



**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:** 1/25/2017 **VisitType:** Monitoring Visit

**Arrival:** 10:50 AM

**Departure:** 12:50 PM

**CCLC-35618**

**1-2-3 Tots Learning Center**

114 West 61st Street Savannah, GA 31405 Chatham County  
 (912) 663-0985 trish310@bellsouth.net

**Regional Consultant**

Kati Cosby

Phone: (912) 544-8606

Fax: (912) 544-9425

kati.cosby@dec.al.ga.gov

**Mailing Address**

Same

**Compliance Zone Designation**

01/25/2017	Monitoring Visit	Good Standing
09/12/2016	Licensing Study	Good Standing
04/11/2016	Licensing Study	Good Standing

**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.

**Ratios/License Capacity**

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
MAIN	A-FRONT	Two Year Olds	1	4	C	34	C	NA	NA	Transitioning, Out side
MAIN	B- MIDDLE	Three Year Olds	1	16	NC	32	C	NA	NA	Centers, Circle Time
MAIN	C-BACK		0	0	C	11	C	NA	NA	
Total Capacity @35 sq. ft.: 77			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 20			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
MAIN	A-TODDLER	16	C
MAIN	B-(3-12 YEARS)	28	C

**Comments**

Plan of Improvement: Developed This Date 01/25/2017

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).



**Reminder:** All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit [www.decalkoala.com](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.



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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)

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Yolanda Williams, Program Official

Date

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Kati Cosby, Consultant

Date



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### Findings Report

Date: 1/25/2017 VisitType: Monitoring Visit

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

Met

#### Comment

Discussed-Swimming Rules

### Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 5

Child # 1

Not Met

"Missing/Incomplete Components"

.08(g)-Immunization

Child # 2

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Doctor, Clinic, Phone Numbers,.08(1)(b)-Home Address Missing,.08(g)-Immunization

Child # 3

Not Met

"Missing/Incomplete Components"

.08(1)(b)-Work Address Missing,.08(g)-Immunization

Child # 4

Not Met

"Missing/Incomplete Components"

.08(1)(b)-Home Address Missing,.08(g)-Immunization

Child # 5

Not Met

"Missing/Incomplete Components"

.08(g)-Immunization

**Finding**

591-1-1-.08(a)-(f) requires 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 that includes the following information: (a) child's name, birth date, sex, address, living arrangement, name of school if applicable; (b) names of both Parents, home and work addresses, and home and work telephone numbers; (c) name(s) and addresses of the person(s) to whom the child may be released including address, telephone number, relationship to child and other identifying information; (d) name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; (e) name and telephone number of the child's primary source of health care; and (f) 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 children's records that the following was missing:

- Physician phone number in one of five files
- Parent work address in one of five files
- Home address in two of five files

**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: 2/1/2017**

**Recited on 1/25/2017**

**Finding**

591-1-1-.08(g) requires Center Staff to maintain a file for each child that includes evidence of age-appropriate immunizations or a signed affidavit against such immunizations for each child enrolled in the center on a form approved by the Department, and to allow no child to continue enrollment in the Center for more than thirty (30) days without such evidence.

It was determined based on review of children's records that five of five children did not have immunization records on file.

**POI (Plan of Improvement)**

Center staff will have and use a plan to track immunization forms for all enrolled children and to ensure the form or affidavit are obtained from the parent or guardian within 30 days of enrollment. Parents will be informed their child cannot remain enrolled in the center without this documentation.

**Correction Deadline: 2/4/2017**

<b>Evening Care</b>
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**591-1-1-.32 Staffing/Supervision(CR)**

**Met**

**Comment**

No evening care hours

<b>Facility</b>
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**591-1-1-.25 Physical Plant - Safe Environment(CR)**

**Met**

**Comment**

Observation-No Hazards Accessible

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

**Not Met**

**Technical Assistance**

591-1-1-.26(4) - Discussed repairing loose and broken fence board on the left side of the playground.

**Correction Deadline: 1/25/2017**

**Finding**

591-1-1-.26(8) requires the playground to be kept clean, free of litter and hazards. It was determined based on observation, that the following hazards were observed in the outdoor play area:

- Broken turtle sand box
- Chipping paint from teeter totter
- unmarked and uncovered tree roots posed a tripping hazard

**POI (Plan of Improvement)**

To ensure the cleanliness, sanitation and safety of the playground, the center will remove, replace or repair all hazards.

**Correction Deadline: 1/25/2017**

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

Diapering requirements discussed

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

Observed-Proper Hand Washing Throughout

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

Employee stated that no medication is administered at this time.

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

Observed-Discussion/Redirection

**591-1-1-.13 Field Trips(CR)****Met****Comment**

No Field Trips at This Time

**591-1-1-.36 Transportation(CR)****Met****Comment**

No Routine Transportation Provided

**Sleeping & Resting Equipment****591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

Ensure Cribs/Cots Labeled

**Staff Records****Records Reviewed: 5****Records with Missing/Incomplete Components: 2**

Staff # 1

Not Met

Date of Hire: 08/16/2015

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 5

Not Met

Date of Hire: 08/31/2009

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

**591-1-1-.09 Criminal Records Check(CR)****Met****Correction Deadline: 9/12/2016****Corrected on 1/25/2017****.09(1)(i) - Previous citation was observed to be corrected on this date.****591-1-1-.33 Staff Training****Not Met****Finding**

591-1-1-.33(5) requires ten clock hours of annual training for supervisory and caregiver Staff, except for independent contractors, Students-in-Training and volunteers, in the subjects of early childhood education, child development or subjects related to the position.

It was determined based on observation, that five of five staff had not completed the required 10 hours of annual training for 2016.

**POI (Plan of Improvement)**

The center will plan and schedule the required 10 hours of ongoing training each year and follow up to ensure the training is completed.

**Correction Deadline: 2/24/2017****Recited on 1/25/2017****591-1-1-.31 Staff(CR)****Not Met****Finding**

591-1-1-.31(2)(b) requires teachers/lead caregivers to possess a credential that meets the rule requirements listed in 591-1-.31(2)(b)3.(i) through (xii).

It was determined that there was no documentation on file to verify that the teacher/lead caregiver possessed the credential to meet the rule requirement.

**POI (Plan of Improvement)**

The teacher/lead care giver will obtain a credential that meets the rule requirements listed in 591-1-.31(2)(b)3.(i) through (xii).

**Correction Deadline: 1/27/2017****Recited on 1/25/2017****Staffing and Supervision****591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Not Met**

**Finding**

591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20; and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50.

It was determined based on observation that a staff:child ratio of 1:16 three-year-olds was observed in the middle classroom.

**POI (Plan of Improvement)**

The Center will hire additional Staff or reschedule current Staff to meet required Staff:child ratios and will organize children into groups that meet requirements.

**Correction Deadline: 1/25/2017**

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

Observed-Adequate Supervision