



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: 4/3/2019 **VisitType:** Licensing Study **Arrival:** 10:55 AM **Departure:** 2:20 PM

CCLC-38666

Union General Child Care

683 Ledford Road Blairsville, GA 30512 Union County
 (706) 439-6840 bridgetburgess@uniongeneral.org

Regional Consultant

Colleen Covey
 Phone: (706) 256-7245
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 colleen.covey@decals.ga.gov

Mailing Address
 Same

Quality Rated: ★ ★ ★

| 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. |
|------------------------------------|------------------|---------------|--|
| 04/03/2019 | Licensing Study | Good Standing | |
| 11/07/2018 | Monitoring Visit | Good Standing | |
| 04/09/2018 | 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 | Infants | 3 | 7 | C | 21 | C | NA | NA | Diapering, Feeding, Nap | |
| Main | B | One Year Olds | 2 | 14 | C | 21 | C | NA | NA | Lunch | |
| Main | C | Four Year Olds and Six Year Olds and Over | 2 | 14 | C | 28 | C | 40 | C | Outside | |
| Main | D | Three Year Olds and Four Year Olds | 2 | 17 | C | 28 | C | 39 | C | Outside | |
| Main | E | Two Year Olds | 2 | 12 | C | 21 | C | NA | NA | Outside | |
| Main | F | | 0 | 0 | C | 28 | C | 39 | C | | |
| Total Capacity @35 sq. ft.: | | | | | 147 | Total Capacity @25 sq. ft.: | | | | | 181 |
| Total # Children this Date: 64 | | | Total Capacity @35 sq. ft.: | | | 147 | Total Capacity @25 sq. ft.: | | | | 181 |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------|----------------------|-----------------------|
| Main | A | 31 | C |
| Main | B | 114 | C |
| Main | C | 143 | C |

Comments

Follow up to the previous Monitoring Visit that was conducted on november 7, 2018 was completed on this date.

A ten year employment history form was provided and reviewed with the Director.

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.

- 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

BRIDGET BURGESS, Program Official

Date

Colleen Covey, Consultant

Date



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Findings Report

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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

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

Records were observed to be complete and well organized.

Facility

591-1-1-.06 Bathrooms

Met

Comment

Bathrooms observed to be clean and well maintained.

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) **Met**

Comment

Playground observed to be clean and in good repair.

Food Service

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

Comment

Center menu meets USDA guidelines.

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

Comment

Kitchen appears clean and well organized.

Health and Hygiene

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

Comment

Proper diapering procedures observed.

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

Comment

Proper hand washing observed throughout the center.

591-1-1-.20 Medications(CR) **Technical Assistance**

Technical Assistance

591-1-1-.20 - Discussed proper medication documentation and procedures.

Safety

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

Comment

Center does not keep animals on premises.

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

Comment

Age-appropriate discussion and/or redirection observed.

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

Comment

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR) **N/A**

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Comment

Pleasant naptime environment observed.

Records Reviewed: 23

Records with Missing/Incomplete Components: 6

| | |
|---|---------|
| Staff # 7 | Not Met |
| Date of Hire: 11/18/2016 | |
| <u>"Missing/Incomplete Components"</u> | |
| .24(1)-10 Yr. Work History Missing,.24(1)-Education Experience Missing | |
| | |
| Staff # 13 | Not Met |
| Date of Hire: 05/15/2018 | |
| <u>"Missing/Incomplete Components"</u> | |
| .24(1)-10 Yr. Work History Missing,.24(1)-Education Experience Missing,.24(1)-Work Experience Missing | |
| | |
| Staff # 18 | Not Met |
| Date of Hire: 01/10/2018 | |
| <u>"Missing/Incomplete Components"</u> | |
| .24(1)-Education Experience Missing | |
| | |
| Staff # 19 | Not Met |
| Date of Hire: 08/05/2017 | |
| <u>"Missing/Incomplete Components"</u> | |
| .24(1)-Education Experience Missing | |
| | |
| Staff # 21 | Not Met |
| Date of Hire: 06/20/2016 | |
| <u>"Missing/Incomplete Components"</u> | |
| .24(1)-10 Yr. Work History Missing,.24(1)-Education Experience Missing | |
| | |
| Staff # 22 | Not Met |
| Date of Hire: 03/25/2019 | |
| <u>"Missing/Incomplete Components"</u> | |
| .24(1)-10 Yr. Work History Missing,.24(1)-Education Experience Missing | |

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

Comment

Director provided three files for employees hired since last visit on November 7, 2018. Twenty three staff members employed on this date were observed to have a satisfactory criminal record check on file.

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-.24 Personnel Records**Not Met****Finding**

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined by a review of records that six staff members had personnel records that did not have all the required information completed.

POI (Plan of Improvement)

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 4/8/2019

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

Documentation observed of required staff training for the 2018 year.

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)**Met****Comment**

Center observed to maintain appropriate staff:child ratios.

591-1-1-.32 Supervision(CR)**Not Met****Finding**

591-1-1-.32(7) requires that children be supervised at all times and that the persons supervising in the child care area be alert, able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the chaperones and Students-in-Training, and provide timely attention to the children's actions and needs. It was determined by consultant's observation that a child in classroom C had come inside alone and unsupervised in order to get a drink, and then returned to the playground area.

POI (Plan of Improvement)

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

Correction Deadline: 4/3/2019