



**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:** 3/23/2017    **VisitType:** Licensing Study    **Arrival:** 9:30 AM    **Departure:** 1:00 PM

**CCLC-2254**

**Chelsey's Garden 2nd Step**

695 Windy Hill Rd. Smyrna, GA 30080 Cobb County  
 (770) 433-8277 patricia\_martin33@yahoo.com

**Regional Consultant**

Courtney Moody  
 Phone: (800) 796-7861  
 Fax: (800) 798-6764  
 courtney.moody@dec.al.gov

**Mailing Address**

110 smyrna Powder Springs Rd  
 Marietta, GA 30060

<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.
03/23/2017	Licensing Study	Good Standing	
10/26/2016	Monitoring Visit	Good Standing	
04/21/2016	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	B Rear	PreK	2	13	C	22	C	NA	NA	Circle Time
Main	C Right	PreK	2	20	C	22	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 44					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 33			Total Capacity @35 sq. ft.: 44			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	52	C

**Comments**

Plan of Improvement: Developed This Date 03/23/2017

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).

	<p><b>Reminder:</b> All employees of child care programs must be fingerprinted before <b>January 1, 2017</b>. For instructions and to submit records check applications online, please visit <a href="http://www.decalkoala.com">www.decalkoala.com</a>. You are encouraged not to wait and to complete the process as soon as possible.</p>
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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)

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Patricia Martin, Program Official

Date

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Courtney Moody, 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**

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**Findings Report**

**Date:** 3/23/2017 **VisitType:** Licensing Study

**Arrival:** 9:30 AM

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The following information is associated with a Licensing Study:

**Activities and Equipment**

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

N/A

**Comment**

No Swimming Activities Provided

**Children's Records**

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 4**

Child # 1 Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Emergency Contact information Missing

Child # 2 Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Emergency Contact information Missing,.08(a)-(f)-Parent Names, Work Numbers

Child # 3 Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Allergies and Disabilities

Child # 5 Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Allergies and Disabilities

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**591-1-1-.08 Children's Records****Not Met****Finding**

591-1-1-.08(a)-(f) requires Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled that includes the following information: (a) child's name, birth date, sex, address, living arrangement, name of school if applicable; (b) names of both Parents, home and work addresses, and home and work telephone numbers; (c) name(s) and addresses of the person(s) to whom the child may be released including address, telephone number, relationship to child and other identifying information; (d) name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; (e) name and telephone number of the child's primary source of health care; and (f) known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on review of records that the center did not meet this requirement based on the following: Two of five children's files did not contain name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; Two of five children's files did not contain known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program; One of five children's files did not contain names of both Parents, home and work addresses, and home and work telephone numbers.

**POI (Plan of Improvement)**

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

**Correction Deadline: 3/23/2017**

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**591-1-1-.23 Parental Authorization****Met****Comment**

Parent Authorizations Obtained/Completed

**Facility**

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

Observation-Clean and Well Maintained

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

591-1-1-.25(3) requires that the Center and surrounding premises be clean, free of debris and in good repair. It was determined based on observation that there was a hole in the wall of the right classroom beside the painting easel. It was also determined that the window on the wall that separates classrooms A and B was observed to be cracked down the center, posing a potential hazard.

**POI (Plan of Improvement)**

To ensure the cleanliness, sanitation and safety of the environment, the center will repair the noted items.

**Correction Deadline: 3/23/2017**

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**591-1-1-.26 Playgrounds(CR)****Met****Correction Deadline: 10/28/2016****Corrected on 3/23/2017****Previous citation observed corrected in that the fencing was four feet high on this date.****Food Service**

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

Menu Meets USDA Guidelines

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**591-1-1-.18 Kitchen Operations****Technical Assistance****Technical Assistance**

Please ensure that after food has been opened in it's original container, it is stored in airtight containers.

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**Health and Hygiene**

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**591-1-1-.10 Diapering Areas & Practices(CR)****Not Evaluated****Comment**

No diapered children enrolled

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

Observed-Staff Remind Children Wash Hand

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

Per director, the center does not dispense medication.

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**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures****Not Met****Finding**

591-1-1-.21(3) requires that the Center conduct and document fire drills monthly and tornado and/or other emergency situations every six months. It was determined based on review of records that the center did not have documentation to show that a fire drill was conducted in February of 2017. It was further determined that the center did not have evidence to show that a tornado drill was conducted every six months.

**POI (Plan of Improvement)**

The center will hold the necessary drills on a regular basis and maintain adequate documentation of these drills for two years.

**Correction Deadline: 3/28/2017**

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**591-1-1-.27 Posted Notices****Not Met****Finding**

591-1-1-.27(f) requires the Center to post for public viewing near the front entrance the names of persons responsible for the administration of the center in the Director's absence. It was determined based on observation that the director's designee(s) was not posted near the front entrance.

**POI (Plan of Improvement)**

The center will post the list as required.

**Correction Deadline: 3/23/2017**

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**Safety**

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

Observed-Positive Learning Environment

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

No Field Trips at This Time

**Comment**

No Routine Transportation Provided

**Sleeping & Resting Equipment**

**Technical Assistance**

Please ensure to monitor mats for wear and tear.

**Staff Records**

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 4**

Staff # 1	Not Met
Date of Hire: 07/31/2017	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training,.33(2)-Health & Safety Certificate,.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 2	Not Met
Date of Hire: 06/14/2016	
<u>"Missing/Incomplete Components"</u>	
.33(2)-Health & Safety Certificate,.33(3)(b)-1st Yr. Training 2 Hrs. (Abuse) Missing,.33(3)(a)-1st Yr. Training 4 Hrs. Missing	
Staff # 3	Not Met
Date of Hire: 08/01/2014	
<u>"Missing/Incomplete Components"</u>	
.24(d)-Evidence of Orientation Missing,.33(5)-10 Hrs. Annual Training,.33(2)-Health & Safety Certificate	
Staff # 5	Not Met
Date of Hire: 02/01/2014	
<u>"Missing/Incomplete Components"</u>	
.33(2)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training	

**Comment**

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

**Finding**

591-1-1-.14(1) requires the Center Director to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid that is conducted by certified or licensed health care professionals and deals with the provision of emergency care to infants and children. In addition, at least fifty percent (50%) of the caregiver Staff shall have completed such training at any given time. It was determined based on review of records that the center did not meet this requirement in that the director did not have evidence of a current CPR and first aid certification. The certification expired in January of 2017. It was also determined that two of five staff member had evidence of current CPR and first aid certifications.

**POI (Plan of Improvement)**

The Center director and at least 50% of the caregiver Staff will complete the needed training. The director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time.

**Correction Deadline: 4/22/2017**

**Correction Deadline: 10/28/2016**

**Corrected on 3/23/2017**

**Frist aid kit observed complete.**

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

**Technical Assistance**

Health/Safety training reminder

**Finding**

591-1-1-.33(3)(a-b) requires that training required in the first year of employment include at least four clock hours in any of the following: a) disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and b) two clock hours in identifying, reporting, and meeting the needs of abused, neglected or deprived children. It was determined based on observation that an employee hired in November 2015 did not have evidence of completing the training required in the first year of employment.

**POI (Plan of Improvement)**

The center will plan and schedule training and follow up to ensure that direct care staff complete the required hours of training in the required subjects.

**Correction Deadline: 4/22/2017**

**Finding**

591-1-1-.33(5) requires ten clock hours of annual training for supervisory and caregiver Staff, except for independent contractors, Students-in-Training and volunteers, in the subjects of early childhood education, child development or subjects related to the position. It was determined based on observation that three of five staff member did not have evidence of completing 10 clock hours of annual training for the 2016 calendar year.

**POI (Plan of Improvement)**

The center will plan and schedule the required 10 hours of ongoing training each year and follow up to ensure the training is completed.

**Correction Deadline: 4/22/2017**

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**Staffing and Supervision**

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

**Comment**

Observed-Appropriate Staff:Child Ratios

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

**Comment**

Observed-Direct Supervision/Attentive Staff