



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: 7/18/2017 **VisitType:** Monitoring Visit **Arrival:** 11:15 AM **Departure:** 1:20 PM

CCLC-39281

Little Branches Learning Center

354 Hill Farm Road Alamo, GA 30411 Wheeler County
 (912) 423-2088 christieshaw78@gmail.com

Regional Consultant

Kesha McNeal

Phone: (866) 359-1672
 Fax: (866) 359-7490
 kesha.mcneal@decal.ga.gov

Mailing Address
 354 Hill Farm Rd
 Alamo, GA 30411

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. 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.
07/18/2017	Monitoring Visit	Good Standing	
02/27/2017	Licensing Study	Good Standing	
09/26/2016	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		0	0	C	13	C	NA	NA	
Main	B	Infants and One Year Olds and Two Year Olds and Three Year Olds and Six Year Olds and Over	4	14	C	19	C	NA	NA	Lunch, Nap, Transitioning, Clean Up
Total Capacity @35 sq. ft.: 18			Total Capacity @25 sq. ft.: 0			Building capacity limited by Centers Request				
Total # Children this Date: 14			Total Capacity @35 sq. ft.: 18			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	27	C

Comments

The director stated that no new staff or no new residents reside at the home on this date. A one day letter was left on site. The facility does not conduct transportation or field trips. The consultant and director discussed the following items:

- * All staff members with direct care responsibilities must complete the health and safety orientation training.
- * The facility must develop an updated emergency procedures plan. The consultant left a template of the emergency procedure plan for the facility on this date.

Plan of Improvement: Developed This Date 07/18/2017

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.



Sign up Today!

www.qualityrated.decga.gov

Any Licensed Program Eligible to Participate

Free Approved Training

Free Technical Assistance

Eligible for \$1,000 Materials Mini Grant

1, 2, 3 Star Rated Programs Receive Bonus Packages

Great Marketing Tool

Raises the Bar in Child Care

For More Information:

Email: QualityRated@decga.gov or Call: 855-800-7747

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@decga.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://decga.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)

Christie Shaw, Program Official

Date

Kesha McNeal, Consultant

Date



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

Findings Report

Date: 7/18/2017 **VisitType:** Monitoring Visit **Arrival:** 11:15 AM **Departure:** 1:20 PM

CCLC-39281

Little Branches Learning Center

354 Hill Farm Road Alamo, GA 30411 Wheeler County
(912) 423-2088 christieshaw78@gmail.com

Mailing Address
354 Hill Farm Rd
Alamo, GA 30411

Regional Consultant

Kesha McNeal

Phone: (866) 359-1672
Fax: (866) 359-7490
kesha.mcneal@dec.al.ga.gov

The following information is associated with a Monitoring Visit:

Activities and Equipment

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

Met

Comment

Discussed-Rotation Support Disinfecting

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: 3

Records with Missing/Incomplete Components: 1

Child # 3

Not Met

"Missing/Incomplete Components"

.08(c)-Address of Release Person Missing

Finding

Previously Cited: 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.. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding 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 the consultant's review of records that one of three children's records was missing the addresses of the person(s) to whom the child may be released to.

POI (Plan of Improvement)

Previously Cited: 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.

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: 7/18/2017

Recited on 7/18/2017

	Facility
--	-----------------

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

Licensed Capacity Routinely Met

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

Observation-No Hazards Accessible

591-1-1-.26 Playgrounds(CR)**Technical Assistance****Comment**

Discussed-Fluff/Redistribute Surface

Correction Deadline: 2/27/2017

Corrected on 7/18/2017

It was determined based on the consultant's observation that the center had repaired the fencing on this date.

Correction Deadline: 3/9/2017

Corrected on 7/18/2017

It was determined based on the consultant's observation that the center had removed the hazardous item on this date.

Technical Assistance

Please ensure that the playground is kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. On this date the consultant observed the grass being tall due to the abundance of rain the area had received.

Correction Deadline: 7/18/2017

Food Service

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

Correction Deadline: 2/27/2017

Corrected on 7/18/2017

It was determined based on the consultant's observation that menu requirements were met on this date.

Health and Hygiene

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

Staff Stated Proper Knowledge

Correction Deadline: 3/29/2017

Corrected on 7/18/2017

It was determined based on the consultant's observation that the diaper changing surface was clean and in good repair on this date.

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

591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on the consultant's observation that children did not wash their hands with liquid soap and warm running water after eating lunch.

POI (Plan of Improvement)

The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

Correction Deadline: 7/18/2017

Finding

591-1-1-.17(8) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means. It was determined based on the consultant's observation that staff did not wash their hands with liquid soap and warm running water after handling bodily fluids.

POI (Plan of Improvement)

The Center will ensure liquid soap and warm running water are available for handwashing, train Staff on the handwashing requirements, review the requirements with Staff periodically, and monitor handwashing.

Correction Deadline: 7/18/2017

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

N/A

Comment

Discussed-Documentation/Procedures. On this date the center director stated that no medication is being dispensed.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures

Technical Assistance

Technical Assistance

Please ensure that the center has an updated written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals.

Correction Deadline: 7/23/2017

Safety

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

Met

Comment

Observed-Positive Learning Environment

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

Met

Comment

No Field Trips at This Time

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

Met

Comment

No Routine Transportation Provided

Sleeping & Resting Equipment

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

Technical Assistance

Comment

Correct number of mats; disinfecting discussed

Comment

Observed-Pleasant Naptime Environment

Technical Assistance

Please ensure that each crib has a tight-fitting sheet.

Correction Deadline: 7/18/2017

Staff Records

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

Not Met

Correction Deadline: 2/27/2017

Corrected on 7/18/2017

It was determined based on the consultant's review of records that the staff member had obtained a satisfactory fingerprint determination on this date.

Finding

591-1-1-.09(1)(g) requires Provisional Employees hired on or after January 1, 2014 to have a satisfactory Preliminary Records Check Determination. A Provisional Employee cannot reside at the Center or be present at the Center while children are present for care for more than 21 days from the date of hire or first day of residency without first submitting both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on the consultant's review of records that two provisional employees hired after January 1, 2014 did not have satisfactory Preliminary Records Check Determination on file on this date,

POI (Plan of Improvement)

The Center will ensure that Provisional Employees hired on or after January 1, 2014 have a satisfactory Preliminary Records Check Determination. The Center will have a plan to ensure that Provisional Employees hired on or after January 1, 2014 submit a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site within 21 days from the date of hire or the first day of residency. The Center will not allow a provisional employee to be at the Center while children are present if this requirement is not met.

Correction Deadline: 7/18/2017

591-1-1-.24 Personnel Records

Not Met

Finding

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on the consultant's review of records that a provisional employee did not have a personnel file on site on this date.

POI (Plan of Improvement)

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 7/23/2017

591-1-1-.33 Staff Training

Met

Correction Deadline: 3/29/2017

Corrected on 7/18/2017

It was determined based on the consultant's review of records that the center had obtained additional training on this date.

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

Met

Comment

Lead staff met education requirements on this date.

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