



**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: 6/3/2020 **VisitType:** Licensing Study **Arrival:** 12:55 PM **Departure:** 4:30 PM

CCLC-730

Jan's Family Day Care Center

8455 Hwy. #53 East Dawsonville, GA 30534 Dawson County
(706) 216-6372 whetstone@windstream.net

Regional Consultant

Colleen Covey

Phone: (706) 256-7245

Fax: (706) 256-7244

colleen.covey@decals.ga.gov

Mailing Address

Same

Quality Rated: No

| 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. |
|------------------------------------|-----------------------------------|---------------|--|
| 06/03/2020 | Licensing Study | Good Standing | |
| 04/01/2020 | Complaint Closure | Good Standing | |
| 02/10/2020 | Complaint Investigation Follow Up | 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 | 1L | Five Year Olds and Six Year Olds and Over | 1 | 16 | C | 22 | C | 30 | C | Centers |
| Main | 1R | | 0 | 0 | C | 7 | C | NA | NA | |
| Main | 2L | Three Year Olds and Four Year Olds | 2 | 19 | C | 20 | C | 28 | C | Circle Time |
| Main | 2R | One Year Olds | 1 | 7 | C | 10 | C | NA | NA | Free Play |
| Main | 3R | One Year Olds and Two Year Olds | 2 | 11 | C | 20 | C | NA | NA | Free Play |
| Main | Upstairs | | 0 | 0 | C | 11 | C | NA | NA | |
| Total Capacity @35 sq. ft.: 90 | | | | | | Total Capacity @25 sq. ft.: 106 | | | | |
| Total # Children this Date: 53 | | | Total Capacity @35 sq. ft.: 90 | | | Total Capacity @25 sq. ft.: 106 | | | | |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|---------------------|----------------------|-----------------------|
| Main | Playground Large | 122 | C |
| Main | Playground Middle | 24 | C |
| Main | Playground/ RT Side | 11 | C |

Comments

An Administrative Review was conducted on June 3, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on June 29, 2020, with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on June 16, 2020 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 06/03/2020

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/RulesAndRegulations.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

Jan Whetstone, Program Official

Date

Colleen Covey, 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

Correction Deadline: 2/24/2020

Corrected on 6/3/2020

.12(1) - The Director stated that straps were replaced. Straps were not observed in all seats during the virtual visit due to being washed and sanitized in between use. Not all seats are in use due to low enrollment.

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: 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**

Daily attendance records were observed to be complete.

Comment

Records were observed to be complete and well organized.

Correction Deadline: 4/1/2020

Corrected on 6/3/2020

.08(1) - The child's record reviewed on February 5, 2020 never returned to the facility and is no longer enrolled. During the administrative review, the children's records reviewed were observed to be complete.

| |
|-----------------|
| Facility |
|-----------------|

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

During the virtual visit bathrooms observed to be clean and well maintained.

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**

A virtual walk through of the center was conducted on June 29, 2020 due to the COVID-19 pandemic. No hazards were observed accessible to children during the virtual visit on this date.

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

A virtual walk through of the playground was conducted on June 29, 2020 due to the COVID-19 pandemic. The playground was observed to be clean and in good repair. The consultant discussed monitoring and maintaining the resilient surface.

| |
|---------------------|
| Food Service |
|---------------------|

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

Center menu meets USDA guidelines.

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

Kitchen appears clean and well organized.

| |
|---------------------------|
| Health and Hygiene |
|---------------------------|

591-1-1-.07 Children's Health**Met**

Correction Deadline: 4/1/2020

Corrected on 6/3/2020

.07(1) - The Director stated that children are not allowed to remain at the center with a temperature. Temperatures are being checked daily upon arrival and throughout the day as needed. Children are removed from the classroom and parents are notified to pick the child up from the center.

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

591-1-1-.10 - Hand washing and sanitizing requirements for diapering were discussed with the Director on this date. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed during a virtual walk through on June 29, 2020.

591-1-1-.17 Hygiene(CR)**Technical Assistance****Technical Assistance**

591-1-1-.17 - Proper hand washing of children and staff was discussed with the Director. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed during the virtual walk through.

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

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.22 Parental Access**Met****Comment**

591-1-1-.22 - During the Virtual Visit conducted on June 29, 2020, parental access to the center was discussed with the Director and observed during the virtual walk through. The center was observed to be restricting access to the center according to the Executive Order issued on June 16, 2020.

Correction Deadline: 6/3/2020

Safety

591-1-1-.05 Animals**N/A****Comment**

Center does not keep animals on premises.

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)**Not Evaluated****Comment**

A current/completed inspection was observed for all vehicles used in transporting children. Inspections were completed for the 1999 E-350, Tag # PAZ 3913 and 2001 E-350 Tag # PAZ 3914 on July 19, 2019.

Comment

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

Sleeping & Resting Equipment

Defer

591-1-1-.30(2)-A Virtual Visit was conducted due to the COVID-19 pandemic. This citation is deferred until the next in person regulatory visit when the rule correction can be observed in person. No infants were enrolled on this date.

POI (Plan of Improvement)

The Center will take all steps necessary to provide a safe sleep environment for infants as listed in these rules; will train Staff to follow these rules; and will monitor for compliance.

Correction Deadline: 2/10/2020

| |
|----------------------|
| Staff Records |
|----------------------|

Records Reviewed: 12
Records with Missing/Incomplete Components: 0

| | |
|--------------------------|-----|
| Staff # 1 | Met |
| Date of Hire: 09/06/2018 | |
| Staff # 2 | Met |
| Date of Hire: 07/17/2017 | |
| Staff # 3 | Met |
| Date of Hire: 05/11/2016 | |
| Staff # 4 | Met |
| Date of Hire: 06/03/2019 | |
| Staff # 5 | Met |
| Date of Hire: 06/11/2014 | |
| Staff # 6 | Met |
| Date of Hire: 03/01/2019 | |
| Staff # 7 | Met |
| Date of Hire: 08/12/2019 | |
| Staff # 8 | Met |
| Date of Hire: 08/03/2009 | |
| Staff # 9 | Met |
| Date of Hire: 03/01/2019 | |
| Staff # 10 | Met |
| Date of Hire: 12/15/2008 | |
| Staff # 11 | Met |
| Date of Hire: 12/19/2019 | |

Staff # 12

Met

Date of Hire: 12/30/2014

Staff Credentials Reviewed: 2**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Criminal record checks were observed to be complete for all sixteen staff employed at this time.

591-1-1-.14 First Aid & CPR**Met****Comment**

CPR and First Aid requirements are met according to current licensing guidelines.

591-1-1-.33 Staff Training**Not Met****Finding**

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 by a review of records that the Director did not have documentation of training for the 2019 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: 7/3/2020**591-1-1-.31 Staff(CR)****Met****Comment**

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on June 16, 2020.

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 was observed during the virtual walk through on this date.