



**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:** 4/25/2019    **VisitType:** Complaint Investigation & Licensing Study    **Arrival:** 9:50 AM    **Departure:** 2:00 PM

**CCLC-36648**

**Gifted Hands Learning Tree Academy**

2404 US Hwy 80 Garden City, GA 31408 Chatham County  
 (912) 239-6767 giftedhandslearningtreeacademy@gmail.com

**Regional Consultant**

Haley Carwile  
 Phone: (229) 317-9868  
 Fax: (229) 317-9865  
 haley.carwile@decal.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** No

<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.
04/25/2019	Complaint Investigation & Licensing Study	Deficient	
04/25/2019	Complaint Closure	Good Standing	
12/10/2018	Complaint Investigation & Monitoring Visit	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	Infants and One Year Olds	1	7	C	9	C	NA	NA	Free Play
Main	B		0	0	C	7	C	NA	NA	
Main	C	Two Year Olds and Three Year Olds	1	14	NC	9	NC	NA	NA	Transitioning, Out side
Main	D		0	0	C	6	C	NA	NA	
Total Capacity @35 sq. ft.: 25					Total Capacity @25 sq. ft.: 0		Building capacity limited by Insufficient Toilets/Sinks			
Total # Children this Date: 21			Total Capacity @35 sq. ft.: 25		Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	9	C
Main	Playground B	48	C

**Comments**

Plan of Improvement: To Be Submitted 05/09/2019

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](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)



**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](mailto:qualityrated@decal.ga.gov)

LaTosha Brown, Program Official

Date

Haley Carwile, Consultant

Date



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**Findings Report**

**Date:** 4/25/2019    **VisitType:** Complaint Investigation & Licensing Study    **Arrival:** 9:50 AM    **Departure:** 2:00 PM

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The following information is associated with a Licensing Study Visit:

<b>Activities and Equipment</b>
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**591-1-1-.03 Activities**

**Technical Assistance**

**Technical Assistance**

591-1-1-.03(10) - Please ensure that daily routines are consistent for outside time, lunch and rest time. Please follow the daily schedule as required.

**Correction Deadline: 4/25/2019**

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

**Met**

**Comment**

A variety of equipment and toys were observed throughout the center.

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

**N/A**

**Comment**

Center does not provide swimming activities.

<b>Facility</b>
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**591-1-1-.19 License Capacity(CR)**

**Not Met**

**Finding**

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on consultant observation that fourteen children were housed in Room C which is licensed for nine children.

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**Correction Deadline: 4/26/2019**

**Recited on 4/25/2019**

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

**Not Met**

**Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that in Room A (infants and ones) that the blinds were torn and bent and accessible to children in care.

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**Correction Deadline: 5/9/2019**

**Recited on 4/25/2019**

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**Correction Deadline: 5/9/2019**

**Corrected on 4/25/2019**

**.25(8) - Citation was removed due to not being a protective cap rule violation.**

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

**Met**

**Comment**

Playground observed to be clean and in good repair.

**Food Service**

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

**Not Met**

**Comment**

Please ensure that bottles are covered and fully labeled with child's full name.

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**Finding**

591-1-1-.15(4) requires that a feeding chair or similar equipment designed for feeding children shall be provided for the use of each child being fed who is capable of sitting up but who is unable to sit unassisted at a table and must be cleaned with a disinfectant after each use. Such chair or similar equipment shall have a broad base to prevent tipping, a surface that the child cannot raise, a strap or other device which prevents the child from sliding out of the chair, and a feeding surface free of cracks. It was determined based on observation that in Room A (infants and ones) that two children were in high chairs and not buckled in with a safety strap as required.

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**Correction Deadline: 4/25/2019**

**Finding**

591-1-1-.15(7) prohibits the serving of peanuts, hotdogs, raw carrots, popcorn, fish with bones, and grapes to children under three years of age. Children older than three (3) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking. Foods and drinks with little or no nutritional value, i.e., sweets, soft drinks, etc. shall be served only on special occasions and only in addition to the required nutritious meals and snacks. Powdered nonfat dry milk shall only be used for cooking purposes. It was determined based on observation that children under the age of three were served corn dogs for lunch on this date.

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**Correction Deadline: 4/25/2019**

**Health and Hygiene**

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

**Not Met**

**Finding**

591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. It was determined based on observation that the changing pad in Room A (infants and ones) was torn and could not be disinfected properly as required.

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Correction Deadline: 4/25/2019

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

**Comment**

Staff were observed to remind children to wash hands.

591-1-1-.20 Medications(CR) Not Evaluated

**Comment**

The Provider currently does not dispense/administer medication.

**Safety**

591-1-1-.05 Animals Met

**Comment**

Animals maintained clean and appropriately caged.

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

**Comment**

Age-appropriate discussion and/or redirection observed.

591-1-1-.13 Field Trips(CR) Not Evaluated

**Comment**

Center does not participate in field trips at this time.

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

**Finding**

591-1-1-.36(4)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on the director's statement that the vehicle inspection was not at the center for review as required.

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Correction Deadline: 4/30/2019

**Finding**

591-1-1-.36(4)(b) requires that the interior of a transportation vehicle be clean, in safe repair and free of hazardous items, objects and/or other non-essential items which could cause injury. It was determined based on observation that the rear view was missing. Consultant observed the mirror to be sitting in the middle console. In addition, the latch to open the driver door was missing causing the door not to open.

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**Correction Deadline: 4/26/2019**

**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 the director's statement that parental authorization forms for all transported children were not on file at the center for review as required.

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**Correction Deadline: 4/19/2019**

**Recited on 4/25/2019**

**Finding**

591-1-1-.36(7)(a) requires that each vehicle contains current information including: the full names of all children to be transported, each child's pick-up location, pick-up time, delivery location, alternate delivery location if a Parent is not at home and name of person authorized to receive each child. In addition, the vehicle shall contain current information identifying the Center's name, telephone number and the name of the driver of the vehicle. It was determined based on observation and the directors statement that the center did not have any information for review at the center for transported children in care.

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**Correction Deadline: 4/26/2019**

**Finding**

591-1-1-.36(7)(c) requires the center to use passenger transportation checklists, in a format approved by the Department, to account for each child during transportation. A separate passenger checklist must be used for each vehicle. It was determined based on observation and the director's statement that passenger transportation checklists for transported children were not at the center for review as required.

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**Correction Deadline: 4/26/2019**

## Sleeping & Resting Equipment

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

Not Met

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**Correction Deadline: 12/10/2018**

**Corrected on 4/25/2019**

**.30(2)(c) - Observed no children to be sleeping in bouncy seats on this date.**

**Finding**

591-1-1-.30(4). requires that if cots and mats are stored in the children's activity room or area, they shall be stored to prevent children's access to them and to allow maximum use of play space. When storage is available and used for the storage of cots and mats that allows the cots, mats and any bedding to be stored without touching any other cots, mats or bedding, the bedding may be left on the cot or mat. When such storage is not available for the cots and mats, each child's bedding shall be kept separate from other children's bedding and stored in containers marked for individual use, such as, but not limited to, bins, cubbies, or bags. It was determined based on observation that in Room A two mats with sheets on them were stored touching under a crib on this date.

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**Correction Deadline: 4/25/2019**

## Staff Records

**Records Reviewed: 6**

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

Staff # 1

Not Met

Date of Hire: 01/15/2019

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 3

Not Met

Date of Hire: 06/01/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 4

Not Met



Date of Hire: 03/17/2014

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training

Staff # 5

Not Met

Date of Hire: 04/04/2016

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training

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

**Met**

**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided three files for employees hired since last visit.

**Correction Deadline: 12/10/2018**

**Corrected on 4/25/2019**

**.09(1)(a) - Observed a comprehensive criminal background check letter on file for all staff on this date.**

**Correction Deadline: 12/10/2018**

**Corrected on 4/25/2019**

**.09(1)(c) - Observed a comprehensive criminal background check letter on file for all staff on this date.**

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

**Not Met**

**Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on review of staff files that four staff members had not completed the health and safety training in a timely manner as required.

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**Correction Deadline: 5/9/2019**

**Recited on 4/25/2019**

**Finding**

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on review of staff files that three staff members had not completed ten hours of annual training for 2018 as required.

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**Correction Deadline: 12/31/2019**

**Recited on 4/25/2019**

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

**Correction Deadline: 12/24/2018**

**Corrected on 4/25/2019**

**.31(2)(b)2. - Observed credentials on file for all lead teachers on this date.**

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)** **Not Met**

**Finding**

591-1-1-.32(4) requires that children under three years old be housed in separate physical areas from older children and cannot be mixed with older children except at specified times and circumstances. It was determined that upon consultant's arrival, two-year-old children were observed to be housed with children three years of age and older while on the playground.

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**Correction Deadline: 5/9/2019**

**Recited on 4/25/2019**

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

**Comment**

Adequate supervision observed on this date.