



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

Date: 1/9/2019 **VisitType:** Monitoring Visit **Arrival:** 8:50 AM **Departure:** 11:30 AM

CCLC-16183

Small Treasures Learning Center

502 West Solomon Street Griffin, GA 30223 Spalding County
 (770) 229-1967 smalltreasures502@gmail.com

Regional Consultant

Brandi Mangino
 Phone: (478) 314-9726
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 brandi.mangino@decal.ga.gov

Mailing Address

452 West solomon street
 Griffin, GA 30223

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. 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.
01/09/2019	Monitoring Visit	Good Standing	
07/18/2018	Licensing Study	Good Standing	
03/06/2018	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
Bldg 1	A-Lg. Front	Four Year Olds and Five Year Olds	1	11	C	13	C	18	C	Breakfast, Transitioning
Bldg 1	B-Back Right	Three Year Olds	1	7	C	7	C	9	C	Music, Circle Time
Bldg 1	C-Back Middle		0	0	C	7	C	NA	NA	
Bldg 1	D-Back Left	Three Year Olds	1	6	C	7	C	NA	NA	Breakfast
Total Capacity @35 sq. ft.:			34		Total Capacity @25 sq. ft.: 49					
Bldg. II	E-Back Right		0	0	C	5	C	7	C	
Bldg. II	F-Front Right		0	0	C	5	C	7	C	
Bldg. II	G-Front Left		0	0	C	5	C	7	C	
Total Capacity @35 sq. ft.:			15		Total Capacity @25 sq. ft.: 49					
Total # Children this Date:			24		Total Capacity @35 sq. ft.: 49					
					Total Capacity @25 sq. ft.: 49					

Building	Playground	Playground Occupancy	Playground Compliance
Bldg 1	Main (between Bldg. I & II)	55	C

Comments

Plan of Improvement: Developed This Date 01/09/2019

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.decal.ga.gov/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

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@decal.ga.gov.

- 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://decal.ga.gov/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)



Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.ga.gov/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@decal.ga.gov

Mary Smith, Program Official

Date

Brandi Mangino, Consultant

Date



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Findings Report

Date: 1/9/2019 **VisitType:** Monitoring Visit **Arrival:** 8:50 AM **Departure:** 11:30 AM

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The following information is associated with a Monitoring Visit:

Activities and Equipment

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

Met

Correction Deadline: 7/18/2018

Corrected on 1/9/2019

.12(2) - Citation corrected.

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

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 4

Records with Missing/Incomplete Components: 4

Child # 1

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 3

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 4

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

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, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on review of staff files that four out of five children were missing complete address of release person.

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: 1/10/2019

Recited on 1/9/2019

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)

Technical Assistance

Comment

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

Technical Assistance

Consultant discussed that the back door off the kitchen that opens to the playground was observed to be chipping paint.

Correction Deadline: 1/9/2019

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

Technical Assistance

Technical Assistance

Consultant discussed that the wood piece in the left corner needs to be repaired/replaced as it has chipping wood.

Correction Deadline: 1/9/2019

Health and Hygiene

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

Met

Comment

No diapering children enrolled at the present time.

591-1-1-.17 Hygiene(CR)**Met****Comment**

Handwashing requirements discussed on this date.

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

The provider stated that no medication has been dispensed since the last regulatory visit.

Safety

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

Age-appropriate discussion and/or redirection observed.

591-1-1-.36 Transportation(CR)**Not Met****Comment**

A current/completed inspection was observed for all vehicles used in transporting children this date.

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 a review of records three staff member's that have been a second check have expired transportation training.

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: 1/19/2019**Finding**

591-1-1-.36(7)(c)1 requires that children be listed individually on the passenger transportation checklist using their first and last names. It was determined based on a review of records that transportation provided December 10, 2018 through December 14, 2014 did not have the last name listed for one of four children transported from Moreland Road Elementary.

POI (Plan of Improvement)

The Center will ensure that each child is listed individually by first and last name on the checklist.

Correction Deadline: 1/10/2019**Finding**

591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on a review of records that transportation provided to Crescent Elementary on January 9, 2019 that the center did not document arrival and departure times of when the center left the center, the children were loaded/unloaded at the school and when the van returned to the center.

POI (Plan of Improvement)

The Center will ensure that each time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

Correction Deadline: 1/10/2019

Finding

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on a review of records that transportation provided on January 9, 2019 to Crescent Elementary that the center did not complete a first check of the van.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 1/10/2019

Finding

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on a review of records that on January 9, 2019 transportation was provided to Crescent Elementary and no second check of the van was completed.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 1/9/2019

Sleeping & Resting Equipment

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

Comment

Discussed SIDS and infant sleeping position.

Staff Records

Records Reviewed: 9

Records with Missing/Incomplete Components: 3

Staff # 2 Not Met

Date of Hire: 11/07/2016

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 4 Not Met

Date of Hire: 06/18/2010

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 7 Not Met

Date of Hire: 05/18/2013

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing

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

Comment

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit

Consultant discussed the new criminal record checks requirements and rules with the center on this date.

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

Comment

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

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

Center observed to maintain appropriate staff:child ratios.