



**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:** 8/18/2021    **VisitType:** Licensing Study    **Arrival:** 2:30 PM    **Departure:** 3:30 PM

**CCLC-39330**

**Diane's Day Care**

1107 Shamrock Drive Dublin, GA 31021 Laurens County  
(478) 290-8185 ddm31021@yahoo.com

**Regional Consultant**

Laura Johnson

Phone: (470) 891-3520

Fax: (678) 913-0577

laura.johnson@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
08/18/2021	Licensing Study	Good Standing
02/22/2021	Monitoring Visit	Good Standing
08/18/2020	Licensing Study	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	Infants and One Year Olds	1	4	C	9	C	NA	NA	Free Play
Main	B	Two Year Olds and Three Year Olds	1	7	C	12	C	NA	NA	Transitioning, Nap
Total Capacity @35 sq. ft.:			21			Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 11			Total Capacity @35 sq. ft.: 21			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	13	C

**Comments**

An Administrative Review was conducted on August 18, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on August 19, 2021 with the Director, Diane Mitchell. An in-person visit was not conducted due to the COVID-19 pandemic.

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](mailto: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](mailto:qualityrated@dec.state.ga.us)

Diane Mitchell, Program Official

Date

Laura Johnson, Consultant

Date



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

### Findings Report

**Date:** 8/18/2021    **VisitType:** Licensing Study    **Arrival:** 2:30 PM    **Departure:** 3:30 PM

**CCLC-39330**

**Diane's Day Care**

1107 Shamrock Drive Dublin, GA 31021 Laurens County  
(478) 290-8185 ddm31021@yahoo.com

**Mailing Address**  
Same

**Regional Consultant**

Laura Johnson

Phone: (470) 891-3520

Fax: (678) 913-0577

laura.johnson@decals.ga.gov

The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Met**

**Comment**

A variety of equipment and toys were observed throughout the center during a virtual walk through on August 19, 2021.

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

**N/A**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 5**

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

Child # 1	Met
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Allergies and Disabilities	
Child # 3	Met
Child # 4	Met
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Allergies and Disabilities	

**Technical Assistance**

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.

The consultant spoke with the Director about ensuring that children's enrollment applications include a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program.

**Correction Deadline: 8/18/2021**

---

<b>Facility</b>
-----------------

---

**591-1-1-.06 Bathrooms****Met****Comment**

The bathrooms were observed to be clean and well maintained during a virtual visit on the program on August 19, 2021.

---

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

Licensed capacity was observed to be met by all classrooms during a virtual visit on August 19, 2021.

---

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

The Center appeared clean and well maintained during a virtual visit on August 19, 2021. No hazards were observed accessible to the children in care during the virtual walk through of the home on this date.

---

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

A Virtual Visit was conducted due to the COVID-19 pandemic. The grass and equipment on the playground appeared to be well maintained. The consultant discussed daily monitoring of the playground and playground equipment to ensure that hazards are not present while children are present for care.

---

<b>Food Service</b>
---------------------

---

**591-1-1-.15 Food Service & Nutrition****Not Met****Finding**

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined based on a review of records that one infant enrolled had an infant feeding plan that requested baby food during lunch and did not include a statement in writing by the parent indicating that the child's primary care physician had recommended age-appropriate solid foods (including cereal) as developmentally appropriate for the infant.

**POI (Plan of Improvement)**

The Center Director will have the parent complete a current infant feeding plan and sign in writing that the child's primary physician has indicated that the infant is developmentally ready for age appropriate solid foods. The consultant provided the Director with the current infant feeding plan.

**Correction Deadline: 8/23/2021**

**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**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Diapering was not directly observed during the virtual walk through. Procedures and sanitation regarding proper diapering were discussed with the Director during the virtual visit on August 19, 2021. The diaper changing surfaces were observed in both classrooms during the virtual walk through.

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing was not directly observed during the virtual walk through. Hand washing supplies were observed, and hand washing practices were discussed with the Provider on August 19, 2021.

**591-1-1-.20 Medications(CR)** **N/A**

**Comment**

The Provider currently does not dispense/administer medication.

**Policies and Procedures**

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

**Comment**

591-1-1-.21(1)(p) - A complete and current Emergency Preparedness Plan for the Center was observed during the Administrative Review.

**Correction Deadline: 8/23/2021**

**Comment**

Program observed complete emergency drills

**Safety**

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date.

**591-1-1-.13 Field Trips(CR)** **N/A**

**Comment**

Center does not participate in field trips at this time.

---

**591-1-1-.36 Transportation(CR)****N/A****Comment**

Center does not provide routine transportation.

---

**Sleeping & Resting Equipment**

---

---

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Tight fitting sheets, SIDS, and infant sleeping position were discussed with the Director on this date.

---

**Staff Records**

---

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

---

Staff # 1

Not Met

Date of Hire: 09/08/2020

"Missing/Incomplete Components"

.14(2)-CPR missing,.33(3)-Health &amp; Safety Certificate

Staff # 2

Not Met

"Missing/Incomplete Components"

.14(2)-CPR missing,.33(3)-Health &amp; Safety Certificate

---

**Staff Credentials Reviewed: 1**

---

---

**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Correction Deadline: 2/22/2021****Corrected on 8/18/2021****.09(1)(a) - A satisfactory Comprehensive Records Check Determination was observed for all staff present during an Administrative Review of the Program on this date. This citation was corrected.****Correction Deadline: 2/22/2021****Corrected on 8/18/2021****.09(1)(c) - A satisfactory Comprehensive Records Check Determination was observed for all staff present during an Administrative Review of the Program on this date. This citation was corrected.**

---

---

**591-1-1-.14 First Aid & CPR****Not Met****Finding**

591-1-1-.14(1) requires the Center Director and, at any given time, at least fifty percent (50%) of the caregiver Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Center shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on a review of records that the Director had completed online CPR training and had not completed the hands on portion of the training as required.

**POI (Plan of Improvement)**

The Center Director and at least 50% of the caregiver Staff will complete the needed hands on portion of the CPR training. The Director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time and that evidence of successful completion of the training is on file available for inspection.

**Correction Deadline: 10/19/2021**

**Finding**

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. It was determined based on a review of records that staff member number one had completed online only CPR training and had not obtained hands on CPR training within their first 90 days of hire as required.

**POI (Plan of Improvement)**

The Center will develop a schedule to ensure all staff members have satisfactorily completed first aid and hands-on CPR training by the specified date.

**Correction Deadline: 10/19/2021**

---

**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 orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on a review of records that two out of two employees had not completed the ten hour health and safety orientation training within their first 90 days of hire as required.

**POI (Plan of Improvement)**

The Director will ensure that all employees that provide direct care to the children complete the ten hour health and safety orientation training. The director will ensure that new employees will complete the ten health and safety orientation within their first 90 days of hire.

**Correction Deadline: 10/19/2021**

---

**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**

Appropriate staff:child ratios were observed in all classrooms during a virtual visit on August 19, 2021.

---

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

**Comment**

Staff observed to provide direct supervision and be attentive to children's needs.