



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: 2/24/2022 **VisitType:** Complaint Investigation Follow Up **Arrival:** 1:00 PM **Departure:** 4:45 PM

CCLC-54782

Tots Around The Clock

2500 Cherokee Road, Suite A Athens, GA 30605 Clarke County
 (706) 850-8142 rekellesmith1228@gmail.com

Regional Consultant

Kelly Jones

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Mailing Address
 Same

Quality Rated: No

Compliance Zone Designation		
02/24/2022	Complaint Investigation Follow Up	Good Standing
10/13/2021	Initial Licensing Study	Good Standing

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.

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	A-Infant	Infants	2	5	C	16	C	NA	NA	Feeding, Nap, Free Play
Main	B-Toddler	One Year Olds and Two Year Olds	1	8	C	20	C	NA	NA	Nap
Main	C-K 3	Three Year Olds	1	6	C	18	C	NA	NA	Nap
Main	D-K 4		0	0	C	18	C	NA	NA	Not In Use
Main	E- Afterschool/Library/Multi-Use		0	0	C	14	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 86					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 19			Total Capacity @35 sq. ft.: 86			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

The consultant completed exit conference by telephone and a copy of the complaint investigation and follow-up visit report was electronically emailed to the program on March 2, 2022.

Plan of Improvement: Developed This Date 02/24/2022

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/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.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

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)

Marilyn Rose, Program Official

Date

Kelly Jones, Consultant

Date



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Findings Report

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The following information is associated with a Complaint Investigation Follow Up:

Food Service

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

Not Met

Finding

591-1-1-.15(2)(a) requires Center Personnel to hold and feed infants less than six months of age and older children who cannot hold their own bottles or sit alone. Baby bottles shall never be propped; the infant's head shall be elevated while feeding. It was determined based on observation that one infant was observed sitting in a crib with a bottle and one infant was observed sitting in a bouncer with a bottle during feedings.

POI (Plan of Improvement)

The Center will train Staff to hold infants less than six months old or who can not hold their own bottle, to never prop bottles and to elevate infant's heads during feeding. The director will monitor Staff to ensure appropriate feeding procedures are followed.

Correction Deadline: 2/24/2022

Staff Records

Records Reviewed: 8

Records with Missing/Incomplete Components: 0

Staff # 1

Met

Date of Hire: 09/03/2021

Staff # 2

Met

Date of Hire: 01/24/2022

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

Staff # 3

Met

Staff # 4

Met

Date of Hire: 01/24/2022

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

Records Reviewed: 8**Records with Missing/Incomplete Components: 0**

Staff # 5	Met
Date of Hire: 01/14/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 6	Met
Date of Hire: 01/31/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 7	Met
Date of Hire: 09/03/2021	
Staff # 8	Met
Date of Hire: 01/24/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>

Staff Credentials Reviewed: 4**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met****Comment**

Director provided five file(s) for employees hired since last visit 10/13/2021.

Comment

Eight of Eight Criminal record checks were observed to be complete.

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 a review of records that staff member #2 , hire date 1/24/2022 did not have evidence of being electronically ported to the center location on this date.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. 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. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will ensure CRC rules are maintained.

Correction Deadline: 2/24/2022**591-1-1-.33 Staff Training****Technical Assistance****Technical Assistance**

591-1-1-.33 - Please ensure completed orientation checklists are documented and signed.

Technical Assistance

591-1-1-.33(4) - Consultant discussed with the director the requirements that 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

Technical Assistance

591-1-1-.31 - Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.