



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: 6/2/2017 **VisitType:** Licensing Study **Arrival:** 9:40 AM **Departure:** 1:00 PM

CCLC-15166

Mommy's Cottage, Inc. 2

470 Jefferson Highway Winder, GA 30680 Barrow County
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 Same

Regional Consultant

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 Joint with: Chrische Walker

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.
06/02/2017	Licensing Study	Good Standing	
09/23/2016	Complaint Closure	Good Standing	
09/23/2016	Complaint Investigation & Monitoring Visit	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 Front	Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	1	21	NC	18	NC	NA	NA	Transitioning, Circle Time
Main	B Back	One Year Olds and Two Year Olds	1	5	C	11	C	NA	NA	Free Play
Main	C	Infants and One Year Olds	1	4	C	11	C	NA	NA	Feeding, Floor Play
Total Capacity @35 sq. ft.: 40					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 30			Total Capacity @35 sq. ft.: 40			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG	195	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).

	<p>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.</p>
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O.C.G.A. Section 42.1.12(j)(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)

Sandi Barnett, Program Official

Date

Ashley Shirah, Consultant

Date

Chrische Walker, Consultant

Date



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Findings Report

Date: 6/2/2017 **VisitType:** Licensing Study **Arrival:** 9:40 AM **Departure:** 1:00 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities**Technical Assistance****Technical Assistance**

591-1-1-.03(2) - Consultants discussed with Director dating lesson plans to ensure up-to-date lesson plans are available.

Correction Deadline: 6/2/2017

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

Discussed-Add to Enhance Variety

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: 2**

Child # 1 Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Parent Names, Work Numbers

Child # 5 Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Parent Names, Work Numbers

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 consultant observations that two of five children's files were observed to be missing the parents work information and phone number. It was also determined that two six-year-olds were observed to not have a children's records.

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: 6/5/2017

Facility

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

Observation-Clean and Well Maintained

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 consultant observations that the Center cared for 21 children in a space that was licensed for 18 children.

POI (Plan of Improvement)

The center will limit the number of children in this space to the licensed capacity.

Correction Deadline: 6/2/2017

591-1-1-.25 Physical Plant - Safe Environment(CR)**Met****Correction Deadline: 9/23/2016****Corrected on 6/2/2017****.25(3) - Correction of previous citation in that floors were observed cleaned and well maintained.**

591-1-1-.26 Playgrounds(CR)**Not Met****Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on consultant observations that the fence on the back corner of the infant and toddler playground was observed to be 3ft tall due to the accumulation of mulch and pine straw causing the fence to be less than 4ft. tall.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 6/2/2017

Finding

591-1-1-.26(7) requires that climbing and swinging equipment be anchored and have a resilient surface beneath the equipment. The fall-zone from such equipment must be adequately maintained by the Center to assure continuing resilience. It was determined based on consultant observations that there was three inches of resilient surface under the climbing structures.

POI (Plan of Improvement)

The Center will ensure that climbing and swinging equipment is anchored. The Center will develop and/or follow a plan for routine inspections of the resilient surface and for replacing when needed.

Correction Deadline: 6/12/2017

Finding

591-1-1-.26(8) requires the playground to be kept clean, free of litter and hazards. It was determined based on consultant observations that more than 15 active ant beds were observed on the playground. It was also determined that the playground had an accumulation of large branches accessible to children.

POI (Plan of Improvement)

To ensure the cleanliness, sanitation and safety of the playground, the center will ensure ants are treated and limbs picked up.

Correction Deadline: 6/2/2017

Food Service

591-1-1-.15 Food Service & Nutrition**Not Met****Finding**

591-1-1-.15(5) requires that menus of meals and snacks meet the following requirements: 1) be provided for the current week, 2) be dated, 3) be posted near the front entrance in a location conspicuous to parents, 4) have substitutions recorded on the posted menu, and 5) be retained at the Center for six months. Menu requirements were not met as follows: It was determined based on consultant observed that the menu was observed posted but not dated with the current weeks date.

POI (Plan of Improvement)

To ensure that menu requirements are met, the center will ensure current menus are posted and reflect meals served.

Correction Deadline: 6/2/2017

Health and Hygiene

591-1-1-.07 Children's Health**Met**

Correction Deadline: 9/23/2016

Corrected on 6/2/2017

.07(3) - Correction of previous citation in that staff follow the guidelines of the communicable disease chart.

591-1-1-.10 Diapering Areas & Practices(CR)**Not Met****Finding**

591-1-1-.10(3)(a) 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 change surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. It was determined based on consultants observations that the diaper changing pad was observed to be torn and exposing inner foam.

POI (Plan of Improvement)

The director responsible person(s) will ensure there is a smooth, nonporous changing surface that has a guard or rails for safety in each classroom that houses children wearing diapers. The director will ensure Center Staff are trained and have adequate supplies to properly clean the diaper changing surface between each diaper change.

Correction Deadline: 7/2/2017

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

Comment

Observed-Proper Hand Washing Throughout

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

Comment

Discussed-Documentation/Procedures

Safety

591-1-1-.05 Animals **Met**

Comment

Animals Clean/Appropriately Caged

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

Comment

Observed-Discussion/Redirection

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

Comment

No Field Trips at This Time

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

Comment

Observed-Complete Documentation

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR) **Not Met**

Comment

Discussed-SIDS/Infant Sleeping Position

Finding

591-1-1-.30(1)(b)3 requires that sheets or similar coverings for cots or mats shall either be marked for individual use or laundered daily. If marked for individual use, they must be laundered weekly or more frequently if needed. It was determined that that mat sheets for the preschool classroom were observed touching.

POI (Plan of Improvement)

The center will ensure that sheets are washed daily or stored separately.

Correction Deadline: 6/3/2017

Finding

591-1-1-.30(2)(b) requires that Center Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items. It was determined that an infant was observed in the crib with a flower attached to the side of the crib.

POI (Plan of Improvement)

The center will ensure safe sleep guidelines are maintained.

Correction Deadline: 6/3/2017

Staff Records

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

Comment

Criminal Records Check complete

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

Correction Deadline: 5/1/2016

Corrected on 6/2/2017

.33(4) - Correction of previous citation in that all staff were observed to have completed 2016 BFTS training hours.

591-1-1-.31 Staff(CR) **Not Met**

Finding

591-1-1-.31(8)(a) requires the Center to ensure that volunteers age seventeen (17) and older that provide consistent services have a satisfactory Fingerprint Records Check Determination. It was determined based on a review of records that a volunteer was observed to provide consistent services at the center and not have a fingerprint records determination on file.

POI (Plan of Improvement)

The Center will obtain a satisfactory Fingerprint Records Check Determination for a volunteer, age seventeen (17) and older that provides consistent services. The Center will ensure that every volunteer who is seventeen (17) and older and provides consistent services has a satisfactory Fingerprint Records Check Determination. Volunteers who are seventeen (17) and older and provide consistent services **MUST** have a satisfactory Fingerprint Records Check Determination to be at the facility when a child is present for care.

Correction Deadline: 6/2/2017

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR) **Not Met**

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 based on consultant observations that the front classroom had 1 staff person to 21 children on this date. There were four three-year-old, seven four-year-olds, four six-year-olds, and five six-year-olds.

POI (Plan of Improvement)

The Center will hire additional Staff or reschedule current Staff to meet required Staff:child ratios and will organize children into groups that meet requirements.

Correction Deadline: 6/2/2017

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

Finding

591-1-1-.32(7) requires that children be supervised at all times. It was determined based on consultant observations that children were not supervised in that children were observed to enter into the classroom from outside and change clothes without adult supervision.

POI (Plan of Improvement)

The center will provide training to staff and monitor to ensure that children are supervised at all times.

Correction Deadline: 6/2/2017