



**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:** 1/15/2019 **VisitType:** Licensing Study

**Arrival:** 8:10 AM

**Departure:** 2:00 PM

**CCLC-35131**

**FOJM Learning Center, Inc.**

100 Usher Rd. Covington, GA 30016 Newton County  
 (770) 787-1748 faithofjesus@yahoo.com

**Regional Consultant**

Ashley Cunningham

Phone: (866) 374-9389

Fax: (866) 375-0880

Ashley.Cunningham@dec.al.ga.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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
01/15/2019	Licensing Study	Support	
09/11/2018	Monitoring Visit	Good Standing	
06/26/2018	Complaint Closure	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
Main Bldg	A-Upstairs 2nd left	Infants	1	2	C	6	C	NA	NA	Diapering,Nap
Main Bldg	B-First Left(Potty Train 2's Only)	Two Year Olds	1	3	C	6	C	NA	NA	Art
Main Bldg	C- Downstairs	Three Year Olds	1	2	C	31	C	NA	NA	Free Play
Total Capacity @35 sq. ft.: 43			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 7			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
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**Comments**

Updated fire drill and Emergency Procedure information was emailed to the center.  
 Professional Development Plan emailed  
 1-day letter  
 POI Letter

Plan of Improvement: To Be Submitted 01/29/2019

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.

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#### 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](mailto: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.

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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](mailto:qualityrated@decal.ga.gov)

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Barbara Usher, Program Official

Date

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Ashley Cunningham, Consultant

Date



Bright from the Start Georgia Department of Early Care and Learning  
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### Findings Report

**Date:** 1/15/2019 **VisitType:** Licensing Study

**Arrival:** 8:10 AM

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**Mailing Address**  
Same

The following information is associated with a Licensing Study:

### Activities and Equipment

#### 591-1-1-.03 Activities

Not Met

#### Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on observation that the infant class and the three year old class did not have a current lesson plan available.

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**Correction Deadline: 1/15/2019**

#### Technical Assistance

591-1-1-.03(6) - Please ensure that the infants spend the majority of their time engaging in floor play and other various activities.

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Correction Deadline: 1/15/2019

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

**Met**

**Comment**

A variety of equipment and toys were observed throughout the center.

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

**N/A**

**Comment**

Center does not provide swimming activities.

**Children's Records**

**Records Reviewed: 2**

**Records with Missing/Incomplete Components: 2**

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

**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 a review of records, that two of five files did not have the address of the child's release persons.

Correction Deadline: 1/15/2019

**Facility**

**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 routinely met by center.

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

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that in the downstairs class there was hand sanitizer stored on the shelf accessible to children.

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**Correction Deadline: 1/15/2019**

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**591-1-1-.26 Playgrounds(CR)****Not Met****Comment**

Playground observed to be clean.

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**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 PVC piping along the back play structure on the bottom playground was cracked and had jagged edges.

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**Correction Deadline: 1/31/2019**

<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition****Not Met****Finding**

591-1-1-.15(3) requires baby bottles and formula to be labeled with the individual child's name; supplied by the Parent daily in bottles; and refrigerated at a temperature of forty (40) degrees Fahrenheit or less. Only the current day's formula or breast milk shall be served. If formula must be provided by the Center, only commercially prepared, ready-to-feed formula shall be used. Refrigerated or frozen breast milk shall only be heated or thawed under warm running water or in a container of warm water. It was determined based on observation that children bottles were not labeled and ready-to-feed formula was not be used.

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**Correction Deadline: 1/15/2019**

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**591-1-1-.18 Kitchen Operations****Met****Comment**

Kitchen appears clean and well organized.

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Hand washing requirements for diapering were discussed with the director on this date.

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

591-1-1-.17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on observation that the a child's hands was not washed after being diapered.

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**Correction Deadline: 1/15/2019**

**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 the the infant teacher did not wash their hands after diapering a child.

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**Correction Deadline: 1/15/2019**

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

**Not Met**

**Comment**

Discussed proper medication documentation and procedures.

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**Finding**

591-1-1-.20(4) requires the Center to keep medication in a cabinet or container that is locked or otherwise not accessible to the children and to be stored separate from cleaning chemicals, supplies or poisons. Medications requiring refrigeration shall be placed in a leak-proof container in a refrigerator that is not accessible to the children. It was determined based on observation that in the two-year old class there was children;s Tylenol and Benadryl stored in a child backpack.

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**Correction Deadline: 1/15/2019**

<b>Policies and Procedures</b>
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**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 observation that the center did not have an updated written procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations.

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**Correction Deadline: 1/20/2019**

**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 center did not have evidence to show that fire drills had been conducted for August through December of 2018. Also, there was no evidence to show that tornado drills had lock down drill been conducted every six months for 2018.

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**Correction Deadline: 1/31/2019**

**591-1-1-.27 Posted Notices****Not Met****Finding**

591-1-1-.27 requires each Center to post in a designated area for public viewing near the front entrance the following: the Center's current License or Permit; a copy of these rules; a copy of the current communicable disease chart; a statement allowing Parent(s) access to all child care areas upon notifying any staff member of his or her presence; names of persons responsible for the administration of the Center in the administrator's absence; the dated current week's menu for meals and snacks; emergency plans for severe weather, fire, and other emergency situations; a statement requiring visitors to check in with Staff when entering the Center; no smoking signs; and a notice provided by the Department which advises Parents of their right to review a copy of the Center's most recent licensure evaluation report upon request to the Center Director. The Center shall provide any Parent with a copy of this evaluation report upon request. It was determined based of observation that there was no current menu posted and no names of persons responsible for the administration of the Center in the administrator's absence posted.

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**Correction Deadline: 1/18/2019**

	<b>Safety</b>
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**591-1-1-.11 Discipline(CR)** **Met**

**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)** **Not Met**

**Finding**

591-1-1-.36(7)(a) requires that each vehicle contains current information including: the full names of all children to be transported, each child's pick-up location, pick-up time, delivery location, alternate delivery location if a Parent is not at home and name of person authorized to receive each child. In addition, the vehicle shall contain current information identifying the Center's name, telephone number and the name of the driver of the vehicle. It was determined based on a review of transportation records that the center did not have transportation agreements in the vehicle when transporting the children.

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**Correction Deadline: 1/16/2019**

**Finding**

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on a review of transportation forms that the center did not have copies of six emergency medical forms in the vehicle when transporting children.

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**Correction Deadline: 1/16/2019**

**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 transportation forms that on January 8, 2019, on a PM route from McIntosh Trail and Livingston Elementary there was no signature to indicate that a first check had been conducted.

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**Correction Deadline: 1/16/2019**

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**

**Not Met**

**Comment**

Discussed SIDS and infant sleeping position.

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**Finding**

591-1-1-.30(1)(a)2 requires that a crib mattress is firm, tight-fitting without gaps, at least 2 inches thick and covered with a waterproof, washable material. Before a change of occupant, each mattress shall be cleaned with a disinfectant. It was determined based on observation that an infant was observed to be sleeping on on one inch mattress.

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**Correction Deadline: 1/15/2019**

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**Correction Deadline: 9/11/2018**

**Corrected on 1/15/2019**

**.30(2)(c) - Previous citation corrected in that children were sleeping a safety approved cribs.**

<b>Staff Records</b>
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**Records Reviewed: 8**

**Records with Missing/Incomplete Components: 6**

Staff # 1

Not Met

Date of Hire: 06/04/2018

"Missing/Incomplete Components"

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

Staff # 2

Not Met

Date of Hire: 04/21/2014

"Missing/Incomplete Components"

.33(4)-Food Prep Training Missing 4 hrs.,.33(5)-10 Hrs. Annual Training,.09-Criminal Records Check Missing

Staff # 4

Not Met

Date of Hire: 11/14/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 5

Not Met

Date of Hire: 08/20/2012

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 6

Not Met

Date of Hire: 08/21/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 7

Not Met

Date of Hire: 08/20/2012

"Missing/Incomplete Components"

.14(2)-First Aid Missing,.14(2)-CPR missing,.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training

**Comment**

Criminal record checks were observed to be complete.

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**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 a review of staff files that the owner, who is present in the center at times, did not submit both a records check application to the Department and fingerprints to an authorized fingerprinting site.

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**Correction Deadline: 1/15/2019****Finding**

Previously Cited: 591-1-1-.09(1)(a) requires the Center to ensure that every Director, Employee and Provisional Employee of the Child Care Learning Center has a satisfactory records check determination before the individual is present at the Center or before the individual resides in a Center. It was determined, based on review of records and staff statements, that an employee hired on August 13, 2018 and had not completed the fingerprinting process. The Consultant observed a local background check on file that was completed on August 21, 2018.

591-1-1-.09(1.)(b) requires the Center to ensure that every Director 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 Director 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 a review of staff files that the director was present without a satisfactory comprehensive records check determination. A satisfactory national fingerprint determination letter was observed on file.

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**Correction Deadline: 1/15/2019**

**Correction Deadline: 1/15/2019**

**Corrected on 1/15/2019**

**.09(1)(c) - Previous citation corrected.**

**Finding**

591-1-1-.09(1)(l)3. requires the Center to immediately require a new Comprehensive Records Check Determination for a Director, Employee or Provisional Employee at least once every five years. It was determined based on a review of records that the on site owner did not re-fingerprint every five years as required. They did not have a satisfactory comprehensive records check determination letter on file. They did have a national finger print determination letter on file.

**Correction Deadline: 1/15/2019**

**591-1-1-.14 First Aid & CPR**

**Not Met**

**Finding**

591-1-1-.14(1) requires the Center Director and, at any given time, at least fifty percent (50%) of the caregiver Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Center shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on a review of staff files that the center did not have evidence to show that 50% of the staff were first aid/CPR certified.

**Correction Deadline: 2/22/2019**

**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 a review of staff files that two staff did not have evidence of documentation of orientation.

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**Correction Deadline: 1/15/2019**

**Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on a review of staff files that one staff did not have evidence to show health and safety training was completed.

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**Correction Deadline: 2/22/2019**

**Finding**

591-1-1-.33(5) requires the Director and person with primary responsibility for food preparation to 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 staff files that the director did not have evidence of required nutrition training.

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**Correction Deadline: 2/22/2019**

**Finding**

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on a review of staff files that two staff did not have evidence annual training for 2018.

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**Correction Deadline: 12/31/2019**

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

**Not 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.

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**Comment**

Staff observed to be compliant with applicable laws and regulations.

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**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 a review of staff files that one lead teacher did not have a professional development plan on file.

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**Correction Deadline: 1/18/2019**

<b>Staffing and Supervision</b>
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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.