



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: 1/29/2019 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 9:10 AM **Departure:** 3:00 PM

CCLC-18603

A Step Ahead Learning Center

340 Wilkerson Rd. Rex, GA 30273 Henry County
 (678) 565-1910 info@asalearning.com

Regional Consultant

April Brown
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 april.brown@decal.ga.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.
01/29/2019	Complaint Closure	Good Standing	
01/29/2019	Complaint Investigation & Licensing Study	Good Standing	
10/04/2018	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
2nd Building	School Age	Six Year Olds and Over	1	7	C	20	C	29	C	Free Play
					Total Capacity @35 sq. ft.: 20					
					Total Capacity @25 sq. ft.: 212					
Main	1L schoolage	Six Year Olds and Over	1	8	C	9	C	NA	NA	Homework
Main	1R G - 3 yr olds	Four Year Olds	2	14	C	18	C	NA	NA	Circle Time
Main	2L B - Older Infants	Six Year Olds and Over	1	5	C	16	C	NA	NA	Homework
Main	2R J - 4 yr olds	Three Year Olds	2	13	C	21	C	NA	NA	Circle Time
Main	3L C - Toddlers		0	0	C	17	C	NA	NA	Not In Use
Main	3R H - 3 yr olds		0	0	C	31	C	NA	NA	Not In Use
Main	4L D - Toddlers	One Year Olds	3	11	C	18	C	NA	NA	Circle Time
Main	4R I - 4 yr olds	Three Year Olds	1	4	C	20	C	NA	NA	Circle Time
Main	5L E - 2 yr olds	Two Year Olds	2	10	C	21	C	NA	NA	Free Play
Main	6L F - 2 yr olds		0	0	C	21	C	NA	NA	Not In Use
					Total Capacity @35 sq. ft.: 192					
					Total Capacity @25 sq. ft.: 212					
Total # Children this Date: 72			Total Capacity @35 sq. ft.: 212			Total Capacity @25 sq. ft.: 212				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Area A - Left Side - 2 yr olds	68	C
Main	Area A - Right Side - 3 to 12 yr olds	56	C

Comments

Plan of Improvement: Developed This Date 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.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

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)



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.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

Nina Killins, Program Official

Date

April Brown, Consultant

Date



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Findings Report

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The following information is associated with a Licensing Study Visit:

Activities and Equipment

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

Met

Comment

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

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

N/A

Comment

Center does not provide swimming activities at this time. No pool on property on this date.

Children's Records

591-1-1-.08 Children's Records

Met

Comment

Parent agreements observed obtained and completed on this date.

Comment

Records were observed to be complete and well organized on this date.

Facility

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

Met

Comment

Licensed capacity observed to be met by the center on this date.

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 the following classrooms contained hazardous equipment accessible to children in care:

* In building two, a cabinet on the back right side of the classroom was unlocked and contained Lysol spray, Arrid extra spray, Glade carpet freshner, and Shuffle board wax, labeled, "keep out of reach of children."

* In building two, a staff's purse was located on the sofa on the right side of the classroom.

* In the fourth left classroom, Lysol spray was located on top of the sink in the children's bathroom.

* In the fifth left classroom, a staff's purse was located in a chair underneath the sink on the left side of the classroom.

* In the second right, fourth left and fifth left bathrooms, uncovered rusted screws were observed surrounding the base of the toilets.

* In the fourth left and fifth left bathrooms, brooms and dust pans were present.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 1/29/2019

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

Discussed maintenance of resilient surface. Please fluff and redistribute.

Correction Deadline: 10/14/2018**Corrected on 1/29/2019**

Correction of citation observed on this date. The playground equipment was spray painted and free of rust and chipped paint on this date.

Food Service

591-1-1-.15 Food Service & Nutrition**Met****Comment**

Center menu meets USDA guidelines on this date. Children were served shepherds pie, peas and carrots, peaches, whole wheat rolls, and low fat milk for lunch on this date.

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

Kitchen appears clean and well organized on this date.

Health and Hygiene

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

Hand washing requirements for diapering were discussed with the director on this date. However, there were no enrolled infants in care.

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

Staff were observed to remind children to wash hands on this date.

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

Documentation for medication dispensing observed complete for four children in care who were administered medication in January of 2019.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures

Met

Comment

Consultant discussed with the director the new written emergency plan on this date.

Correction Deadline: 2/3/2019

591-1-1-.27 Posted Notices

Met

Comment

Observed all required posted notices on this date.

Safety

591-1-1-.05 Animals

N/A

Comment

Center does not keep animals on premises on this date.

591-1-1-.11 Discipline(CR)

Met

Comment

Age-appropriate discussion and or redirection observed on this date.

591-1-1-.36 Transportation(CR)

Not Met

Comment

A current and completed inspection was observed for all vehicles used in transporting children on this date. Vehicles ending with license plates S6933, R8608, L4186 and R8608 had annual inspections completed on June 4, 2018.

Comment

Complete documentation of transportation observed on this date.

Comment

The vehicles used in routine before and afterschool transportation had an approved fire extinguisher and first aid kits on 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 that a driver responsible for transporting children did not have evidence of completing two hours of transportation training as required as it was observed to be expired as of August 26, 2016.

POI (Plan of Improvement)

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

Correction Deadline: 2/5/2019

Recited on 1/29/2019

Correction Deadline: 10/4/2018

Corrected on 1/29/2019

Correction of citation observed on this date.

Sleeping & Resting Equipment

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

Met

Comment

Discussed SIDS and infant sleeping position; however, there were no infants enrolled on this date.

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.

Staff Records

Records Reviewed: 24

Records with Missing/Incomplete Components: 12

Staff # 2

Not Met

Date of Hire: 11/06/2015

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 3

Not Met

Date of Hire: 01/09/2017

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 6

Not Met

Date of Hire: 03/24/2014

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 7

Not Met

Date of Hire: 07/24/2018

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 8

Not Met

Date of Hire: 08/14/2017

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 12

Not Met

Date of Hire: 11/05/2018

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 13

Not Met

Date of Hire: 07/25/2018

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 15

Not Met

Date of Hire: 08/06/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 16

Not Met

Date of Hire: 03/05/2018

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 20

Not Met

Date of Hire: 09/06/2017

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 23

Not Met

Date of Hire: 11/12/2012

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 24

Not Met

Date of Hire: 03/23/2015

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

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

Met

Comment

Criminal record checks were observed to be complete on this date.

Comment

Director provided six files for employees hired since last visit which was conducted on October 4, 2018.

Correction Deadline: 10/4/2018

Corrected on 1/29/2019

Correction of citation observed on this date. The owner had a satisfactory comprehensive criminal background check completed as required.

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

Met

Comment

Complete first aid kits observed in center and on vehicles on this date.

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR on this date.

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 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 records that one out of six newly hired staff members did not complete the health and safety training as required.

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. The center will ensure the employee completes health and safety as required by the deadline date.

Correction Deadline: 2/5/2019

Recited on 1/29/2019

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 records 11 out of 24 staff members did not have 10 hours of annual training for 2018 as required.

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: 2/28/2019

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

Met

Comment

Staff observed to be compliant with applicable laws and regulations on this date.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Met

Comment

Center observed to maintain appropriate staff:child ratios on this date.

591-1-1-.32 Supervision(CR)

Met

Comment

Adequate supervision observed on this date.