



**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:** 6/19/2017 **VisitType:** Licensing Study

**Arrival:** 2:15 PM

**Departure:** 5:30 PM

**CCLC-18603**

**A Step Ahead Learning Center**

340 Wilkerson Rd. Rex, GA 30273 Henry County  
 (678) 565-1910 info@asalearning.com

**Regional Consultant**

Kenyatta Wade

Phone: (770) 357-1953

Fax: (770) 357-1954

kenyatta.wade@decal.ga.gov

**Mailing Address**

Same

<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.
06/19/2017	Licensing Study	Good Standing	
10/03/2016	Monitoring Visit	Good Standing	
05/16/2016	Licensing Study	Good Standing	

  

<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.

**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	1L A - Infants		0	0	C	9	C	NA	NA	
Main	1R G - 3 yr olds	Five Year Olds	1	17	C	18	C	NA	NA	Circle Time
Main	2L B - Older Infants		0	0	C	16	C	NA	NA	
Main	2R J - 4 yr olds		0	0	C	21	C	NA	NA	
Main	3L C - Toddlers	Four Year Olds	2	9	C	17	C	NA	NA	Free Play
Main	3R H - 3 yr olds	Six Year Olds and Over	2	20	C	31	C	NA	NA	Floor Play
Main	4L D - Toddlers		0	0	C	18	C	NA	NA	
Main	4R I - 4 yr olds	Three Year Olds	2	18	C	20	C	NA	NA	Circle Time
Main	5L E - 2 yr olds	Four Year Olds	2	20	C	21	C	NA	NA	Circle Time
Main	6L F - 2 yr olds	Three Year Olds	1	11	C	21	C	NA	NA	Free Play

Total Capacity @35 sq. ft.: 192

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 95

Total Capacity @35 sq. ft.: 192

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Area A - Left Side - 2 yr olds	68	C
Main	Area A - Right Side - 3 to 12 yr olds	56	C

**Comments**

The purpose of this visit is to conduct a licensing study.

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](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)

Nina Killins, Program Official

Date

Kenyatta Wade, 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-.35 Swimming Pools & Water-related Activities(CR)**

N/A

**Comment**

No Swimming Activities Provided

**Children's Records**

**Records Reviewed: 4**

**Records with Missing/Incomplete Components: 2**

Child # 1

Not Met

"Missing/Incomplete Components"

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

Child # 3

Not Met

"Missing/Incomplete Components"

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

**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 during a review of records that two of five children were missing parents work address and phone numbers.

**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: 6/19/2017**

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

**Comment**

Parent Authorizations Obtained/Completed

**Facility**

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

**Comment**

Observation-Center Clean/Well Maintained

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

**Comment**

Discussed-Fluff/Redistribute Surface

**Health and Hygiene**

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

**Comment**

Staff Stated Proper Knowledge

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

**Comment**

Observed-Proper Hand Washing Throughout

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

**Comment**

Observed-Complete Documentation

**Policies and Procedures**

**591-1-1-.21 Operational Policies & Procedures** **Not Met**

**Finding**

591-1-1-.21(3) requires that the Center conduct and document fire drills monthly and tornado and/or other emergency situations every six months. It was determined that the center did not complete fire drills for the months of February and May of 2017.

**POI (Plan of Improvement)**

The center will hold the necessary drills on a regular basis and maintain adequate documentation of these drills for two years.

**Correction Deadline: 6/24/2017**

**Safety**

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

**Comment**

No Animals Kept

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

Correction Deadline: 10/3/2016

Corrected on 6/19/2017  
Previous citation observed corrected.

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

**Comment**  
Observed-Complete Documentation

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

Correction Deadline: 10/4/2016

Corrected on 6/19/2017  
Previous citation observed corrected.

Correction Deadline: 10/4/2016

Corrected on 6/19/2017  
Previous citation observed corrected.

Correction Deadline: 10/3/2016

Corrected on 6/19/2017  
Previous citation observed corrected.

<b>Sleeping &amp; Resting Equipment</b>
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591-1-1-.30 Safe Sleeping and Resting Requirements(CR) Met

**Comment**  
Correct number of mats; disinfecting discussed

<b>Staff Records</b>
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591-1-1-.09 Criminal Records Check(CR) Met

Correction Deadline: 5/16/2016

Corrected on 6/19/2017  
Previous citation observed corrected. Consultant observed satisfactory fingerprint clearance for all employees during the visit.

Correction Deadline: 10/3/2016

Corrected on 6/19/2017  
Previous citation corrected.

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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 during a review of files that five of 20 staff did not complete 10 hours of annual training for 2016.

**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: 7/19/2017

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

Met

Correction Deadline: 10/31/2016

Corrected on 6/19/2017  
Previous citation complete.

<b>Staffing and Supervision</b>
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591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Met

**Comment**

Observed-Appropriate Staff:Child Ratios

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

Met

**Comment**

Observed-Adequate Supervision