained/Completed

Facility

591-1-1-.06 Bathrooms	Met
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Comment

Observation-Clean and Well Maintained

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

Licensed Capacity Routinely Met

591-1-1-.25 Physical Plant - Safe Environment(CR)	Met
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Correction Deadline: 2/23/2017

Corrected on 8/28/2017

.25(3) - Consultant observed the floor boards behind the toileting area in the boys bathroom to be in good repair. There were no floor boards observed to be broken.

591-1-1-.26 Playgrounds(CR)	Met
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Correction Deadline: 3/3/2017

Corrected on 8/28/2017

.26(8) - Consultant observed the red and yellow fire truck to not be on the playground. This play equipment is in the back of the property away from the playground.

Food Service

591-1-1-.15 Food Service & Nutrition	Met
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Comment

Menu Meets USDA Guidelines

591-1-1-.18 Kitchen Operations	Met
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Comment

Kitchen Appears Clean/Well Organized

Health and Hygiene

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

Staff Stated Proper Knowledge. There are no infants enrolled. There is 1 child who is going through the potty training process. Staff did state proper diapering knowledge.

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

Observed-Proper Hand Washing Throughout

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

Per staff, no medication is being dispensed at this time.

Organization

591-1-1-.16 Governing Body & License	Met
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Comment

591-1-1-.16(d) - Consultant observed current 2017 license.

Correction Deadline: 9/4/2017

Policies and Procedures

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

Met

Comment

591-1-1-.21(3) - Consultant observed current emergency drill log during visit.

Correction Deadline: 9/2/2017

591-1-1-.27 Posted Notices

Met

Comment

Observed-All Notices Posted

591-1-1-.29 Required Reporting

Met

Comment

Discussed-Reporting Requirements

Safety

591-1-1-.05 Animals

Met

Comment

Animals Clean/Appropriately Caged. Consultant observed a small turtle in a fish tank on top of a medium height, wooded cubby shelf out of reach of children.

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

Met

Comment

Observed-Positive Learning Environment

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

Met

Comment

No Field Trips at This Time

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

Met

Correction Deadline: 3/5/2017

Corrected on 8/28/2017

.36(3)(a-c) - Consultant observed current transportation training for the center driver which was completed August 15, 2017.

Finding

591-1-1-.36(3)(a-c) requires the Director and each Staff person responsible for or who participates in the transportation of children to meet the following requirements: (a) complete two (2) clock hours of transportation training on or before June 30, 2015 and at least every two years thereafter. (b) Effective July 1, 2015, the Director and each Staff person who will be responsible for or participate in the transportation of children shall have completed two (2) clock hours of transportation training prior to assuming any duties related to the transportation of children and at least every two years thereafter. (c) Any transportation training completed should be state approved or state accepted training. It was determined based on a review of records that the bus driver had an expired transportation safety training certification dated June 2014.

POI (Plan of Improvement)

The center will ensure that the director, center staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 3/5/2017

Correction Deadline: 2/24/2017

Corrected on 8/28/2017

.36(7)(d)1. - Consultant observed second checks for the transportation log. The center driver Mr. Artis did bring to consultant's attention the previous citation and showed the log. He also had a school calendar which showed that school was closed from January 1-January 3 2017.

Finding

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle will complete the following: (i) Physically walk through the entire vehicle; (ii) Visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; (iii) Sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and (iv) Give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on a review of records that a first check signature was not acquired between Wednesday and Friday, January 1-3, 2017 during the P.M. route from Atkinson Elementary School.

POI (Plan of Improvement)

The center will ensure that the responsible staff person checks the vehicle immediately upon unloading the last child at any location.

Correction Deadline: 2/24/2017

Sleeping & Resting Equipment

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

Met

Comment

Children were not napping during the visit.

Staff Records

Records Reviewed: 4

Records with Missing/Incomplete Components: 0

Staff # 1 Met

Date of Hire: 04/26/2014

Staff # 2 Met

Staff # 3 Met

Date of Hire: 02/01/2013

Staff # 4 Met

Staff Credentials Reviewed: 4

591-1-1-.09 Criminal Records Check(CR)

Met

Comment

Criminal Records Check complete

Comment

No new hires

591-1-1-.14 First Aid & CPR

Met

Comment

Observed-100% Certified First Aid & CPR

591-1-1-.33 Staff Training**Met****Correction Deadline: 3/25/2017****Corrected on 8/28/2017****.33(4) - Consultant observed the center director to have the required 4 hour nutrition training on file.**

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

Lead staff education requirements

Staffing and Supervision

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

Observed-Appropriate Staff:Child Ratios

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

Observed-Direct Supervision/Attentive Staff