



**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:** 4/14/2017    **VisitType:** Complaint Investigation & Licensing Study    **Arrival:** 10:15 AM    **Departure:** 4:15 PM

**CCLC-38619**

**Bree's Creative Learning Childcare Center**

508 University Drive Valdosta, GA 31602 Lowndes County  
 (229) 469-7254 durdenbree@yahoo.com

**Mailing Address**

3922 Karaline Cir  
 Valdosta, GA 31605

**Regional Consultant**

Rena Keene

Phone: (912) 544-9930

Fax: (912) 544-9926

rena.keene@decal.ga.gov

Joint with: Beth Houtz

<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.
04/14/2017	Complaint Investigation & Licensing Study	Support	
02/07/2017	Complaint Investigation & Monitoring Visit	Good Standing	
02/07/2017	Complaint Closure	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	One Year Olds	1	7	C	7	C	NA	NA	Music	
Main	B	Infants	2	13	NC	13	C	NA	NA	Floor Play,Snack	
Main	C	Two Year Olds	1	11	NC	9	NC	12	C	Circle Time,Music	
Main	D	Three Year Olds and Four Year Olds and Five Year Olds	2	17	NC	18	C	25	C	Field Trip,Nap,Lunch,T ransitioning	
Total Capacity @35 sq. ft.:					47	Total Capacity @25 sq. ft.:					57
Total # Children this Date: 48			Total Capacity @35 sq. ft.:			47	Total Capacity @25 sq. ft.:				57

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	23	C
Main	Playground B	25	C

**Comments**

The purpose of today's visit was to conduct a Licensing Study and Incident Investigation. Director stated that there have been new hires since last visit and those employee records, along with veteran staff records, were reviewed for compliance with Criminal Background Checks requirements.

May 8, 2017: A revised copy of the Licensing Study form was sent by email showing that the citation regarding documentation of orientation for staff was removed.

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(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)

Victoria Brown, Program Official \_\_\_\_\_ Date

Rena Keene, Consultant \_\_\_\_\_ Date

Beth Houtz, Consultant \_\_\_\_\_ Date



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### Findings Report

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The following information is associated with a Licensing Study Visit:

### Activities and Equipment

**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

### Children's Records

**Records Reviewed: 6**

**Records with Missing/Incomplete Components: 5**

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)(b)-Work Address Missing,.08(a)-(f)-Emergency Contact information Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(k)-Keep center advised of change in Phone Numbers,.08(k)-Keep center advised of change in Work Locations,.08(k)-Keep center advised of change inEmergency Contact,.08(k)-Keep center advised of change in Family Physicians

Child # 3

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-No Record

Child # 4

Not Met

"Missing/Incomplete Components"

.08(k)-Keep center advised of change in Phone Numbers,.08(k)-Keep center advised of change in Work Locations,.08(k)-Keep center advised of change inEmergency Contact,.08(k)-Keep center advised of change in Family Physicians

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)(b)-Work Address Missing

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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 a review of children's records that required information was not obtained and on file in all children's records. The record of one child in the infant area could not be located. Additionally, two of the five children's records reviewed did not contain complete information for parents' work addresses and telephone numbers.

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**Correction Deadline: 4/14/2017**

**Technical Assistance**

591-1-1-.08(k-m) requires Center Staff to maintain a file for each child that includes Parental acknowledgment of their responsibility for keeping Center advised of any significant changes in enrollment information concerning phone numbers, work locations, emergency contact, family physicians, etc., that when the Parents or persons authorized by the parents or guardian, pick up or drop off their child at the Center, they will not allow their child to enter or leave the Center without being escorted and that the Center will not permit the child to enter or exit the Center without an escort and that where the School-age Center does not agree to provide routine meals and/or snacks, as appropriate, for the children, the Parent(s) agree that they shall provide the children with nutritious meals and snacks daily as appropriate. Please be sure that the parental agreement/acknowledgment forms are signed by the parent and a center administrator.

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Correction Deadline: 4/14/2017

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

**Met**

**Comment**

Parent Authorizations Obtained/Completed

**Evening Care**

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

**Met**

**Comment**

No evening care hours

**Facility**

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

**Technical Assistance**

**Comment**

Secure Cleaning Tools Out of Reach

**Technical Assistance**

Please ensure all soap dispensers can dispense soap properly. The dispenser in Room D could not dispense soap.

**Correction Deadline: 4/14/2017**

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

**Not Met**

**Finding**

591-1-1-.19(1) requires the Center to provide 35 square feet of usable space per child. It was determined based on consultants' observation that the Center did not provide a minimum of 35 square feet per child and limit the number of occupants to the total licensed capacity for the building. Eleven children were observed in the classroom which houses two year old children and that is licensed for nine children. The total number of children for which the center is licensed is 47 and 48 children were present for care during the visit.

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**Correction Deadline: 4/14/2017**

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**591-1-1-.25 Physical Plant - Safe Environment(CR)**

**Not Met**

**Finding**

591-1-1-.25(13) requires that hazardous equipment, materials and supplies be inaccessible to children. It was determined by the consultant's observation that in Room D in the bathroom a broom, dust pan, and toilet bowl cleaner were accessible to the children. Also observed in Room C and Room B were unsecured closet doors.

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**Correction Deadline: 4/14/2017**

**Technical Assistance**

In room C there is an outlet cover that is broken in the top left hand corner. Center will repair/replace the broken cover.

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**Correction Deadline: 4/14/2017**

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

**Comment**

Observation-Clean/Good Repair

**Comment**

Please be mindful of dead tree limbs that may fall onto the play ground area.

**Correction Deadline: 4/14/2017**

<b>Food Service</b>
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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** **Met**

**Comment**

Kitchen Appears Clean/Well Organized

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)** **Met**

**Comment**

Diapering requirements discussed

**Comment**

Staff Stated Proper Knowledge

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**591-1-1-.17 Hygiene(CR)** **Not Met**

**Comment**

Observed-Proper Hand Washing Throughout

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**Finding**

591-1-1-.17(6) requires that garbage and organic waste be stored and disposed of as follows: 1) containers are plastic lined, 2) containers have tight-fitting covers, and 3) trash/garbage is removed from the building daily or as necessary. It was determined by consultant's observation that a garbage can in Classroom D and a garbage can in the bathroom of Classroom D were not covered.

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**Correction Deadline: 4/14/2017**

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

**Met**

**Comment**

Staff stated that no medication is not currently dispensed.

**Correction Deadline: 4/14/2017**

<b>Policies and Procedures</b>
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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 by the consultant's observation that the Director's designee was not posted.

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**Correction Deadline: 4/14/2017**

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

**Met**

**Comment**

Thank You for Reporting as Required

<b>Safety</b>
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**591-1-1-.05 Animals**

**Met**

**Comment**

No Animals Kept

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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)**

**Not Met**

**Finding**

591-1-1-.13(4) requires Center Staff to leave a list of children and adults participating in the trip at the Center and to take the same list on the trip in the possession of the adult in charge of the trip. It was determined based on consultants' observation and staff statements that the list of participants in the field trip taken on April 14, 2017 to Taylor-Cowart Park was not left at the center while the children were on the field trip.

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**Correction Deadline: 4/14/2017**

**Finding**

591-1-1-.13(6) requires Center Staff to ensure each child on a field trip has on their person their name, and the Center's name, address and telephone number. It was determined based on consultants' observation of children being unloaded from a field trip on April 14, 2017, that none of the 17 children who participated in the field trip had a name tag on their person that contained the required information.

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**Correction Deadline: 4/14/2017**

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**591-1-1-.36 Transportation(CR)**

**Not Met**

**Finding**

591-1-1-.36(12) requires that the motor is turned off, brake set and keys removed whenever the driver leaves the vehicle and that vehicles are parked or stopped so that no child crosses the street in order to meet the vehicle or arrive at a destination. It was determined based on consultants' observation on April 14, 2017 when 17 children returned from a field trip to Taylor-Cowart Park that the vehicle was not turned off while the children were exiting the vehicle. The vehicle was left running so that another staff member could park the vehicle.

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**Correction Deadline: 4/15/2017**



**Finding**

591-1-1-.36(4)(f)1. requires that all transported children be secured in a child passenger restraining system or seat safety belt in accordance with current state and federal laws and regulations and according to manufacturer's directions. It was determined based on consultants' observation of the children transported on April 14, 2017 on a field trip to Taylor-Cowart Park, that only one booster seat was available for the children transported. Based on the ages of the children transported, safety restraint seats were needed for 14 of the 17 children transported.

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**Correction Deadline: 4/15/2017**

**Finding**

591-1-1-.36(4)(f)2. requires that no vehicle shall exceed the manufacturer's rated seating capacity and that proof of the seating capacity is maintained on file. It was determined based on consultants' observation of children being unboarded from the center vehicle after a field trip on April 14, 2017, that the vehicle's manufactured seating capacity was exceeded. A 15-passenger van was used to transport 17 children ages three to five years on a field trip to Taylor-Cowart Park during visit. Based on the ages of the children transported, only 14 children could be transported in this vehicle.

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**Correction Deadline: 4/15/2017**

**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 a review of transportation records for the field trip to Taylor-Cowart Park on April 14, 2017, that emergency medical information was not available on the vehicle for any of the 17 children who were transported. Additionally, three of the four emergency medical forms for school age children who are transported to and from various schools in the morning and afternoon did not contain all required information including home telephone numbers and the name and telephone number for the children's medical providers.

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Correction Deadline: 4/14/2017

Recited on 4/14/2017

**Sleeping & Resting Equipment**

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

**Not Met**

**Finding**

591-1-1-.30(1)(a) requires that a crib that is safety approved in compliance with Consumer Product Safety Commission (CPSC) and American Society of Testing and Materials International (ASTM) safety standards shall be provided for each infant. It was determined based on consultant's observation that a crib was not available to each infant enrolled at the center. During the visit on April 14, 2017, eight infants were observed to be in attendance, but only six cribs were available for use.

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Correction Deadline: 4/28/2017

Recited on 4/14/2017

**Staff Records**

**Records Reviewed: 9**

**Records with Missing/Incomplete Components: 1**

Staff # 4

Not Met

"Missing/Incomplete Components"

.24(c)-Education Experience Missing

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

**Met**

**Comment**

Based on staff statements and a review of staff records, three employees have been hired since last visit who are still employed and Satisfactory Clearance Letters were observed. The file for the recently terminated employee who was the subject of the incident investigation was also reviewed and found to be correct.

**Comment**

Criminal Records Check complete

**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

**Finding**

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on a review of staff records that two of four lead teachers did not possess one of the required credentials. Consultants also observed that there was no documentation on file of plans to obtain the required credentials for the two staff serving as lead teachers.

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**Correction Deadline: 5/15/2017**

**Staffing and Supervision**

**Finding**

591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20;and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined by consultants' observation that three of the four classrooms did not maintain the required staff to child ratios. Room B had two staff members and thirteen children, eight of whom were infants, and the remainder were one year of age, therefore, three staff were required because the younger children comprised 20 % or more of the group. Room C had one staff member and eleven children who were one year old. In Room D, there were two employees and 17 children who were three years of age and older. The composition of room D included five children who were three years of age and three staff were required with this group because the younger group were comprised of 20% or more of the group.

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**Correction Deadline: 4/14/2017**

**Comment**

Observed-Adequate Supervision