



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: 2/17/2022 **VisitType:** Licensing Study **Arrival:** 1:30 PM **Departure:** 2:45 PM

CCLC-51398

Guiding Lights Early Learning Center, LLC.

13 St John Circle Newnan, GA 30265 Coweta County
 (770) 573-3003 danielledixon@guidinglightselc.com

Regional Consultant

Laura Swann

Phone: (706) 855-3454
 Fax: (706) 434-7641
 laura.swann@dec.al.gov

Mailing Address
 Same

Quality Rated: ★

Compliance Zone Designation			Compliance Zone Designation - A summary measure of a program's 12 month monitoring history, as it pertains to child care health and safety rules. The three compliance zones are good standing, support, and deficient.
02/17/2022	Licensing Study	Good Standing	
07/13/2021	Monitoring Visit	Good Standing	
01/22/2021	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	B Pre-K	Four Year Olds	2	11	C	26	C	NA	NA	Centers
Main	C Three		0	0	C	15	C	NA	NA	
Main	D Two	One Year Olds and Two Year Olds	1	8	C	22	C	NA	NA	Transitioning, Nap
Main	E Infants	Infants	2	4	C	13	C	NA	NA	Floor Play
Main	G Three	Three Year Olds	1	10	C	17	C	NA	NA	Snack, Transitioning
					Total Capacity @35 sq. ft.: 93		Total Capacity @25 sq. ft.: 0			
Total # Children this Date: 33			Total Capacity @35 sq. ft.: 93			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	B Toddlers	25	C
Main	C Preschool	47	C

Comments

Plan of Improvement: Developed This Date 02/17/2022

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)

Danielle Dixon, Program Official

Date

Laura Swann, Consultant

Date



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

Findings Report

Date: 2/17/2022 **VisitType:** Licensing Study **Arrival:** 1:30 PM **Departure:** 2:45 PM

CCLC-51398

Guiding Lights Early Learning Center, LLC.

13 St John Circle Newnan, GA 30265 Coweta County
(770) 573-3003 danielledixon@guidinglightselc.com

Regional Consultant

Laura Swann

Phone: (706) 855-3454

Fax: (706) 434-7641

laura.swann@dec.al.ga.gov

Mailing Address

Same

The following information is associated with a Licensing Study:

Activities and Equipment

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

Met

Comment

Discussed rotating toys to support the procedures of daily disinfecting.

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

Met

Comment

Center does not provide swimming activities.

Facility

591-1-1-.19 License Capacity(CR)

Met

Comment

Licensed capacity observed to be routinely met by center.

591-1-1-.25 Physical Plant - Safe Environment(CR)

Met

Comment

Center appears clean and well maintained.

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

Met

Correction Deadline: 1/21/2020

Corrected on 2/17/2022

.26(4) - Correction observed on this date. Continue to monitor fencing to ensure it remains 4 feet in height and rust is removed.

Correction Deadline: 1/21/2020

Corrected on 2/17/2022

.26(9) - Correction observed on this date.

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

Proper hand washing observed throughout the center.

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

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures **Not Met**

Finding

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. It was determined based on a review of records that no emergency plan was available.

POI (Plan of Improvement)

The Center will write or revise an emergency plan that includes all of the required items.

Correction Deadline: 3/7/2022

Safety

591-1-1-.11 Discipline(CR) **Technical Assistance**

Technical Assistance

591-1-1-.11(2) - Consultant reviewed with the director and staff the appropriate and inappropriate discipline strategies as follows: inflict corporal/physical punishment upon a child; shake, jerk, pinch or handle a child roughly; verbally abuse or humiliate a child which includes, but is not limited to, the use of threats, profanity or belittling remarks about a child or his family; isolate a child in a dark room, closet or unsupervised area; use mechanical or physical restraints or devices to discipline children; use medication to discipline or control children's behavior without written medical authorization issued by a licensed professional and given with the parent's written consent; restrict unreasonably a child from going to the bathroom; punish toileting accidents; force-feed a child or withhold feeding a child regularly scheduled meals and/or snacks; force or withhold naps; allow children to discipline or humiliate other children; or confine a child for disciplinary purposes to a swing, highchair, infant carrier, walker or jump seat.

Correction Deadline: 2/17/2022

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)

Technical Assistance

Technical Assistance

591-1-1-.30(1)(b)3 - requires that sheets or similar coverings for cots or mats be available for all children.

Correction Deadline: 2/17/2022

Technical Assistance

591-1-1-.30(1)(b)4 - requires that a light cover be available for each child's use on a cot or mat

Correction Deadline: 2/17/2022

Staff Records

Records Reviewed: 13

Records with Missing/Incomplete Components: 8

Staff # 1	Not Met
Date of Hire: 02/21/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate	
Staff # 2	Not Met
Date of Hire: 11/08/2021	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 3	Not Met
Date of Hire: 08/18/2021	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 4	Not Met
Date of Hire: 12/03/2019	
<u>"Missing/Incomplete Components"</u>	
.33(4)-Food Prep Training Missing 4 hrs.	
Staff # 5	Met
Date of Hire: 10/27/2020	
Staff # 6	Met
Date of Hire: 12/03/2019	
Staff # 7	Met
Date of Hire: 10/27/2020	
Staff # 8	Not Met
Date of Hire: 06/10/2021	

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate

Staff # 9 Not Met

Date of Hire: 08/18/2021

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 10 Not Met

Date of Hire: 12/03/2019

"Missing/Incomplete Components"

.33(4)-Food Prep Training Missing 4 hrs.

Staff # 11 Met

Date of Hire: 01/11/2022

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

Staff # 12 Met

Date of Hire: 02/15/2022

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

Staff # 13 Not Met

Date of Hire: 10/29/2021

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff Credentials Reviewed: 6

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

Comment

Criminal record checks were observed to be complete.

Comment

Director provided 5 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 a review of records that 3 staff had not obtained certification in first aid and CPR within 90 days of their hire date.

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: 3/19/2022

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

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 a review of records that 3 staff had not completed the 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: 3/19/2022

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 a review of records there was no documentation to show four hours of training for the director or cook in food nutrition planning, preparation, serving, proper dish washing and food storage

POI (Plan of Improvement)

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

Correction Deadline: 3/19/2022

591-1-1-.31 Staff(CR)**Technical Assistance****Technical Assistance**

591-1-1-.31(2)(b)3.(ii)(I) - (VIII) -Consultant reviewed with the director that the Center develop a written plan for newly hired teacher's who do not possess the educational credential or degree to include the following: Individual's identifying information (name, address and telephone number; (II) Technical college, university or school where enrolled (name, address and telephone numbers) or Department-approved trainer providing credential coursework (name, address and telephone number); (III) Credential or degree individual is seeking; (IV) Content area of credential or degree; (V) Anticipated date for completion of credential or degree; (VI) Names and numbers of courses to be completed during the current year and ongoing updates of the names and numbers of courses to be completed for the following year(s); (VII) Documentation of course work successfully completed throughout process (i.e., completion of quarter, semester or component of course work; and (VIII) A copy of the credential or degree awarded by the technical college, university, school or Department-approved trainer for specified credential upon completion.

Correction Deadline: 2/17/2022

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

Correction Deadline: 7/13/2021

Corrected on 2/17/2022

.32(4) - Correction observed on this date. Children under three years old were housed in separate physical areas from older children.

Comment

Adequate supervision observed on this date.