



**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:** 8/28/2020    **VisitType:** Licensing Study    **Arrival:** 9:30 AM    **Departure:** 1:30 PM

**CCLC-11080**

**First Steps At Elberton**

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

**Regional Consultant**

Kelly Jones

Phone: (770) 357-7062

Fax: (770) 357-7061

kelly.jones@decal.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.
08/28/2020	Licensing Study	Good Standing	
01/27/2020	Monitoring Visit	Good Standing	
09/23/2019	Licensing Study	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	Infants	1	4	C	15	C	NA	NA	Floor Play
Main	B-1R	One Year Olds and Two Year Olds	1	8	C	6	NC	NA	NA	Free Play
Main	C-2R	Three Year Olds and Four Year Olds	1	11	C	14	C	NA	NA	Centers
Main	D-back		0	0	C	15	C	NA	NA	
Total Capacity @35 sq. ft.: 50						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 23						Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	115	C

**Comments**

A virtual inspection was conducted on August 28, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. The program was in compliance with the Executive Order issued on August 16, 2020 and was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 08/28/2020

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.dec.state.ga.us/CCS/Regulations.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@dec.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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.state.ga.us/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.dec.state.ga.us/>  
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.state.ga.us](mailto:qualityrated@dec.state.ga.us)

Michelle Mills, Program Official

Date

Kelly Jones, Consultant

Date



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### Findings Report

**Date:** 8/28/2020    **VisitType:** Licensing Study    **Arrival:** 9:30 AM    **Departure:** 1:30 PM

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

Met

##### Comment

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

##### Comment

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

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

Met

##### Comment

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 5**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

#### 591-1-1-.08 Children's Records

Met

##### Comment

Records were observed to be complete and well organized.

## Facility

### 591-1-1-.06 Bathrooms

Met

#### Comment

Bathrooms observed to be clean and well maintained.

### 591-1-1-.19 License Capacity(CR)

Met

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Licensed capacity observed to be routinely met by center.

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

Met

#### Comment

Center appears clean and well maintained.

#### Comment

No hazards observed accessible to children on this date.

### 591-1-1-.26 Playgrounds(CR)

Technical Assistance

#### Technical Assistance

591-1-1-.26 - The outside area appears clean and well maintained. Consultant discussed monitoring the playground and fence surrounding the playground area for normal wear and tear (i.e. exposed roots, active ant beds, resilient surface levels, entrapment hazards, etc.) monitor the red metal toys for potential rust with the director on this date.

## Food Service

### 591-1-1-.15 Food Service & Nutrition

Met

#### Comment

Center menu meets USDA guidelines.

### 591-1-1-.18 Kitchen Operations

Met

#### Comment

Kitchen appears clean and well organized.

## Health and Hygiene

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

Met

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Diapering was not directly observed during the walk through. Staff state proper knowledge of diapering procedures.

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

Met

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing was not directly observed during the walk through. Staff stated knowledge of proper hand washing procedures.

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

Met

#### Comment

The Provider currently does not dispense/administer medication.

## Policies and Procedures

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**591-1-1-.21 Operational Policies & Procedures****Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit. Consultant discussed with provider to ensure to maintain records as required by the department.

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**591-1-1-.22 Parental Access****Met****Comment**

591-1-1-.22 - Parental access requirements are met per current COVID-19 guidelines.

**Correction Deadline: 8/28/2020**

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**591-1-1-.27 Posted Notices****Met****Comment**

Observed all required posted notices.

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**591-1-1-.29 Required Reporting****Met****Comment**

Thank you for reporting as required.

<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**

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the walk through. Staff stated knowledge of appropriate discipline. Staff were observed to maintain a positive learning environment on this date.

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

Center does not participate in field trips at this time.

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

A current/completed inspection was observed for all vehicles used in transporting children this date.

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

**Comment**

Complete documentation of transportation observed.

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

**Correction Deadline: 1/27/2020**

**Corrected on 8/28/2020**

**.30(2) - The previous citation was observed to be corrected on this date. Consultant observed staff to follow safe sleep policies and procedures.**

**Records Reviewed: 7**

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

Staff # 1	Met
Date of Hire: 10/01/2003	
Staff # 2	Met
Staff # 3	Not Met
Date of Hire: 06/19/2020	
<u>"Missing/Incomplete Components"</u>	
.31(2)(b)2.-Staff Qualifications-Education Missing,.33(5)-10 Hrs. Annual Training	
Staff # 4	Not Met
Date of Hire: 06/11/2019	
<u>"Missing/Incomplete Components"</u>	
.31(2)(b)2.-Staff Qualifications-Education Missing	
Staff # 5	Met
Date of Hire: 04/28/2004	
Staff # 6	Met
Date of Hire: 01/31/2020	
Staff # 7	Met
Date of Hire: 01/01/2005	

**Staff Credentials Reviewed: 5**

**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met**

**Comment**

Criminal record checks were observed to be complete.

**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 Met**

**Correction Deadline: 2/26/2020**

**Corrected on 8/28/2020**

**.14(2) - The previous citation was observed to be corrected on this date. consultant observed all staff to have current CPR/first aid training on file.**

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

591-1-1-.33(4) requires within the first year of employment, the Director and person with primary responsibility for food preparation shall have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined that the director did not have evidence of 4 hrs. of food preparation training on file on this date..

**POI (Plan of Improvement)**

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

**Correction Deadline: 9/27/2020****Finding**

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on a review of records that staff member # 3 hire date June 19, 2019 did not have evidence of the required annual training for the year 2019 on file on this date..

**POI (Plan of Improvement)**

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

**Correction Deadline: 9/27/2020**

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**591-1-1-.31 Staff(CR)****Not Met****Finding**

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on a review of records that staff # 3 hired on June 19, 2019 and staff # 4 hired on June 11, 2019 did not have evidence of acceptable lead teacher qualifications on file on this date.

**POI (Plan of Improvement)**

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

**Correction Deadline: 8/28/2020**

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Center observed to maintain appropriate staff:child ratios.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Adequate supervision observed on this date.