



**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:** 2/15/2019    **VisitType:** Licensing Study    **Arrival:** 10:40 AM    **Departure:** 4:00 PM

**CCLC-46182**

**First Steps Child Care & Pre-K Academy**

1606 McFarland Avenue Rossville, GA 30741 Walker County  
 (706) 866-2929 firststepscare@aol.com

**Regional Consultant**

Sherri Thompson  
 Phone: (770) 357-7038  
 Fax: (770) 357-7037  
 sherri.thompson@dec.al.ga.gov

**Mailing Address**  
 Same

Joint with: Colette Bolds

**Quality Rated:** No

<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.
02/15/2019	Licensing Study	Good Standing	
09/18/2018	Monitoring Visit	Good Standing	
05/22/2018	Complaint Closure	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 1606	A		0	0	C	12	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 12			Total Capacity @25 sq. ft.: 0							
Preschool bldg	B	Infants and One Year Olds and Two Year Olds and Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	3	17	NC	25	C	NA	NA	Transitioning, Lunch
Total Capacity @35 sq. ft.: 25			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 17			Total Capacity @35 sq. ft.: 37			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main 1606	Playground	21	C

**Comments**

The purpose of this visit was to conduct a Licensing Study. The findings were reviewed on site with the Program Director and a copy of today's visit was provided at the conclusion of the visit.

Plan of Improvement: Developed This Date 02/15/2019

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](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.

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)

Angela Bennett, Program Official

Date

Sherri Thompson, Consultant

Date

Colette Bolds, Consultant

Date



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

### Findings Report

**Date:** 2/15/2019    **VisitType:** Licensing Study    **Arrival:** 10:40 AM    **Departure:** 4:00 PM

**CCLC-46182**

**First Steps Child Care & Pre-K Academy**

1606 McFarland Avenue Rossville, GA 30741 Walker County  
(706) 866-2929 firststepscare@aol.com

**Mailing Address**  
Same

**Regional Consultant**

Sherri Thompson

Phone: (770) 357-7038

Fax: (770) 357-7037

sherri.thompson@dec.al.ga.gov

Joint with: Colette Bolds

The following information is associated with a Licensing Study:

### Activities and Equipment

**591-1-1-.03 Activities**

**Technical Assistance**

**Technical Assistance**

591-1-1-.03(2) - Please ensure lesson plans are readily available to staff to ensure implementation.

**Correction Deadline: 2/15/2019**

**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)**

**Met**

**Comment**

Center does not provide swimming activities currently.

### Children's Records

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

**Met**

**Comment**

Records were observed to be complete and well organized for five records reviewed.

### Facility

**591-1-1-.06 Bathrooms**

**Technical Assistance**

**Technical Assistance**

591-1-1-.06 - Please ensure all toilets are in proper working order at all times as an inoperable toilet has the potential to impact overall licensed capacity.

---

**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)****Met****Comment**

Center appears clean and well maintained.

---

**591-1-1-.26 Playgrounds(CR)****Not Met****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 consultant observation, the playground has a total of nine carpet squares on multiple areas of the playground that pose a tripping hazard. The rugs are not flush to the wood mulch surfacing.

**POI (Plan of Improvement)**

The Center will remove the carpet squares.

**Correction Deadline: 2/15/2019**

---

<b>Food Service</b>
---------------------

---

**591-1-1-.15 Food Service & Nutrition****Not Met****Comment**

Please ensure that infant feeding forms are updated regularly.

**Finding**

591-1-1-.15(5) requires that the Center provide a menu listing all meals and snacks to be served during the current week except for School-age Centers where the food may be provided by the Parent(s) by agreement between the School-age Center and the Parent(s). Substitutions shall be recorded on the posted menu and menus shall be retained at the Center for six (6) months. It was determined based on consultant observation that today's menu for lunch did not reflect menu substitutions. Turkey sandwiches were observed served instead of pizza that was listed on the menu for today.

**POI (Plan of Improvement)**

The Center will list all of the current week's meals and snacks and all substitutions on the menu when a substitution is made.

**Correction Deadline: 2/15/2019**

---

<b>Health and Hygiene</b>
---------------------------

---

**591-1-1-.10 Diapering Areas & Practices(CR)****Not Met****Finding**

591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. It was determined based on consultant observation during a diaper change and staff interview that the bleach/water solution used for disinfecting the diapering surface had not been changed or mixed for a week.

**POI (Plan of Improvement)**

The Center will ensure there is a smooth, nonporous changing surface that has a guard or rails for safety in each classroom that houses children wearing diapers. Center Staff will be trained and have adequate supplies to properly clean the diaper changing surface between each diaper change. Bleach/water solution will be prepared daily to ensure effectiveness.

**Correction Deadline: 2/15/2019**

---

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

Proper hand washing observed throughout the center.

---

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

The Provider currently does not dispense medication and a staff member stated it had been many months since medication has been dispensed.

<b>Safety</b>
---------------

---

**591-1-1-.05 Animals****Met****Comment**

Center does not keep animals on premises.

---

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

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

---

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

591-1-1-.36(4)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on the consultant's request to view the vehicles annual safety check that the van did not have documentation of the annual safety check. The center currently has only one van used for daily transportation.

**POI (Plan of Improvement)**

The Center will obtain the annual vehicle inspection.

**Correction Deadline: 2/20/2019**

**Finding**

591-1-1-.36(4)(c) requires that each vehicle be equipped with a fire extinguisher maintained in working order and kept inaccessible to children. It was determined based on consultant observation that the fire extinguisher on the only van used for daily transportation was indicating it need to be recharged.

**POI (Plan of Improvement)**

The center will ensure that each vehicle has a working fire extinguisher and that the fire extinguisher is kept out of reach of children.

**Correction Deadline: 2/15/2019**

**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 that emergency medical information for five of five children routinely transported was not on the center's van.

**POI (Plan of Improvement)**

While on site, the Center placed emergency medical information for each child inside the transported binder which is used when transporting children. This information will be maintained on the vehicle when transportation is being conducted.

Correction Deadline: 2/15/2019

## Sleeping & Resting Equipment

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

**Met**

**Comment**

Pleasant naptime environment observed.

## Staff Records

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

**Met**

**Comment**

Criminal record checks were observed to be complete. All five staff were verified to have comprehensive background checks.

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

**Met**

**Comment**

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

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

**Not Met**

**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 consultant's review of all five staff records that one staff member had only two out ten required hours of annual training.

**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: 3/17/2019

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

## Staffing and Supervision

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

**Not Met**

Correction Deadline: 2/15/2019

**Corrected on 2/15/2019**

**.32(2) -Consultant observed appropriate use of balanced mixed age groupings during the visit.**

**Finding**

591-1-1-.32(4) requires that children under three years old be housed in separate physical areas from older children and cannot be mixed with older children except at specified times and circumstances. It was determined based on consultant's observation and staff interviews that a two and a half year-old child, who was not potty-trained, was housed with a group of 10 children ages ranging from three years of age up to nine years of age while eating lunch. Also, during naptime, two three-year-old children were observed napping with children ages ranging from 10 months up to two years of age.

**POI (Plan of Improvement)**

The Center will maintain separation of children under three-years-old from older groups of children at all times to include lunch and naptime.

**Correction Deadline: 2/15/2019**

---

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

**Met**

**Comment**

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