



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: 3/13/2017 **VisitType:** Licensing Study

Arrival: 10:05 AM

Departure: 1:30 PM

CCLC-35134

First Step Learning Center

406 Carver Drive Fort Valley, GA 31030 Peach County
 (478) 825-0509 firststeplearningc@att.net

Mailing Address
 Same

Regional Consultant

Angelette Anderson

Phone: (404) 478-4710

Fax: (404) 478-4712

angelette.anderson@decal.ga.gov

Joint with: Katrina Maddox

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.
03/13/2017	Licensing Study	Good Standing	
09/13/2016	Monitoring Visit	Good Standing	
01/12/2016	Licensing Study	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	A- front right	Two Year Olds and Three Year Olds	2	5	C	10	C	NA	NA	Transitioning, Music
Main	B1 1 Left	Two Year Olds	1	6	C	8	C	NA	NA	Transitioning, Outside
Main	B2 - front left	One Year Olds	2	7	C	8	C	NA	NA	Outside, Transitioning
Main	C - back right	Infants	2	6	C	8	C	NA	NA	Outside
Main	D - back left	Three Year Olds and Four Year Olds	5	5	C	17	C	NA	NA	Art
Main	E1-far bck	One Year Olds and Two Year Olds	2	5	C	13	C	NA	NA	Outside
Main	E2 Far bck front	One Year Olds	2	7	C	10	C	NA	NA	Music

Total Capacity @35 sq. ft.: 74

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 41

Total Capacity @35 sq. ft.: 74

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Preschool Playground	58	C

Comments

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. You are encouraged not to wait and to complete the process as soon as possible.



Sign up Today!

www.qualityrated.dec.ga.gov

Any Licensed Program Eligible to Participate

Free Approved Training

Free Technical Assistance

Eligible for \$1,000 Materials Mini Grant

1, 2, 3 Star Rated Programs Receive Bonus Packages

Great Marketing Tool

Raises the Bar in Child Care

For More Information:

Email: QualityRated@dec.ga.gov or Call: 855-800-7747

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.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://dec.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)

Linda Cooper, Program Official

Date

Angelette Anderson, Consultant

Date

Katrina Maddox, 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: 3/13/2017 **VisitType:** Licensing Study

Arrival: 10:05 AM

Departure: 1:30 PM

CCLC-35134

First Step Learning Center

406 Carver Drive Fort Valley, GA 31030 Peach County
(478) 825-0509 firststeplearningc@att.net

Mailing Address
Same

Regional Consultant

Angelette Anderson
Phone: (404) 478-4710
Fax: (404) 478-4712
angelette.anderson@decal.ga.gov
Joint with: Katrina Maddox

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) - Consultant reminded teacher in front left classroom 1&2 to ensure to post lesson plans by Monday morning of each week.

Correction Deadline: 3/13/2017

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

Met

Comment

Observed-Variety Throughout Center

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

Met

Comment

No Swimming Activities Provided. Consultant did not observe any pools on site.

Children's Records

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

Met

Comment

Observed-Records Complete/Well Organized

591-1-1-.23 Parental Authorization

Met

Comment

Parent Authorizations Obtained/Completed

Facility

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

Comment

Observation-Clean and Well Maintained

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

Comment

Licensed Capacity Routinely Met

591-1-1-.25 Physical Plant - Safe Environment(CR) **Not Met**

Finding

591-1-1-.25(11) requires that floor coverings be tight, smooth, free of odors and washable or cleanable. It was determined through consultant's observation that the floors in the Main E 1&2 area/room did not meet these requirements in that the rug was bunched up against the bookshelf and poses a tripping hazard to the children.

POI (Plan of Improvement)

Floors will be maintained to be safe and sanitary. Please ensure that the rugs are laid flat and tacked down to the floor.

Correction Deadline: 4/12/2017

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

Comment

Observation-Clean/Good Repair

Food Service

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

Comment

Menu Meets USDA Guidelines

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

Comment

Kitchen Appears Clean/Well Organized

Health and Hygiene

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

Comment

Staff Stated Proper Knowledge

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

Comment

Observed-Proper Hand Washing Throughout

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

Comment

Discussed-Documentation/Procedures

Policies and Procedures

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

Comment

Observed-All Notices Posted

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

Discussed-Reporting Requirements

Safety

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

No Animals Kept

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

Observed-Discussion/Redirection

Comment

Observed-Positive Learning Environment

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

No Field Trips at This Time

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

591-1-1-.36(6) requires written Parental authorization for routine transportation provided by or on behalf of the Center. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined based on consultant's observation that 4 of the 8 parental authorization forms are missing from the vehicle logs.

POI (Plan of Improvement)

The center will obtain the required written parental authorization.

Correction Deadline: 3/14/2017**Technical Assistance**

591-1-1-.36(7)(b) - Consultant discussed ensuring that all vehicle emergency medical information forms are filled in entirely.

Correction Deadline: 3/14/2017**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 based on consultant's observation that 4 of the 8 vehicle emergency medical forms are missing in the transportation logs.

POI (Plan of Improvement)

The center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

Correction Deadline: 3/14/2017

Finding

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on consultant's observation that a mark/symbol on vehicle logs dates 3/6-/3/10 and 3/13-3/17 are missing.

POI (Plan of Improvement)

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

Correction Deadline: 3/14/2017

Finding

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. The second designated Staff person must complete the following: (i) Physically walk through the entire vehicle; (ii) Visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and (iii) Sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle. It was determined based on consultant's observation that a 2nd check signature is missing from vehicle log dated for 3/6-3/10 is missing.

POI (Plan of Improvement)

The center will ensure that the second responsible staff person checks the vehicle immediately after the first check has been completed.

Correction Deadline: 3/13/2017

Sleeping & Resting Equipment

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

Comment

Discussed-SIDS/Infant Sleeping Position

Staff Records

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

Comment

Criminal Records Check complete

Comment

Hired since last visit

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

Comment

Observed-50% Certified First Aid & CPR

591-1-1-.33 Staff Training Met

Comment

Observed - Documentation Of Training

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

Met

Comment

Lead staff education requirements

Staffing and Supervision

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

Met

Comment

Observed-Appropriate Staff:Child Ratios

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

Met

Comment

Observed-Adequate Supervision