



**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

Cover Sheet

Date: 1/12/2022 **VisitType:** Monitoring Visit **Arrival:** 4:00 PM **Departure:** 4:50 PM

CCLC-15135

Happy Tots Learning Center

3117 Ogeechee Road Savannah, GA 31405 Chatham County
(912) 663-0985 trish310@bellsouth.net

Regional Consultant

Chrissy Miller

Phone: (770) 408-5457

Fax: (770) 408-5461

chrissy.miller@dec.al.gov

Mailing Address

Same

Quality Rated: ★

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.
01/12/2022	Monitoring Visit	Support	
08/25/2021	Licensing Study	Good Standing	
06/09/2021	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	Main		0	0	C	22	C	31	C	
Total Capacity @35 sq. ft.:			22			Total Capacity @25 sq. ft.: 31				
Total # Children this Date: 0			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.: 31				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	73	C

Comments

This is the second regulatory visit of the fiscal year.

The center currently has a one-star rating from quality rated.

The center does not currently dispense medication, provide field trips, or swimming activities.

The Consultant completed exit conference virtually and a copy of the monitoring visit report was electronically emailed to the Program on January 26, 2022.

Plan of Improvement: To Be Submitted 02/08/2022

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.decal.ga.gov/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



Important New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.ga.gov/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@decal.ga.gov

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)

Patricia Duncan, Program Official

Date

Chrissy Miller, Consultant

Date



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Findings Report

Date: 1/12/2022 **VisitType:** Monitoring Visit **Arrival:** 4:00 PM **Departure:** 4:50 PM

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The following information is associated with a Monitoring Visit:

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

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

Not Met

Finding

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. It was determined based on the consultant's review of records that six out of six records reviewed were incomplete and missing evidence of the required information. One out of six records was missing the identifying information of the parents, five out of six records were missing the physician's information, one out of six records was missing the parent's information, five out of six records were missing emergency contact information, six out of six records were missing the names and addresses of the person(s) to whom the child may be released, and six out of six records were missing 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: 1/28/2022

Recited on 1/12/2022

Facility

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) **Technical Assistance**

Technical Assistance

591-1-1-.25(3) - The center is currently having repairs made to the ceiling due to the roof being observed with a hole from water damage. There were no children present during the visit and per the Director, the center will remain closed until the repairs are completed.

Correction Deadline: 1/12/2022

591-1-1-.26 Playgrounds(CR) **Technical Assistance**

Technical Assistance

591-1-1-.26(9) - Discussed with the Director about removing the vines that are hanging along the back and right fence and ensuring that the playground is free from falling branches before children are allowed to go outside. There were no children present during the visit.

Correction Deadline: 1/12/2022

Health and Hygiene

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

Comment

No children enrolled who require diapering.

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

Comment

The staff stated proper knowledge of hand washing procedures during the visit. The consultant also observed hand washing supplies at the sinks. There were no children present during the visit.

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

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.29 Required Reporting **Met**

Comment

Thank you for reporting as required.

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

Met

Comment

Discipline was not directly observed during the visit. There were no children present during the visit. Regulations regarding proper discipline were discussed with the Director on this date.

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

Not Met

Finding

591-1-1-.36(6) requires written Parental authorization for routine transportation provided by or on behalf of the Center. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined based on the consultant's review of records that the center did not have evidence of written transportation agreements for 22 out of 22 children transported during the week of January 3, 2022 and the week of January 10, 2022.

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Correction Deadline: 1/28/2022

Recited on 1/12/2022

Finding

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on the consultant's review of records that the center did not have evidence of emergency medical records for 22 out of 22 children who were transported during the week of January 3, 2022 and the week of January 10, 2022.

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Correction Deadline: 1/28/2022

Recited on 1/12/2022

Finding

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on the consultant's review of records that a mark/symbol or explanation was not documented on the transportation log for the children listed on the transportation log for the week of January 10, 2022. Additionally, there was one child listed for the AM route for transport from the center to West Broad, five children listed for the AM route for transport from the center to Juliatt Lowe, two children listed for the AM and the PM route for transport from the center to Derenne and from Derenne to the center, two children listed for the AM route for transport from the center to Savannah Classical, one child listed for the PM route for transport from Savannah Legacy to the center, and two children listed for the AM route for transport from the center to AB Williams.

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Correction Deadline: 1/12/2022

Recited on 1/12/2022

Finding

591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on the consultant's review of records that the center did not have arrival and departure times documented for January 11, 2022 and January 6, 2022 as required.

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Correction Deadline: 1/13/2022

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 shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on the consultant's review of records that a first check was not conducted on January 3, 2022 and January 11, 2022 as required.

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Correction Deadline: 1/13/2022

Finding

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on the consultant's review of records that a first check was not conducted on January 3, 2022 and January 11, 2022 as required.

Correction Deadline: 1/12/2022

Sleeping & Resting Equipment

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

Comment

Sleeping/Naps are not required for this program. School age children attend only for before and after school hours.

Staff Records

Records Reviewed: 3 **Records with Missing/Incomplete Components: 0**

Staff # 1 Met

Staff # 2 Met

Date of Hire: 01/18/2016

Staff # 3 Met

Date of Hire: 03/03/2018

Staff Credentials Reviewed: 1

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**Not Met****Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on the consultant's observation that the Director did not electronically port their comprehensive background check determination letter to the current center as required.

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Correction Deadline: 1/12/2022

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

There were no children present on this date due to the center currently conducting repairs.

591-1-1-.32 Supervision(CR)**Not Evaluated****Comment**

There were no children present on this date due to the center currently conducting repairs.