



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: 10/4/2018 **VisitType:** Monitoring Visit **Arrival:** 8:55 AM **Departure:** 1:40 PM

CCLC-18603

A Step Ahead Learning Center

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

Regional Consultant

April Brown
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 april.brown@decal.ga.gov

Mailing Address
 Same

Quality Rated:

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.
10/04/2018	Monitoring Visit	Good Standing	
04/30/2018	Licensing Study	Good Standing	
10/12/2017	Complaint Closure	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
2nd Building	School Age	Six Year Olds and Over	1	11	C	20	C	29	C	Free Play
			Total Capacity @35 sq. ft.: 20			Total Capacity @25 sq. ft.: 212				
Main	1L schoolage		0	0	C	9	C	NA	NA	Not In Use
Main	1R G - 3 yr olds	Four Year Olds	1	15	C	18	C	NA	NA	Free Play
Main	2L B - Older Infants	Six Year Olds and Over	1	5	C	16	C	NA	NA	Homework
Main	2R J - 4 yr olds	Four Year Olds	1	15	C	21	C	NA	NA	Free Play
Main	3L C - Toddlers	Five Year Olds	1	12	C	17	C	NA	NA	Free Play
Main	3R H - 3 yr olds	Three Year Olds	2	24	C	31	C	NA	NA	Circle Time
Main	4L D - Toddlers	One Year Olds	2	8	C	18	C	NA	NA	Circle Time
Main	4R I - 4 yr olds	Three Year Olds	1	14	C	20	C	NA	NA	Free Play
Main	5L E - 2 yr olds	Two Year Olds	2	19	C	21	C	NA	NA	Circle Time
Main	6L F - 2 yr olds		0	0	C	21	C	NA	NA	Not In Use
			Total Capacity @35 sq. ft.: 192			Total Capacity @25 sq. ft.: 212				
Total # Children this Date: 123			Total Capacity @35 sq. ft.: 212			Total Capacity @25 sq. ft.: 212				

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 director was informed that a fingerprint background determination for any staff that had fingerprints completed before January 1, 2014 must obtain an updated fingerprint determination by October 1, 2018. The director was further informed that all staff must have a comprehensive background check determination on file no later than October 1, 2018. The consultant discussed new criminal background policies and procedures that will become effective on October 1, 2018. The director will review the upcoming changes to ensure criminal background compliance is maintained.

A one day CBC letter was left for the owner on this date.

Plan of Improvement: Developed This Date 10/04/2018

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).



Please refer to the website, <http://www.decal.ga.gov/CCS/RulesAndRegulations.aspx>, for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

- New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry
- New clearance is required at least once every five years
- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
- All staff members are required to have completed at least a national fingerprint based clearance check
- Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance
- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee

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)



Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.ga.gov/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@decal.ga.gov

Nina Killins, Program Official

Date

April Brown, Consultant

Date



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Findings Report

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The following information is associated with a Monitoring Visit:

Activities and Equipment

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

Comment

Equipment and furniture observed to be properly secured, as applicable.

591-1-1-.35 Swimming Pools & Water-related Activities(CR) **N/A**

Comment

Center does not provide swimming activities.

Facility

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

Comment

Licensed capacity observed to be met by center on this date.

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

Correction Deadline: 4/30/2018

Corrected on 10/4/2018

Correction of citation in that there were no hazards accessible to children in care observed in the classrooms on this date.

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

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute.

Finding

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation that the following hazards were present:

- * There were rusted "S" and "U" hooks which connected the bucket seats on the left side playground area.
- * Chipped paint was observed on the blue tunnel, the blue and yellow stationary rider toy and on the handles of the stationary purple rider toys on the left side playground area.
- * There were rusted "U" hooks which were connected to the top of the swing set located on the right side playground area.

POI (Plan of Improvement)

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters. The center will replace all rusted "S" and "U" hooks and remove or paint all chipped toys on the playgrounds.

Correction Deadline: 10/14/2018

Correction Deadline: 4/30/2018

Corrected on 10/4/2018

Correction of citation in that there were no tripping hazards observed on the playground areas.

Health and Hygiene

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

Met

Comment

Staff state proper knowledge of diapering procedures.

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

Technical Assistance

Technical Assistance

Consultant discussed with the director to ensure that children wash their hands immediately upon entering a classroom. A child entered into one classroom and was not reminded to wash his hands on this date. Proper hand washing was observed in other classrooms.

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

N/A

Comment

The center currently does not dispense or administer medication.

Safety

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

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

Not Met

Finding

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on a review of records that two staff people responsible for transporting children and who participate in the transportation of children did not have evidence of completing two hours of transportation training as required.

POI (Plan of Improvement)

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 10/14/2018

Technical Assistance

Please monitor bus seats for tears. One out of three vehicles observed for routine transportation was observed to have one seat with a small tear.

Correction Deadline: 10/5/2018

Finding

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on observation that on October 4, 2018, the staff member responsible for completing the second check of the vehicle did not immediately sign the transportation forms while having continuous watchful oversight of the vehicles between the first and second check. The vehicles were parked and the staff member was observed signing off on the second check of the vehicle while at the front desk. One vehicle transported children from Robert T. Smith Elementary School to the center. The other vehicle transported children from the center to Fairview Elementary School.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor. The person conducting the second check of the vehicles will immediately sign off on the transportation forms while maintaining continuous watchful oversight of the vehicle.

Correction Deadline: 10/4/2018

Sleeping & Resting Equipment

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

Comment

Discussed SIDS and infant sleeping position; however, there were no infants enrolled on this date.

Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Staff Records

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) **Not Met**

Comment

Director provided four new hires for employees hired since last visit conducted on April 30, 2018.

Finding

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of records that the owner did not have a completed satisfactory comprehensive records check determination on file.

POI (Plan of Improvement)

The Center will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required.

Correction Deadline: 10/4/2018

591-1-1-.14 First Aid & CPR

Met

Correction Deadline: 5/30/2018

Corrected on 10/4/2018

Correction of citation in that 12 staff members out of 22 have a current CPR/First Aid training.

591-1-1-.24 Personnel Records

Met

Comment

Consultant discussed with the director to ensure that all files are organized and well maintained.

Correction Deadline: 10/11/2018

591-1-1-.33 Staff Training

Not Met

Finding

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 a review of records that four out of four newly hired staff members did not complete the health and safety training as required.

POI (Plan of Improvement)

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

Correction Deadline: 11/3/2018

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

Met

Comment

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Met

Correction Deadline: 4/30/2018

Corrected on 10/4/2018

Correction of citation in that there were appropriate staff child ratios observed in all classrooms on this date.

Comment

Adequate supervision observed on this date.