



**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:** 12/5/2022 **VisitType:** Licensing Study

**Arrival:** 10:00 AM **Departure:** 2:10 PM

**CCLC-289**

**The Gingerbread House**

96 W. Felton Road Cartersville, GA 30120 Bartow County  
 (770) 386-4568 director.cobb@gmail.com

**Regional Consultant**

Chasity Baugh

Phone: (770) 357-1717

Fax: (770) 357-1720

chasity.baugh@dec.al.ga.gov

**Mailing Address**

129 Gant Qtrs. Ct.  
 Marietta, GA 30068

**Quality Rated:** ★ ★

<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.
12/05/2022	Licensing Study	Good Standing	
10/20/2021	Licensing Study	Good Standing	
05/25/2021	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	Downstairs Front Right		0	0	C	13	C	NA	NA	Not In Use				
Main	Downstairs Rear Left		0	0	C	9	C	NA	NA	Not In Use				
Main	Upstairs 1st Left		0	0	C	4	C	NA	NA	Story				
Main	Upstairs Left		0	0	C	5	C	NA	NA	Story				
Main	Upstairs Rear Right	Three Year Olds and Four Year Olds	1	9	C	11	C	NA	NA	Story				
Total Capacity @35 sq. ft.:			42			Total Capacity @25 sq. ft.:			0					
Two	Downstairs Room-PreK	PreK	2	7	C	21	C	NA	NA	TV				
Two	Upstairs Room-PreK	PreK	2	10	C	31	C	NA	NA	Circle Time				
Total Capacity @35 sq. ft.:			52			Total Capacity @25 sq. ft.:			0					
Total # Children this Date: 26			Total Capacity @35 sq. ft.:			94			Total Capacity @25 sq. ft.:			0		

Building	Playground	Playground Occupancy	Playground Compliance

**Comments**

Consultant completed a Licensing Study on December 5, 2022. Consultant discussed with provider information regarding submitting an amendment to remove the rooms in the center that are no longer in use, such as the downstairs area of the main building. Consultant also discussed submitting an amendment for the upstairs area of the main building so the space can be correctly depicted on license.

Plan of Improvement: Developed This Date 12/05/2022

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.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



### Important Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

**Contact the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.state.ga.us](mailto:qualityrated@dec.state.ga.us) for more information. Free technical assistance is available!**

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), do the following:

- 1) Log into DECAL KOALA [www.decalkoala.com](http://www.decalkoala.com) with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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)

Michael Wall, Program Official

Date

Chasity Baugh, 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)**

**Not Met**

**Comment**

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

**Finding**

591-1-1-.12(4) requires that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. It was determined based on observation in the Pre-K Classroom, located in the downstairs classroom of building two, a white storage cabinet could easily be tipped as it was observed to not be secure to the floor or wall.

**POI (Plan of Improvement)**

The Center will ensure that the identified equipment or furniture and any other such existing or future items are secured adequately and will have a system for checking these for stability.

**Correction Deadline: 12/19/2022**

**Recited on 12/5/2022**

**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: 1**

Child # 1

Met

Child # 2

Met

Child # 3

Met

Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing	

Child # 5	Met
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**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, intellectual disabilities or developmental disabilities which limit the child's participation in the program. It was determined based on review of records, child record #4 was missing the address for the people the child may be released to.

**POI (Plan of Improvement)**

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

**Correction Deadline: 12/5/2022**

	<b>Facility</b>
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**591-1-1-.06 Bathrooms**

**Met**

**Comment**

Please monitor bathrooms for necessary supplies.

**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)**

**Not Met**

**Comment**

Please be mindful to keep items that pose a hazard inaccessible to children.

**Comment**

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

**Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation severe mold was on the air duct system located in the downstairs area of the main building. Additionally, mold was observed in the back left corner near the home living center and on the ceiling in the science center near the exterior door located in the Pre-K classrooms of the downstairs in building two. Further more, cob webs were observed throughout the center in the kitchen windows, above the stove in the ventilation fan and in the classroom windows.

**POI (Plan of Improvement)**

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

**Correction Deadline: 12/19/2022**

**Technical Assistance**

Consultant discussed 591-1-1-.25(8) which requires protective caps on all unused electrical outlets within children's reach and requires that electrical outlets in use be made inaccessible to children.

**Correction Deadline: 12/5/2022**

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

**Comment**

Playground not observed on this date due to inclement weather.

**Food Service**

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

**Comment**

Center menu meets USDA guidelines.

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**591-1-1-.18 Kitchen Operations** **Not Met**

**Technical Assistance**

Consultant discussed 591-1-1-.18(2) which requires the Center to have a designated space for food preparation separate from rooms used by children and in an area not used for diaper changing. The area shall be kept clean and free of accumulation of dust, dirt, food particles and grease deposits. Food preparation surface areas shall be nonporous with no unsealed cracks or seams.

**Correction Deadline: 12/15/2022**

**Finding**

591-1-1-.18(3) requires ventilation to be provided either by mechanical or natural means so as to provide fresh air and control of unpleasant odors in the food preparation area. It was determined based on observation the ventilation fan above the stove was not operable.

**POI (Plan of Improvement)**

The Center will ensure there is an adequate working ventilation system in the food preparation area.

**Correction Deadline: 12/19/2022**

**Technical Assistance**

Consultant discussed 591-1-1-.18(4) which requires kitchen lights to be shielded.

**Correction Deadline: 12/15/2022**

**Finding**

591-1-1-.18(5) requires the refrigeration of all perishable and potentially hazardous foods at 40 degrees Fahrenheit or below and served promptly after cooking. Freezer temperature shall be maintained at zero (0) degrees Fahrenheit or below. It was determined based on observation the temperature of the white refrigerator located in the kitchen was 50 degrees Fahrenheit.

**POI (Plan of Improvement)**

The Center will refrigerate foods as required, will train Staff on proper refrigerator and freezer temperature settings and monitor the settings. Food will be served promptly after cooking.

**Correction Deadline: 12/5/2022**

**Health and Hygiene**

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

No children enrolled who require diapering. Center cares for children three-years-old and older.

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**591-1-1-.17 Hygiene(CR)****Not Met****Technical Assistance**

Consultant discussed 591-1-1-.17(6) which requires garbage and organic waste to be stored in containers that are lined with plastic liners and have tight-fitting covers. Trash and garbage shall be removed from the building daily or as often as necessary to maintain the premises in a clean condition.

**Correction Deadline: 12/5/2022****Finding**

591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on observation the children's sinks throughout the center did not have operable warm water for hand washing.

**POI (Plan of Improvement)**

The Center will ensure warm water is available to children for hand washing. The Director will monitor for compliance.

**Correction Deadline: 12/5/2022****Finding**

591-1-1-.17(9) requires the laundry area to be located outside the children's activity rooms or areas and not used as a passageway by children to travel from one area to another whenever any soiled or clean laundry is exposed. It was determined based on observation soiled laundry was tossed and stored in a clothing basket beside the sink in the children's bathroom, of the upstairs Pre-K Classroom of building two and in the downstairs Pre-K Classroom of building two.

**POI (Plan of Improvement)**

The Center Director will inform Staff not to walk children through the laundry area when laundry is exposed and will create and implement a plan to relocate the washer/dryer to an area away from children's activity areas, if needed.

**Correction Deadline: 12/5/2022**

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

The Provider currently does not dispense/administer medication.

<b>Organization</b>
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**591-1-1-.16 Governing Body & License****Technical Assistance****Technical Assistance**

Consultant discussed 591-1-1-.16(f) requires the Center to submit an application for an amended License at least 30 days prior to a change if there is a change in the name of the program or Center, changes in the ages of the children to be served, an increase in the regular hours of operation such that the Center would be providing evening or night-time care in addition to day-time care, changes in the services provided, or additions to or changes in the use of the building by the licensed Center. If an emergency situation arises which makes it impossible to give thirty (30) days' notice, the management of the Center shall notify the Department by telephone and shall submit an application for an amended License as soon as management becomes aware of the change that will be necessitated by the emergency situation. In no case, however, shall a new owner operate the Center without first securing a new License or Permit from the Department.

**Correction Deadline: 12/5/2022**

## Safety

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

Met

#### Comment

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

### 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

Center does not care for infants. 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.

#### Comment

Pleasant naptime environment observed.

## Staff Records

Records Reviewed: 10

Records with Missing/Incomplete Components: 5

Staff # 1	Met
Date of Hire: 10/30/2017	
Staff # 2	Met
Date of Hire: 10/02/2012	
Staff # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.24(1)-No Record,.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing,.33(3)-Health & Safety Certificate	
Staff # 5	Not Met
Date of Hire: 03/05/2021	
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing,.33(3)-Health & Safety Certificate	
Staff # 6	Met
Date of Hire: 09/15/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 7	Not Met
Date of Hire: 07/28/2021	
<u>"Missing/Incomplete Components"</u>	

**Records Reviewed: 10****Records with Missing/Incomplete Components: 5**

.33(3)-Health & Safety Certificate

Staff # 8 Not Met  
 Date of Hire: 06/28/2015  
"Missing/Incomplete Components"  
 .33(5)-10 Hrs. Annual Training

Staff # 9 Met  
 Date of Hire: 09/28/2021

Staff # 10 Met  
 Date of Hire: 03/24/2005

**Staff Credentials Reviewed: 10**

**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met**

**Comment**  
 Criminal record checks were observed to be complete.

**591-1-1-.09 Criminal Records Check(CR) Met**

**Comment**  
 Criminal records checks were observed to be complete.

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

**Comment**  
 Evidence observed of 50% of center staff certified in First Aid and CPR.

**Comment**  
 Please replace/add missing/expired item(s) in first aid kit(s).

**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 review of records, staff member #3 did not have certification in CPR and First Aid.

**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: 1/4/2023**

**591-1-1-.24 Personnel Records Not Met**



**Finding**

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on review of records, staff member #3 did not have a personnel file.

**POI (Plan of Improvement)**

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

**Correction Deadline: 12/10/2022**

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

591-1-1-.33(2) requires the initial Center orientation to include the following subjects: the Center's policies and procedures; the portions of these rules dealing with the care, health and safety of children; the Staff person's assigned duties and responsibilities; reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; emergency weather plans; the program's emergency preparedness plan; childhood injury control; the administration of medicine; reducing the risk of Sudden Infant Death Syndrome (SIDS); hand washing; fire safety; water safety; and prevention of HIV/AIDS and blood borne pathogens. It was determined based on review of records initial center orientation was not completed for staff members #3, #4 and #5.

**POI (Plan of Improvement)**

The Center will provide orientation in all missing subjects to the employee(s) and will take steps to provide a complete orientation to new Employees in the future.

**Correction Deadline: 12/19/2022**

**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 review of records staff members #4, #7 and #5 did not complete health and safety orientation training within their first 90 days of employment.

**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 and will ensure that the training includes all required components as required.

**Correction Deadline: 1/16/2023**

**Technical Assistance**

Consultant discussed 591-1-1-.33(4) which requires within the first year of employment, the Director and person with primary responsibility for food preparation shall have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage.

**Correction Deadline: 1/4/2023**

**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 based on review of records during an administrative review that ten hours of annual training was not on file for staff member #8.

**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: 12/5/2022**

**Recited on 12/5/2022**

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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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**

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