



**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:** 6/15/2021    **VisitType:** Licensing Study    **Arrival:** 10:00 AM    **Departure:** 11:55 AM

**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@dec.al.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
06/15/2021	Licensing Study	Good Standing	
04/26/2021	Complaint Investigation by Phone	Good Standing	
12/30/2020	Monitoring Visit	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	22	C	22	C	30	C	Centers
Main	1R	Infants	1	5	C	7	C	NA	NA	Floor Play
Main	2L	Three Year Olds	2	16	C	20	C	28	C	Outside
Main	2R	One Year Olds	1	7	C	10	C	NA	NA	Free Play
Main	3R	Two Year Olds	1	10	C	20	C	NA	NA	Outside
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: 60			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 15, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on June 15, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

Plan of Improvement: Developed This Date 06/15/2021

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.

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#### 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.

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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)

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Jan Whetstone, Program Official

Date

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Colleen Covey, Consultant

Date



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### Findings Report

**Date:** 6/15/2021 **VisitType:** Licensing Study

**Arrival:** 10:00 AM

**Departure:** 11:55 AM

#### CCLC-730

##### Jan's Family Day Care Center

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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

A variety of equipment and toys were observed throughout the center.

#### 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

Records were observed to be complete and well organized.

### Facility

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<b>591-1-1-.06 Bathrooms</b>	<b>Met</b>
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**Comment**

Bathrooms observed to be clean and well maintained.

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<b>591-1-1-.19 License Capacity(CR)</b>	<b>Met</b>
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**Comment**

Licensed capacity observed to be routinely met by center.

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<b>591-1-1-.25 Physical Plant - Safe Environment(CR)</b>	<b>Met</b>
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**Comment**

A virtual walk through of the center was conducted on June 15, 2021 due to the COVID-19 pandemic. No hazards were observed accessible to children on this date.

**Comment**

Center appears clean and well maintained.

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<b>591-1-1-.26 Playgrounds(CR)</b>	<b>Met</b>
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**Comment**

A virtual walk through of the playground was conducted on June 15, 2021 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.

<b>Food Service</b>
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<b>591-1-1-.15 Food Service &amp; Nutrition</b>	<b>Met</b>
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**Comment**

Center menu meets USDA guidelines.

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<b>591-1-1-.18 Kitchen Operations</b>	<b>Met</b>
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**Comment**

Kitchen appears clean and well organized.

<b>Health and Hygiene</b>
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<b>591-1-1-.07 Children's Health</b>	<b>Met</b>
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**Correction Deadline: 4/26/2021**

**Corrected on 6/15/2021**

**.07(3) - The director misunderstood the requirements for notifying parents. There is a new policy in place in order to meet the rule.**

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<b>591-1-1-.10 Diapering Areas &amp; Practices(CR)</b>	<b>Met</b>
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**Comment**

Staff state proper knowledge of diapering procedures.

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<b>591-1-1-.17 Hygiene(CR)</b>	<b>Met</b>
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**Comment**

Staff stated proper hand washing requirements for staff and children.

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

The Provider currently does not dispense/administer medication.

<b>Policies and Procedures</b>
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**591-1-1-.29 Required Reporting****Met****Comment**

Discussed reporting requirements.

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**Safety**

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

Center does not keep animals on premises.

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

TA-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.

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

Center does not participate in field trips at this time.

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**591-1-1-.36 Transportation(CR)****Met****Comment**

A current/completed inspection was observed for all vehicles used in transporting children this date. The 1999 E-350 Ford, Tag # PAZ-3913 and the 2001 E-350 For Tag # PAZ3914 were inspected on July 10, 2020.

**Comment**

Complete documentation of transportation observed.

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**Sleeping & Resting Equipment**

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

**Correction Deadline: 2/10/2020****Corrected on 6/15/2021****.30(2) - No infants were observed sleeping on this date. Staff stated procedures for placing infants in cribs to sleep. The procedures stated follow the SIDS guidelines including no soft toys or blankets in the cribs.**

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**Staff Records**

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**Records Reviewed: 10****Records with Missing/Incomplete Components: 8**

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Staff # 1

Not Met

Date of Hire: 01/05/2020

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 2

Not Met

Date of Hire: 07/17/2017

**Records Reviewed: 10****Records with Missing/Incomplete Components: 8**"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 3

Not Met

Date of Hire: 06/03/2019

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 4

Not Met

Date of Hire: 06/11/2014

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 5

Not Met

Date of Hire: 05/11/2016

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 6

Met

Date of Hire: 06/02/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 7

Not Met

Date of Hire: 08/12/2019

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 8

Not Met

Date of Hire: 08/03/2009

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 9

Met

Date of Hire: 07/13/1997

Staff # 10

Not Met

Date of Hire: 12/19/2019

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

**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 staff observed during the virtual visit or listed on the staff list provided by the Director.

**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 one out of ten staff members had current CPR and First Aid, when the center was required to have five with current training. Eight other staff members did have CPR and First Aid training, however it was completed online, which is not approved by the department.

**POI (Plan of Improvement)**

The Center Director and at least 50% of the caregiver Staff will complete the needed 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: 7/15/2021**

**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 members #1, #2, #3, #4, #5, #7, #8, and #10 did not have current CPR and first aid training. The staff members had completed online training which is not an approved training by the department.

**POI (Plan of Improvement)**

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

**Correction Deadline: 7/15/2021**

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**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 2020 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: 12/31/2021**

**Recited on 6/15/2021**

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

Staff observed to be compliant with applicable laws and regulations.



<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Met****Comment**

Center observed to maintain appropriate staff:child ratios.

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

Adequate supervision observed on this date.