



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: 5/15/2017 **VisitType:** Licensing Study

Arrival: 12:50 PM

Departure: 4:10 PM

CCLC-2252

Learning Tree Center of GA, The

104 Peachtree Street Fort Valley, GA 31030 Peach County
 (478) 827-0391 learningtree00@bellsouth.net

Regional Consultant

Katrina Maddox

Phone: (706) 434-4412

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katrina.maddox@decal.ga.gov

Mailing Address

Same

Compliance Zone Designation

05/15/2017	Licensing Study	Good Standing
03/02/2017	Monitoring Visit	Good Standing
03/08/2016	Licensing Study	Good Standing

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.

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	Back Right		0	0	C	5	C	NA	NA	
Main	Far left	Two Year Olds	1	7	C	14	C	NA	NA	Nap
Main	Front Classroom	Four Year Olds and Five Year Olds	1	5	C	24	C	NA	NA	Nap
Main	Front Right	One Year Olds	1	8	NC	5	NC	NA	NA	Nap

Total Capacity @35 sq. ft.: 48

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 20

Total Capacity @35 sq. ft.: 48

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	39	C

Comments

Plan of Improvement: No Plan Developed

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.



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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.

- 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)

Paula McGhee, Program Official

Date

Katrina Maddox, Consultant

Date



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Findings Report

Date: 5/15/2017 **VisitType:** Licensing Study

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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

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: 5

Records with Missing/Incomplete Components: 3

Child # 1

Not Met

"Missing/Incomplete Components"

.08(c)-Address of Release Person Missing

Child # 3

Not Met

"Missing/Incomplete Components"

.08(c)-Address of Release Person Missing

Child # 5

Not Met

"Missing/Incomplete Components"

.08(c)-Address of Release Person Missing

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 three of five children's records were missing addresses of authorized release individuals.

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: 5/15/2017

591-1-1-.23 Parental Authorization

Met

Comment

Parent Authorizations Obtained/Completed

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

Technical Assistance

Comment

Observation-Clean and Well Maintained

Technical Assistance

591-1-1-.06(4) - Please ensure that the bathroom in the 2 year old classroom is fixed. The switch for the exhaust fan would not allow consultant to turn on. All other exhaust fans in other bathrooms were in working condition.

Correction Deadline: 6/14/2017

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

Met

Comment

Observation-Center Clean/Well Maintained

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
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Comment

Staff Stated Proper Knowledge

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

Observed-Proper Hand Washing Throughout

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

No routine medication is being dispensed at this present time.

Organization

591-1-1-.16 Governing Body & License	Met
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Comment

591-1-1-.16(c) - Consultant observed current 2017 license.

Correction Deadline: 5/15/2017

Policies and Procedures

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

Observed-All Notices Posted

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

Thank You for Reporting as Required

Safety

591-1-1-.05 Animals	Met
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Comment

No Animals Kept

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

Observed-Discussion/Redirection

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

No Field Trips at This Time

591-1-1-.36 Transportation(CR)	Met
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Comment

No Routine Transportation Provided

Sleeping & Resting Equipment

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

Not caring for infants at this time.

Staff Records

Records Reviewed: 9**Records with Missing/Incomplete Components: 5**

Staff # 2

Not Met

Date of Hire: 07/02/2015

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 4

Not Met

Date of Hire: 04/07/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 5

Not Met

Date of Hire: 10/13/2011

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 6

Not Met

Date of Hire: 02/10/2008

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 7

Not Met

Date of Hire: 09/19/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

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**Not Met****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 review of records that 5 of the 9 staff do not have their annual training completed.

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: 6/14/2017

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

Lead staff education requirements were checked.

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