



**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:** 5/24/2018    **VisitType:** Licensing Study    **Arrival:** 9:30 AM    **Departure:** 11:00 AM

**CCLC-11080**

**First Steps At Elberton**

1638 Washington Highway Elberton, GA 30635 Elbert County  
(706) 283-4820 tony\_mills@att.net

**Regional Consultant**

Tamra Thomas

Phone: (770) 405-7962

Fax: (404) 591-6172

tamra.thomas@dec.al.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★

<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.
05/24/2018	Licensing Study	Good Standing	
09/25/2017	Complaint Investigation & Monitoring Visit	Good Standing	
09/25/2017	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	
Main	A-1L	One Year Olds and Two Year Olds	1	8	C	15	C	NA	NA	Floor Play	
Main	B-1R	Infants and One Year Olds	1	5	C	6	C	NA	NA	Nap,Floor Play	
Main	C-2R	Three Year Olds and Four Year Olds and Five Year Olds	1	14	C	14	C	NA	NA	Story	
Main	D-back	Six Year Olds and Over	1	13	C	15	C	NA	NA	Centers	
Total Capacity @35 sq. ft.:			50			Total Capacity @25 sq. ft.:					0

Total # Children this Date: 40    Total Capacity @35 sq. ft.: 50    Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	115	C

**Comments**

The provider will review and print a copy of the updated DECAL July 1, 2017 rules and regulations handbook.

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.

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@dec.al.ga.gov](mailto:CCSRefutations@dec.al.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://dec.al.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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.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@dec.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

Michelle Mills, Program Official

Date

Tamra Thomas, 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-.03 Activities

Met

#### Comment

The consultant observed lesson plans posted in each classroom on this date.

**Correction Deadline: 5/24/2018**

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

Met

#### Comment

A variety of equipment and toys were observed throughout the center.

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

Met

#### Comment

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 4**

**Records with Missing/Incomplete Components: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met

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**591-1-1-.08 Children's Records****Technical Assistance****Technical Assistance**

591-1-1-.08(1) - The provider will ensure the enrollment packet includes all pages for a child enrolled.

**Correction Deadline: 5/24/2018**

<b>Facility</b>
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**591-1-1-.19 License Capacity(CR)****Met****Comment**

Licensed capacity observed to be routinely met by center.

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

Please be mindful to keep items that pose a hazard inaccessible to children.

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

591-1-1-.26(8) - The provider was in the process of having new rubber mulch added to the swing areas and the fall zones. The work is scheduled to be complete once weather permits after rain on this day.

**Correction Deadline: 6/3/2018**

<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition****Technical Assistance****Comment**

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3

Components for breakfast: Grains, Vegetables, Fruits or both, Milk

5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk

2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://decals.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>**Technical Assistance**

591-1-1-.15(3) - The consultant discussed with the staff to ensure bottles are only heated in warm water.

**Correction Deadline: 5/24/2018**

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Proper diapering procedures observed. The provider will ensure the staff in classroom A-1L can properly supervise the children from the room with the sink.

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**591-1-1-.17 Hygiene(CR)****Technical Assistance****Technical Assistance**

591-1-1-.17(11) - The consultant observed diapers disposed in a trash can located outside of classroom A 1-L with no lid. The provider will ensure all trash cans have lids on this date.

**Correction Deadline: 5/24/2018**

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

Discussed proper medication documentation and procedures.

<b>Policies and Procedures</b>
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**591-1-1-.21 Operational Policies & Procedures****Met****Comment**

591-1-1-.21(3) The consultant observed fire drills and tornado drills to be conducted monthly, and other emergency situation drills conducted every six months. The provider will ensure staff signs for reviewing the emergency plan procedures every six months.

**Correction Deadline: 5/29/2018**

<b>Safety</b>
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**591-1-1-.05 Animals****Met****Comment**

Center does not keep animals on premises.

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

Staff were observed to maintain a positive learning environment on this date.

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

Complete documentation of transportation observed. The provider is not providing transportation during the summer months.

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

Please ensure that cribs/cots are labeled for individual use.

<b>Staff Records</b>
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**Records Reviewed: 6****Records with Missing/Incomplete Components: 4**

Staff # 1

Not Met

Date of Hire: 09/29/2016

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 2

Not Met

**Records Reviewed: 6****Records with Missing/Incomplete Components: 4**

Date of Hire: 10/05/2017

"Missing/Incomplete Components"

.24(1)-Education Experience Missing

Staff # 3

Not Met

Date of Hire: 05/02/2012

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 4

Met

Date of Hire: 11/21/2016

Staff # 5

Not Met

Date of Hire: 08/04/2003

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 6

Met

Date of Hire: 08/04/2003

**Staff Credentials Reviewed: 6****591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Criminal records checks were observed to be complete.

**591-1-1-.14 First Aid & CPR****Technical Assistance****Technical Assistance**

591-1-1-.14(2) - The provider had six staff without current first aid/cpr that expired April 2018. The provider stated all staff will completed first aid/cpr training within the next week from this date.

**Correction Deadline: 6/23/2018****591-1-1-.31 Staff(CR)****Not Met****Finding**

591-1-1-.31(2)(c) requires the Center to maintain a copy and/or written verification of the credential or degree awarded to the lead teacher that is required by these rules in the lead teacher's file, to make the document available for inspection and to provide the document to Department staff upon request. It was determined based on a review of records the provider did not have a lead teacher in classroom D-back with one of the required credentials or written plan on this date.

**POI (Plan of Improvement)**

The Center will review lead teacher records to ensure the required documentation is on file and will obtain and file it if not found.

**Correction Deadline: 5/31/2018****Staffing and Supervision****591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

Adequate supervision observed on this date.