



**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:** 2/10/2022    **VisitType:** Licensing Study    **Arrival:** 10:40 AM    **Departure:** 1:15 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**

Sondra Paster  
 Phone: (478) 314-5803  
 Fax: (478) 314-5811  
 sondra.paster@dec.al.gov

**Mailing Address**  
 Same

**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.
02/10/2022	Licensing Study	Good Standing	
01/12/2022	Complaint Investigation by Phone	Good Standing	
08/25/2021	Monitoring Visit	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	1L	GA PreK	2	14	C	22	C	30	C	Centers
Main	1R	Infants	1	5	C	7	C	NA	NA	Floor Play,Nap
Main	2L	Three Year Olds and Four Year Olds	1	13	C	20	C	28	C	Lunch
Main	2R	One Year Olds and Two Year Olds	1	8	C	10	C	NA	NA	Lunch
Main	3R	Two Year Olds	2	13	C	20	C	NA	NA	Transitioning,Clean Up,Lunch
Main	Upstairs		0	0	C	11	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 90					Total Capacity @25 sq. ft.: 106					
Total # Children this Date: 53			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**

An in-person visit was conducted on February 10, 2022. The annual inspection review was not conducted due to the provider not providing the documents for review.

Plan of Improvement: Developed This Date 02/10/2022

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 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](mailto: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](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.

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)

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Jan Whetstone, Program Official

Date

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Sondra Paster, 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

Equipment and furniture observed to be properly secured, as applicable.

#### Finding

591-1-1-.12(6) requires that a variety of age-appropriate toys and play materials be available, stored on low, open shelves accessible to children in each room or assigned area. It was determined based on observation that puzzles, blocks, books, manipulatives and science equipment were not accessible to children in the third right classroom. The consultant observed equipment to be stored in a storage cabinet that was inaccessible to children.

#### POI (Plan of Improvement)

The Center director will ensure there is a variety of age-appropriate toys and play materials in each room for each age group. that are stored on low, open shelves accessible to children.

**Correction Deadline: 3/12/2022**

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

N/A

#### Comment

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 1**

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

Child # 1

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 observation that the provider did not submit documents for five children records to be evaluated.

**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: 2/10/2022****Finding**

591-1-1-.08(1)(b) requires Center Staff to maintain a file for each child that includes parental authorizations, including, but not limited to, written authorization for the Center to obtain emergency medical care for the child when the Parent is not available. It was determined was determined based on observation that the provider failed to provide emergency medical authorization documents for documents to be evaluated.

**POI (Plan of Improvement)**

The Center will develop and follow a system to place and maintain all types of parental authorizations in these files.

**Correction Deadline: 2/10/2022**

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

Bathrooms observed to be clean and well maintained.

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

Licensed capacity observed to be met by center.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)****Not Met****Finding**

591-1-1-.25(8) requires protective caps on all unused electrical outlets within children's reach and requires that electrical outlets in use be made inaccessible to children. It was determined based on observation that outlets under the television and outlets next to the fire extinguisher were observed to be uncovered in the second left classroom..

**POI (Plan of Improvement)**

The Center will train Staff to check outlets and replace protective caps when needed and identify and monitor how outlets in use are inaccessible to children.

**Correction Deadline: 2/10/2022**

**Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that the right side playground's fencing was observed to have the following hazards:

1. A six inch gap underneath the left side fencing with sharp exposed edges..
2. The fencing was observed to be three feet 6 inches in height in the back left corner.
3. The bottom fencing between the large and middle playground was observed to be unsecured which poses an entrapment hazard.
4. The bottom fencing between the middle and left side playground was observed to be unsecured which poses an entrapment hazard.

**POI (Plan of Improvement)**

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

**Correction Deadline: 2/10/2022**

**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 based on observation that the following equipment hazards were observed:

1. The house play equipment was observed to have chipping paint throughout the entire equipment on the right side playground.
2. The jungle gym and arched climber on the large playground was observed to have chipping paint.
3. Four of the six swing seats were observed to be damaged with metal exposed where seating rubber has eroded and broken off and in need of replacement.
4. The swing chains have plastic covering that has started to peel/crack resulting in sharp edges being exposed to children.

**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: 2/20/2022**

**Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that the following hazards were observed:

1. Exposed concrete between the right side and middle playground fencing.
2. Exposed concrete along the left side fencing post.
3. Uneven ground that has an approximate four inch gap next to the left side fencing

**POI (Plan of Improvement)**

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

**Correction Deadline: 2/10/2022**

**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****Met****Comment**

Kitchen appears clean and well organized.

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**Health and Hygiene**

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**591-1-1-.10 Diapering Areas & Practices(CR)****Not Met****Comment**

Staff state proper knowledge of diapering procedures.

**Finding**

591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. It was determined based on observation that the diaper changing pad in the first right and second right classrooms were observed to be torn.

**POI (Plan of Improvement)**

The Center will ensure there is a smooth, nonporous changing surface that has a guard or rails for safety in each classroom that houses children wearing diapers. Center Staff will be trained and have adequate supplies to properly clean the diaper changing surface between each diaper change.

**Correction Deadline: 2/10/2022**

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

591-1-1-.17(8) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means. It was determined based on observation that a staff in the second left classroom was observed to not complete handwashing after cleaning a child's nose.

**POI (Plan of Improvement)**

The Center will ensure liquid soap and warm running water are available for handwashing, train Staff on the handwashing requirements, review the requirements with Staff periodically, and monitor handwashing.

**Correction Deadline: 2/10/2022**

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

The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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**Finding**

591-1-1-.21(1)(a-o) requires the Center to establish and implement written policies and procedures that describe the Center's operations as follows: a) services to be provided, ages of children served, days and times of operations and days and times closed; b) enrollment and admission requirements specifying Parents' responsibilities for supplying needed information and escorting the child to and from the Center; c) a fee and payment schedule with standard fees, fees related to absences and vacations and other fees such as for transportation and late fees; d) Center's transportation and field trip services; e) administration of medication and Parent notification of adverse reactions to prescribed medication; f) Parental notification in cases of illness/injury and exclusion of sick children; g) Parental notification when a notifiable communicable disease is present; h) handling of medical emergencies; i) meals and snacks served, including guidelines for food brought from child's home; j) access by the Parents to all Center areas used by the child; k) child abuse reporting law requirements; l) behavior management and discipline actions used; m) nondiscrimination statement; n) Center sponsored religious and cultural activities; and o) diapering, toilet training and feeding procedures. It was determined based on observation that the provider did not submit the center's written policies and procedures for review.

**POI (Plan of Improvement)**

The Center will revise their policies and procedures to include all required information and update as needed.

**Correction Deadline: 2/15/2022****Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on observation that the provider did not submit the emergency fire drill documentation for review.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

**Correction Deadline: 2/15/2022**

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

Discussed reporting requirements.

<b>Safety</b>
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**591-1-1-.05 Animals****N/A****Comment**

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

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**591-1-1-.13 Field Trips(CR)****N/A****Comment**

Center does not participate in field trips at this time.



**Finding**

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on observation that the the director and each person responsible and participate in transportation did not provide documentation that the two hour transportation training had been completed.

**POI (Plan of Improvement)**

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

**Correction Deadline: 2/20/2022**

**Finding**

591-1-1-.36(4)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on observation that the center did not provide an annual safety check for each vehicle used to transport children.

**POI (Plan of Improvement)**

The Center will obtain the annual vehicle inspection.

**Correction Deadline: 2/15/2022**

**Finding**

591-1-1-.36(4)(b) requires that the interior of a transportation vehicle be clean, in safe repair and free of hazardous items, objects and/or other non-essential items which could cause injury. It was determined based on observation that the following hazards were observed:

1. The side extender door where children get inside the van was observed to be inoperable from the outside or inside of van with tag 3913.
2. The first row outside seat belt was observed to held on with grey duct tap in van 3913.
3. Three of four seats were observed to be torn on van 3913.
4. The van was also in need of cleaning as trash and debris was observed throughout the van 3913.

**POI (Plan of Improvement)**

The center will maintain that all transportation vehicles are clean, in safe repair, and free from hazards.

**Correction Deadline: 2/11/2022**

**Finding**

591-1-1-.36(4)(c) requires that each vehicle be equipped with a fire extinguisher maintained in working order and kept inaccessible to children. It was determined based on observation that there was no fire extinguisher on van 3914.

**POI (Plan of Improvement)**

The center will ensure that each vehicle has a working fire extinguisher and that the fire extinguisher is kept out of reach of children.

**Correction Deadline: 2/10/2022**

**Sleeping & Resting Equipment**

**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.

<b>Staff Records</b>
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**Records Reviewed: 16**
**Records with Missing/Incomplete Components: 0**


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Staff # 1	Met
Date of Hire: 01/25/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 2	Met
Date of Hire: 01/05/2020	
Staff # 3	Met
Date of Hire: 06/03/2019	
Staff # 4	Met
Date of Hire: 06/11/2014	
Staff # 5	Met
Date of Hire: 05/11/2016	
Staff # 6	Met
Date of Hire: 01/03/2020	
Staff # 7	Met
Date of Hire: 05/03/2021	
Staff # 8	Met
Staff # 9	Met
Staff # 10	Met
Date of Hire: 01/25/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 11	Met
Date of Hire: 11/03/2021	
Staff # 12	Met
Date of Hire: 06/02/2021	
Staff # 13	Met
Date of Hire: 08/12/2019	

Staff # 14 Met  
 Date of Hire: 08/03/2009

Staff # 15 Met  
 Date of Hire: 07/13/1997

Staff # 16 Met  
 Date of Hire: 12/19/2019

**Staff Credentials Reviewed: 2**

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

**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 based on observation that a sixteen-year-old staff hired on November 29, 2021 was observed to be without a submission of both a records check application to the department and fingerprints to an authorized fingerprinting site.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - 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. 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 the CRC rules are maintained.

**Correction Deadline: 2/10/2022**

**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 based on observation that a sixteen-year-old employee hired on November 29, 2021, was observed to be without a satisfactory comprehensive records check determination.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - 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. 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 the CRC rules are maintained.

**Correction Deadline: 2/10/2022**

**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 observation that the provider did not submit CPR/First Aid documentation for all staff employed at the center..

**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: 3/12/2022**

**Finding**

591-1-1-.14(3) requires the Center to have a first aid kit in each building of the Center and in any vehicle used by the Center for transportation of children, that contains scissors, tweezers, gauze pads, adhesive tape, thermometer, band-aids, assorted sizes, antibacterial ointment, insect-sting preparation, an antiseptic cleansing solution, triangular bandages, rubber gloves, protective eye wear, a protective face mask, and a cold pack. The first aid kit, together with a first aid instruction manual which must be kept with the kit at all times, shall be stored so that it is not accessible to children but is easily accessible to Staff. It was determined that band aids, adhesive tape, gloves and goggles were observed to be missing in the first aid kit on van 3914.

**POI (Plan of Improvement)**

Center Staff will provide any missing first aid kits, add any missing items to each first aid kit and will develop and use a plan for checking the kits and replacing missing items in each kit in the future. First aid kits and instruction manuals will be stored so that they kits are not accessible to children but are easily accessible to Center Staff.

**Correction Deadline: 2/20/2022**

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**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 observation that the provider did not submit initial orientation training for all staff employed at the center.

**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: 2/10/2022**

**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 observation that the provider did not submit health and safety training for all staff employed at the center.

**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: 3/12/2022**

**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 observation that the provider did not submit annual training for all staff employed at the center.

**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: 3/12/2022**

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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**

Adequate supervision observed on this date.