



**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:** 2/28/2019    **VisitType:** Monitoring Visit    **Arrival:** 12:35 PM    **Departure:** 4:00 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

<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.
02/28/2019	Monitoring Visit	Good Standing	
09/26/2018	Licensing Study	Good Standing	
04/30/2018	Complaint Closure	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	PreK	2	21	C	22	C	30	C	Transitioning
Main	1R	One Year Olds	1	6	C	7	C	NA	NA	Nap
Main	2L	Three Year Olds and Four Year Olds	1	18	C	20	C	28	C	Nap
Main	2R	Infants and One Year Olds	2	10	C	10	C	NA	NA	Floor Play,Nap
Main	3R	One Year Olds and Two Year Olds	1	19	NC	20	C	NA	NA	Nap
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: 74

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**

Follow up to the previous Licensing Study that was conducted on September 26, 2018 was completed on this date.

Required reporting was discussed with the Director.

Plan of Improvement: Developed This Date 02/28/2019

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/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.

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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:** 2/28/2019    **VisitType:** Monitoring Visit    **Arrival:** 12:35 PM    **Departure:** 4:00 PM

#### CCLC-730

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

Not Met

#### Finding

591-1-1-.12(1) requires each Employee and child in attendance to use all indoor and outdoor furniture, activity materials, and equipment in a safe and appropriate manner and in accordance with the manufacturer's instructions, recommendations, and intended use. All equipment and furniture shall be used only by the age-appropriate group of children. It was determined by consultant's observation that in the one year old classroom four straps were missing in the infant feeding table.

#### POI (Plan of Improvement)

The Center will ensure Staff are trained in and children are taught the proper use of all furniture, materials and equipment; will implement a plan for this information to be reviewed with both groups on an ongoing basis; and for monitoring proper and age-appropriate usage.

**Correction Deadline: 3/14/2019**

**Recited on 2/28/2019**

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

N/A

#### Comment

Center does not provide swimming activities.

### Facility

#### 591-1-1-.06 Bathrooms

Not Met

#### Finding

591-1-1-.06(4) requires a Center first licensed after March 1, 1991, and Centers that remodel or add to existing plumbing facilities, to have the bathroom area fully enclosed and ventilated to the outside of the building with either an open screened window or functioning exhaust fan and duct system and requires Centers without fully enclosed bathrooms to ensure there is adequate ventilation to control odors and adequate sanitation measures to prevent the spread of contagious diseases. It was determined by consultant's observation that the exhaust fan in the restroom in the two year old classroom was not working.

**POI (Plan of Improvement)**

The Center will fully enclose and ventilate bathroom areas, as required, and will provide adequate ventilation and sanitation in bathrooms that are not fully enclosed.

**Correction Deadline: 3/14/2019**

**Recited on 2/28/2019**

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

**Comment**

Licensed capacity observed to be routinely met by center.

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

**Correction Deadline: 9/26/2018**

**Corrected on 2/28/2019**

**.25(13) - No hazards were accessible on this date.**

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

**Finding**

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined by consultant's observation that the red merry go cycle was missing a pedal and had a broken pedal. On the left side of the playground the red metal truck has a broken board and a tire came loose from the bolt.

**POI (Plan of Improvement)**

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

**Correction Deadline: 3/14/2019**

**Recited on 2/28/2019**

**Correction Deadline: 9/26/2018**

**Corrected on 2/28/2019**

**.26(9) - No ant hills were observed on this date.**

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**Health and Hygiene**

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

**Correction Deadline: 9/26/2018**

**Corrected on 2/28/2019**

**.10(4) -New pads were added to the one and two year old classrooms.**

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

**Comment**

Staff were observed to remind children to wash hands.

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**591-1-1-.20 Medications(CR)** **Not Evaluated**

**Comment**

The Director stated that no medication has been administered since the previous visit was conducted on September 26, 2018.(This rule was not evaluated on this date.)

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**Safety**

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

Staff were observed to maintain a positive learning environment on this date.

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**591-1-1-.36 Transportation(CR)****Met****Correction Deadline: 10/6/2018****Corrected on 2/28/2019****.36(3)(a-b) - Transportation training was observed completed as required.**

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

Pleasant naptime environment observed.

<b>Staff Records</b>
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**Records Reviewed: 11****Records with Missing/Incomplete Components: 4**

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Staff # 1	Met
Staff # 2	Not Met
Date of Hire: 05/11/2016	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 3	Met
Date of Hire: 09/20/1997	
Staff # 4	Met
Date of Hire: 12/15/2008	
Staff # 5	Met
Date of Hire: 07/26/2017	
Staff # 6	Not Met
Date of Hire: 01/13/2019	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 7	Met
Date of Hire: 08/11/2009	
Staff # 8	Not Met
Date of Hire: 09/06/2018	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	

Staff # 9	Met
Date of Hire: 08/09/2013	
Staff # 10	Met
Date of Hire: 08/03/2009	
Staff # 11	Not Met
Date of Hire: 01/06/2019	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	

**Staff Credentials Reviewed: 11****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met****Technical Assistance**

591-1-1-.09(1) - Criminal record check requirements were discussed with the Director. A one day letter was left at the facility due to three staff members not meeting the criminal record check requirements. A copy of the criminal record check instructions were provided to the Director.

**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 by a review of records that three employees did not submit a records check application to the department or fingerprints to an authorized site.

**POI (Plan of Improvement)**

The Center will 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.

**Correction Deadline: 2/28/2019**

**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 by a review of records that two staff members did not have a current satisfactory criminal record checks on file.

**POI (Plan of Improvement)**

The Center will 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.

**Correction Deadline: 2/28/2019**

**Finding**

591-1-1-.09(1)(d) requires the Center to ensure that every Provisional Employee has a valid and current satisfactory Fingerprint 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 and must be supervised at all times by a Director or Employee with a valid and current satisfactory Comprehensive Records Check Determination. The Fingerprint 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 Provisional Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Fingerprint Records Check Determination is required. It was determined by a review of records that one employee had a record check on file however it was out of the portability period when the employee was hired.

**POI (Plan of Improvement)**

The Center will ensure that every Provisional Employee has a valid and current satisfactory Fingerprint 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 and must be supervised at all times by a Director or Employee with a valid and current satisfactory Comprehensive Records Check Determination. The Fingerprint 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 Provisional Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Fingerprint Records Check Determination is required.

**Correction Deadline: 2/28/2019**

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

**Correction Deadline: 3/14/2019**

**Corrected on 2/28/2019**

**.14(2) - First Aid and CPR was observed to be current.**

**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 training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on consultant's review of records one staff member did not have evidence of complete Health and Safety Orientation training.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

**Correction Deadline: 3/14/2019**

**Recited on 2/28/2019**

**Defer**

591-1-1-.33(6)- The staff still have time to complete annual 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: 10/26/2018**

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

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**



**Finding**

591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20; and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined by consultant's observation that upon arrival at the center the ratio in the two year old classroom, 3R, was 1:19.

**POI (Plan of Improvement)**

The Center will hire additional Staff or reschedule current Staff to meet required Staff:child ratios and will organize children into groups that meet requirements. The Director added an additional staff member to the two year old classroom while the consultant was present.

**Correction Deadline: 2/28/2019****Comment**

Adequate supervision observed on this date.