



**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:** 7/26/2017    **VisitType:** Monitoring Visit    **Arrival:** 11:15 AM    **Departure:** 1:20 PM

**CCLC-28250**

**Miss Julie's House**

501 Osborne Street St. Marys, GA 31558 Camden County  
 (912) 673-7694 missjulie@tds.net

**Regional Consultant**

Connie Boatright  
 Phone: (912) 544-9701  
 Fax: (912) 544-9700  
 connie.boatright@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.  <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.
07/26/2017	Monitoring Visit	Good Standing	
01/25/2017	Licensing Study	Good Standing	
07/27/2016	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	Room A	One Year Olds	1	4	C	5	C	NA	NA	Nap,Free Play,Floor Play	
Main	Room B	Three Year Olds and Four Year Olds and Six Year Olds and Over	2	12	C	13	C	18	C	Outside,Transitio ning,Lunch	
Main	Room C		0	0	C	6	C	NA	NA	Not In Use	
Main	Room D		0	0	C	7	C	NA	NA	Not In Use	
Total Capacity @35 sq. ft.:					31	Total Capacity @25 sq. ft.:					36

Total # Children this Date: 16    Total Capacity @35 sq. ft.: 31    Total Capacity @25 sq. ft.: 36

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playgrd-Main	43	C

**Comments**

This Monitoring Visit is the first regulatory visit for Miss Julie's House this 2017 - 2018 fiscal year.

The consultant reviewed all staff files. Four of five staff have a satisfactory fingerprint criminal records check clearance determination letter on file. One staff member has a copy of a COGENT Applicant Registration with a TCN number and is dated 05/24/2017, however does not have a fingerprint criminal records check clearance determination letter on file or a local criminal records check on file. The employee was hired on July 26, 2017 and on the premises during this visit. A one day letter was left with the Ast. Director.

The CCLC does not provide liability insurance. The consultant observed a notice posted on the parent bulletin board to this effect.

The center has received a one star Quality Rating since the consultant's last visit.

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)

Natalie Martin, Program Official

Date

Connie Boatright, Consultant

Date



Bright from the Start Georgia Department of Early Care and Learning  
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### Findings Report

**Date:** 7/26/2017    **VisitType:** Monitoring Visit    **Arrival:** 11:15 AM    **Departure:** 1:20 PM

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The following information is associated with a Monitoring Visit:

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

**Comment**

The consultant observed a variety of age appropriate activities through out the center.

**Correction Deadline: 7/26/2017**

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

**Comment**

Observed-Variety Throughout Center

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

**Comment**

No Swimming Activities Provided

<b>Children's Records</b>
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**591-1-1-.08 Children's Records** **Not Met**

**Finding**

591-1-1-.08(6) requires the Center to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was determined based on the consultant review of the sign in and sign out sheet for today as well as the consultants child head count that sixteen children are present and thirteen of the sixteen children are signed in.

**POI (Plan of Improvement)**

The Center will maintain arrival and departure records as required, will ensure the documentation includes all of the required information, and will provide the records to the Department when requested.

**Correction Deadline: 7/26/2017**

**Facility**

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

**Comment**

Observation-Clean and Well Maintained

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

**Comment**

Licensed Capacity Routinely Met

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

**Comment**

Reminder-Keep Hazards Inaccessible

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

**Comment**

Observation-Clean/Good Repair

**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**

The assistant director stated the center does not administer medication.

**Correction Deadline: 7/26/2017**

**Safety**

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

**Comment**

No Animals Kept

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

**Comment**

Observed-Discussion/Redirection

**Comment**

Observed-Positive Learning Environment

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

No Field Trips at This Time

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

No Routine Transportation Provided

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<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Not Met****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 the consultant observation that cots are being stored in the front hallway, accessible to the children and pass through traffic and are not covered. Additionally, cots are stored in classroom D by the child bathroom and handwash area, exposed to the children and are not covered.

**POI (Plan of Improvement)**

The Center will store cots and mats so children do not have access to them. If stored in the classroom setting or the hall way, the cots will be covered.

**Correction Deadline: 7/26/2017**

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<b>Staff Records</b>
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**591-1-1-.09 Criminal Records Check(CR)****Not Met****Finding**

591-1-1-.09(1)(a) requires the Center to ensure that every Director, Employee and Provisional Employee of the Child Care Learning Center has a satisfactory records check determination before the individual is present at the Center or before the individual resides in a Center. It was determined based on the consultant's review of staff records, statement of the assistant director and review of Koala Outback CBC, that one employee has a copy of a COGENT Applicant Registration with a TCN number and is dated 05/24/2017, however does not have a fingerprint criminal records check clearance determination letter on file or a local criminal records check on file. The employee was hired on July 26, 2017 and on the premises during this visit. A one day letter was left with the Ast. Director

**POI (Plan of Improvement)**

The Center will obtain the Required Satisfactory Records Check Determination before an individual is present at the Center while any child is present for care or before residing in a Center.

**Correction Deadline: 7/26/2017****Correction Deadline: 1/26/2017****Corrected on 7/26/2017****.09(1)(e) - The previous citation is observed to be corrected on this date.**

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**591-1-1-.14 First Aid & CPR****Met****Comment**

Observed-100% Certified First Aid &amp; CPR

**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 all five staff records that one staff member hired July 26, 2017 does not have the required evidence of orientation on file.

**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: 7/31/2017**

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**591-1-1-.33 Staff Training****Not Met****Finding**

Previously Cited: 591-1-1-.33(2) 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 the consultant's direct observation and the director's statement that four of four employees have not completed the Health and Safety Training, Orientation and Basic Six. The director stated all employees are going to be scheduled for these trainings through the Quality Rated Program in February 2017.

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 the consultants review of all staff that four staff members have been employed January 8, 2015 and prior do not have evidence of Health & Safety Orientation on file as required.

**POI (Plan of Improvement)**

Previously Cited: The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

**Correction Deadline: 12/31/2017****Recited on 7/26/2017****Defer**

591-1-1-.33(5)- It was determined based on the consultants review of all staff files that four employees are currently enrolled and taking the CDA program and have verification in file.

**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: 2/28/2017**

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

591-1-1-.31(2)(c)- Four of five employees are currently enrolled and taking their CDA course and have evidence to this effect in their staff files.

**POI (Plan of Improvement)**

The center director stated all staff will be enrolled online for classes to obtain the required credentials for teaching / lead / caregiving. The center director will provide proof of enrollment and classes to the consultant by February 15, 2017.

**Correction Deadline: 2/15/2017**

<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