



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: 9/14/2021 **VisitType:** Licensing Study **Arrival:** 10:00 AM **Departure:** 12:30 PM

CCLC-39294

Precious Little Jewels Daycare

317 West Blackshear Avenue Waycross, GA 31501 Ware County
 (912) 282-2662 butterfliesfamilydaycare_1@yahoo.com

Regional Consultant

Connie Boatright

Phone: (912) 544-9701

Fax: (912) 544-9700

connie.boatright@decals.ga.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. |
|------------------------------------|------------------|---------------|--|
| 09/14/2021 | Licensing Study | Good Standing | |
| 02/16/2021 | Monitoring Visit | Good Standing | |
| 10/14/2020 | Licensing Study | Good Standing | |

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 | Four Year Olds and Five Year Olds and Six Year Olds and Over | 1 | 8 | C | 11 | C | NA | NA | Centers, Homewo rk |
| Main | B | Two Year Olds | 1 | 4 | C | 6 | C | NA | NA | Homework, Cente rs |
| Main | C | Infants and One Year Olds | 1 | 3 | C | 6 | C | NA | NA | Free Play, Floor Play |
| Total Capacity @35 sq. ft.: 23 | | | | | Total Capacity @25 sq. ft.: 0 | | | | | |
| Total # Children this Date: 15 | | | Total Capacity @35 sq. ft.: 23 | | | Total Capacity @25 sq. ft.: 0 | | | | |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|-----------------------|----------------------|-----------------------|
| Main | PG 3 and up | 19 | C |
| Main | PG Infant and Toddler | 5 | C |

Comments

Due to COVID-19, no in person visit was completed. The consultant completed the Administrative Review and Virtual Visit on 09-14-2021. The center director stated no medication is administered, no field trips or routine transportation is provided. The center director stated due to the numbers rising in Ware County that she has returned the hand sanitization table and temperature check station to the outside of the building. The parents arenot allowed into the building at this time in efforts to control the number of COVID exposure cases entering the building.

Plan of Improvement: No Plan Developed

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 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)

Marian Cook, Program Official

Date

Connie Boatright, Consultant

Date



**Bright from the Start Georgia Department of Early Care and Learning
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Phone: (404) 657-5562 WWW.DECAL.GA.GOV

Findings Report

Date: 9/14/2021 **VisitType:** Licensing Study

Arrival: 10:00 AM

Departure: 12:30 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Met

Comment

The consultant observed a variety of age appropriate activities through out the center.

Correction Deadline: 9/14/2021

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

Met

Comment

Toys and equipment was observed to be clean and in good repair.

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

Met

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

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities

Child # 5

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 review of five children files that one of the five files did not have the allergy and disability section completed as required.

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: 9/24/2021

Finding

591-1-1-.08(6) requires the Center to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was determined that on the following days, children were signed in and not signed out:

- May 3, 2021 11 children signed in and 5 children signed out.
- May 4, 2021 4 children signed in and 2 children signed out.
- May 6, 2021 7 children signed in and 6 children signed out.
- May 11, 2021 1 child signed in and 1 child did not sign out.
- May 12, 2021 1 child signed in and 1 child did not sign out.
- June 1, 2021 1 child signed in and 1 child did not sign out.

POI (Plan of Improvement)

The Center will maintain arrival and departure records as required, will ensure the documentation includes all of the required information, and will provide the records to the Department when requested.

Correction Deadline: 9/24/2021

| | |
|--|-----------------|
| | Facility |
|--|-----------------|

591-1-1-.06 Bathrooms

Met

Comment

Bathrooms observed to be clean and well maintained.

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)

Met

Comment

Center appears clean and well maintained.

Comment

No hazards observed accessible to children on this date.

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

Met

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute sand under the two new swing on the parge playground.

Comment

Playground observed to be clean and in good repair.

Food Service

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

Met

Comment

Please ensure that infant feeding forms are updated regularly.

Comment

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk
5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk
2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://decal.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

591-1-1-.18 Kitchen Operations

Met

Comment

Kitchen appears clean and well organized.

Health and Hygiene

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

Met

Comment

Staff state proper knowledge of diapering procedures.

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

Met

Comment

Staff were observed to remind children to wash hands.

591-1-1-.20 Medications(CR)

Met

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

Technical Assistance

591-1-1-.21(1)(p) - requires the Center to have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. See the emergency preparedness plan attached to the email.

Correction Deadline: 9/19/2021

591-1-1-.29 Required Reporting

Met

Comment

Discussed reporting requirements.

Safety

591-1-1-.05 Animals

Met

Comment

Center does not keep animals on premises.

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

Comment

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

591-1-1-.13 Field Trips(CR)

Met

Comment

Center does not participate in field trips at this time.

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

Met

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Met

Comment

Discussed SIDS and infant sleeping position.

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.

Staff Records

Records Reviewed: 4

Records with Missing/Incomplete Components: 4

Staff # 1

Not Met

Date of Hire: 04/01/2014

"Missing/Incomplete Components"

Records Reviewed: 4**Records with Missing/Incomplete Components: 4**

.24(1)-No Record,.24(1)-Evidence of Orientation Missing,.16(b)-40 Hr. Director Training Missing,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate,.33(4)-Food Prep Training Missing 4 hrs.,.33(5)-10 Hrs. Annual Training,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 2

Not Met

Date of Hire: 07/13/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.24(1)-No Record,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training,.31(2)(b)2.-Staff Qualifications-Education Missing,.33(4)-Food Prep Training Missing 4 hrs.

Staff # 3

Not Met

Date of Hire: 05/03/2021

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.24(1)-No Record,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training

Staff # 4

Not Met

Date of Hire: 06/05/2021

"Missing/Incomplete Components"

.24(1)-10 Yr. Work History Missing,.24(1)-Evidence of Orientation Missing,.24(1)-No Record,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff Credentials Reviewed: 3**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Criminal record checks were observed to be complete.

Comment

Director provided 1 file(s) for employees hired since last visit.

591-1-1-.14 First Aid & CPR**Not Met****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 documents faxed and emailed to the consultant that four of four staff members do not have proof of completing the required First Aid and CPR class.

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: 10/22/2021**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 documents faxed and emailed to the consultant that four of four staff files was not provided to the consultant as required.

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: 9/24/2021

591-1-1-.33 Staff Training

Not Met

Finding

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined based on review of documents faxed and emailed to the consultant that four of four staff members do not have proof of completing initial center orientation as required.

POI (Plan of Improvement)

The Center will develop and provide orientation for all new Staff prior to their staff's assignment to children or task.

Correction Deadline: 9/24/2021

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 documents faxed and emailed to the consultant that four of four staff members have no proof of completing the required health and safety orientation training within the 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: 9/24/2021

Finding

591-1-1-.33(4) 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. It was determined based on review of documents faxed and emailed to the consultant that zero of two staff members had no proof of completing four hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage as required.

POI (Plan of Improvement)

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

Correction Deadline: 10/1/2021

Finding

5

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 documents faxed and emailed to the consultant that there was no proof that four of four staff members hired more than 90 days had completed 10 hours of annual training.

POI (Plan of Improvement)

Previously Cited: The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

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: 9/24/2021

Recited on 9/14/2021

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

Not Met

Finding

591-1-1-.31(2)(b)3.(i) requires that newly hired teachers who do not possess the educational and qualifying child care experience requirements must enroll in a program of study to obtain one of the educational credentials and qualifying experience requirements as required by these rules within six months after employment at the Center and complete the credential or degree within 18 months after enrollment. It was determined based on the CCLC Staff Form that teacher # 2, hired July 13, 2018, lead teacher in the infant and one-year-old classroom, had no proof of possessing the educational and qualifying child care experience as required.

POI (Plan of Improvement)

The Center will ensure that all teachers will comply with the educational and qualifying child care experience requirements.

Correction Deadline: 9/24/2021

Finding

591-1-1-.31(2)(b)3.(iii) requires the Center to maintain the lead teacher's professional development plan in the file and available for inspection by Department staff upon request. It was determined based on documents faxed and emailed to the consultant that three of four staff did not have a professional development plan on file as required.

POI (Plan of Improvement)

The Center will maintain professional development plans in the staff file and make the plan available upon the Department's request.

Correction Deadline: 9/24/2021

Finding

591-1-1-.31(2)(c) requires the Center to maintain a copy and/or written verification of the credential or degree awarded to the lead teacher that is required by these rules in the lead teacher's file, to make the document available for inspection and to provide the document to Department staff upon request. It was determined based on review of documents faxed and emailed to the consultant that there was no proof of lead teacher educational credentials provided as requested and required.

POI (Plan of Improvement)

The Center will review lead teacher records to ensure the required documentation is on file and will obtain and file it if not found.

Correction Deadline: 9/24/2021

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR) Met

Comment

Center observed to maintain appropriate staff:child ratios.

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

Comment

Adequate supervision observed on this date.