



**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:** 2/21/2017    **VisitType:** POI Follow Up    **Arrival:** 2:30 PM    **Departure:** 4:20 PM

**CCLC-14372**

**All About Me Learning Academy**

121 Chase Court Milledgeville, GA 31061 Baldwin County  
 (478) 453-4422 prettywome1@gmail.com

**Regional Consultant**

Jacquelyn Sims  
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**Mailing Address**

121 Chase Ct NW  
 MILLEDGEVILLE, GA 31061

<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.
02/21/2017	POI Follow Up	Good Standing	
01/31/2017	Monitoring Visit	Good Standing	
09/15/2016	Licensing Study	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	A	Three Year Olds and Four Year Olds	1	8	C	11	C	NA	NA	Snack, Nap, Transitioning
Main	B	One Year Olds	1	7	C	10	C	NA	NA	Transitioning, Nap
Main	C	Infants	1	1	C	6	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 27					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 16			Total Capacity @35 sq. ft.: 27			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Only	26	C

**Comments**

The purpose of this visit was to conduct follow up on criminal records checks for center staff.

Plan of Improvement: Developed This Date 02/21/2017

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(j)(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@decga.gov](mailto:CCSRefutations@decga.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://decga.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)

PAMELA Boggs, Program Official

Date

Jacquelyn Sims, Consultant

Date



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### Findings Report

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The following information is associated with a POI Follow Up:

**Safety**

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

**Met**

**Correction Deadline: 1/31/2017**

**Corrected on 2/21/2017**

**.11(2)(m) - Correction of previous citation in that the consultant observed a positive learning environment.**

**Staff Records**

**Records Reviewed: 7**

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

Staff # 2

Not Met

Date of Hire: 02/21/2017

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 5

Not Met

Date of Hire: 02/06/2017

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

**591-1-1-.09 Criminal Records Check(CR)**

**Not Met**

**Comment**

Director provided file for one employee hired since the last visit.

**Finding**

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. It was determined based on a review of records, that two employees, did not have documentation of a satisfactory records check determination on file. One employee stated that she began work on this date and the other employee stated that she began work two weeks ago. A one day letter was left at the facility.

**POI (Plan of Improvement)**

The Center will obtain the Required Satisfactory Records Check Determination before an individual is present at the Center while any child is present for care or before residing in a Center.

**Correction Deadline: 2/21/2017**

**Correction Deadline: 1/31/2017**

**Corrected on 2/21/2017**

**.09(1)(e) - Correction of previous citation in that the consultants did not observe the individuals to be present at the facility.**

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**591-1-1-.24 Personnel Records**

**Not Met**

**Finding**

591-1-1-.24(g) requires the center to maintain daily attendance records or other employee payroll records for the Employee for the preceding six (6) month period which may be stored away from the Center provided that the Center notifies the Department of its intention to store these records off-site, provides the Department with the name, address and phone number of the custodian of these records and allows the Department, at its discretion, to have access to these records at the custodian's location immediately or access at the Center within seven (7) business days of a Department representative's request. The Department may, at its discretion, accept photocopies of the requested records which are provided within seven (7) business days of the Department representative's request for the same. It was determined based on a review of records, that the center did not have payroll documentation for an employee which stated that she began work two weeks ago.

**POI (Plan of Improvement)**

Within seven business days, the Center will submit photocopies of requested records or have these available at the center for review. The center will ensure the Department's access to personnel records according to these rules. Director stated that she will submit payroll information on February 22, 2017 to show all dates that the employee has worked.

**Correction Deadline: 2/28/2017**