



**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:** 2/12/2020    **VisitType:** Licensing Study    **Arrival:** 9:20 AM    **Departure:** 3:00 PM

**CCLC-30305**

**Imagination Station Too**

4601 Cargo Drive Columbus, GA 31909 Muscogee County  
 (706) 317-0227 081017@klcorp.com

**Regional Consultant**

Charlene Story

Phone: (770) 405-7942

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charlene.story@decal.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.
02/12/2020	Licensing Study	Good Standing	
09/11/2019	Monitoring Visit	Good Standing	
05/22/2019	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	
Main	Left wing-bk lt	PreK	2	20	C	24	C	NA	NA	Centers	
Main	Left wing-Ft. lt	Four Year Olds	2	12	C	24	C	NA	NA	Centers	
Main	Lt. wing-Ft. rt.		0	0	C	24	C	NA	NA		
Main	Lt.wing-bk rt.		0	0	C	24	C	NA	NA		
Main	Middle-Bk Left	One Year Olds	3	5	C	18	C	NA	NA	Floor Play,Nap,Feeding	
Main	Middle-Ft back Rt.	Two Year Olds	1	4	C	19	C	NA	NA	Free Play	
Main	Middle-Ft. Left	Infants and One Year Olds	1	4	C	18	C	NA	NA	Feeding,Nap,Floor Play	
Main	Middle-Ft. Rt.	One Year Olds	2	11	C	20	C	NA	NA	Art	
Main	Rt wing-ft. middle	Three Year Olds and Four Year Olds	1	10	C	20	C	NA	NA	Centers	
Main	Rt. wing-bk left	Two Year Olds	1	10	C	21	C	NA	NA	Centers	
Main	Rt. wing-bk rt.	Three Year Olds and Four Year Olds	1	5	C	21	C	NA	NA	Centers	
Main	Rt. wing-ft. rt.	Three Year Olds	1	11	C	24	C	NA	NA	Centers	
Main	Rt. wing-ft.left	Two Year Olds	1	7	C	24	C	NA	NA	Centers	
Total Capacity @35 sq. ft.:					281	Total Capacity @25 sq. ft.:					0
Total # Children this Date: 99			Total Capacity @35 sq. ft.:			281	Total Capacity @25 sq. ft.:				0

Building	Playground	Playground Occupancy	Playground Compliance
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## Comments

Center will ensure that medication is dispensed at the correct time.

Center will ensure that buses are clean and free of hazards.

Plan of Improvement: Developed This Date 02/12/2020

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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Tiffinee Morris, Program Official

Date

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Charlene Story, Consultant

Date



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### Findings Report

**Date:** 2/12/2020 **VisitType:** Licensing Study **Arrival:** 9:20 AM **Departure:** 3:00 PM

#### CCLC-30305

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

Met

##### Comment

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

##### Comment

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

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

N/A

##### Comment

Center does not provide swimming activities.

### Children's Records

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

Met

##### Comment

Parent agreements observed obtained/completed.

##### Comment

Parent authorizations obtained/completed.

##### Comment

Records were observed to be complete and well organized.

### Facility

#### 591-1-1-.06 Bathrooms

Met

##### Comment

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

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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)** **Met**

**Comment**

Center appears clean and well maintained.

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

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

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**Food Service**

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

**Comment**

Center menu meets USDA guidelines.

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

**Comment**

Kitchen appears clean and well organized.

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**Health and Hygiene**

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

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Comment**

Please ensure lids remain on trash containing organic waste.

**Comment**

Staff were observed to remind children to wash hands.

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**591-1-1-.20 Medications(CR)** **Not Met**

**Finding**

591-1-1-.20(3) requires the Center to maintain a record of medication dispensed that includes the date, time and amount of medication, any noticeable adverse reaction, and the signature or initials of the person administering the medication. It was determined based on review of medication records that on December 19, 2019 and December 20, 2019, staff did not dispense medication at the time instructed by the parent.

**POI (Plan of Improvement)**

The Center will train Staff responsible for dispensing medication in the accurate completion and storage of the records and will implement a plan to monitor this.

**Correction Deadline: 2/12/2020**

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**Policies and Procedures**

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

**Comment**

Program observed complete emergency drills

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**591-1-1-.27 Posted Notices** **Met**

**Comment**

Observed all required posted notices.

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**591-1-1-.29 Required Reporting** **Met**

**Comment**

Discussed reporting requirements.

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**Safety**

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**591-1-1-.05 Animals** **N/A**

**Comment**

Center does not keep animals on premises.

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

**Comment**

Age-appropriate discussion and/or redirection observed.

**Comment**

Staff were observed to maintain a positive learning environment on this date.

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**591-1-1-.13 Field Trips(CR)** **N/A**

**Comment**

Center does not participate in field trips at this time.

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**591-1-1-.36 Transportation(CR)** **Technical Assistance**

**Comment**

Complete documentation of transportation observed.

**Comment**

The vehicle had an approved fire extinguisher and first aid kit on this date.

**Technical Assistance**

591-1-1-.36(4)(b) - The consultant discussed with center director to ensure that buses are kept clean and free of any hazards.

**Correction Deadline: 2/13/2020**

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**Sleeping & Resting Equipment**

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

**Comment**

Discussed SIDS and infant sleeping position.

**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.

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**Staff Records**

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

**Comment**

Criminal record checks were observed to be complete.

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

**Comment**

Evidence observed of 100% of center staff certified in First Aid and CPR.

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**591-1-1-.33 Staff Training** **Met**

**Comment**

Documentation observed of required annual staff training for the year of 2019.

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

## Staffing and Supervision

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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**

Staff observed to provide direct supervision and be attentive to children's needs.