



**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:** 7/23/2020 **VisitType:** Licensing Study

**Arrival:** 2:25 PM

**Departure:** 3:25 PM

**CCLC-11775**

**Little Caterpillars Development Center, Inc.**

141 Chase Court Milledgeville, GA 31061 Baldwin County  
(478) 452-1800 little\_caterpillars@yahoo.com

**Regional Consultant**

Valarie Musselwhite

Phone: (770) 357-9988

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valarie.musselwhite@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.<br><br><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|------------------------------------|------------------|---------------|--|
| 07/23/2020                         | Licensing Study  | Good Standing |  |
| 01/28/2020                         | Monitoring Visit | Good Standing |  |
| 09/05/2019                         | 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(210)-6wks-12m  |                                   | 0                                      | 0        | C    | 11                                   | C            | NA         | NA           |                       |
| Main                                   | B (208)6wks-7m   | Infants                           | 1                                      | 6        | C    | 11                                   | C            | NA         | NA           | Floor Play            |
| Main                                   | C(207) 7M-12m    | Infants and One Year Olds         | 2                                      | 8        | C    | 11                                   | C            | NA         | NA           | Nap                   |
| Main                                   | D(206) 12M-18M   | One Year Olds                     | 2                                      | 13       | C    | 17                                   | C            | NA         | NA           | Outside               |
| Main                                   | E(204) 12M-24M   | One Year Olds                     | 2                                      | 6        | C    | 19                                   | C            | NA         | NA           | Art                   |
| Main                                   | F(205) 18M-35M   |                                   | 0                                      | 0        | C    | 23                                   | C            | NA         | NA           |                       |
| Main                                   | G (209)18M-35 M  | Two Year Olds                     | 3                                      | 16       | C    | 22                                   | C            | NA         | NA           | Outside               |
| Main                                   | H (211)3yrs      | Three Year Olds                   | 2                                      | 20       | C    | 22                                   | C            | NA         | NA           | Transitioning,Outside |
| Main                                   | I (213) 3 & 4yrs | Four Year Olds and Five Year Olds | 2                                      | 20       | C    | 23                                   | C            | NA         | NA           | Free Play             |
| Main                                   | J(212) 4yrs      |                                   | 0                                      | 0        | C    | 18                                   | C            | NA         | NA           |                       |
| Main                                   | K(214) 4yrs      |                                   | 0                                      | 0        | C    | 21                                   | C            | NA         | NA           |                       |
| Main                                   | L (215) 8-12yrs  | Six Year Olds and Over            | 2                                      | 28       | C    | 26                                   | NC           | NA         | NA           | Free Play,Outside     |
| Main                                   | L(215) 5-7 yrs   |                                   | 0                                      | 0        | C    | 24                                   | C            | NA         | NA           | Outside,Free Play     |
| <b>Total Capacity @35 sq. ft.: 248</b> |                  |                                   |  |          |      | <b>Total Capacity @25 sq. ft.: 0</b> |              |            |              |                       |
| Total # Children this Date: 117        |                  |                                   | <b>Total Capacity @35 sq. ft.: 248</b> |          |      | <b>Total Capacity @25 sq. ft.: 0</b> |              |            |              |                       |


| Building | Playground             | Playground Occupancy | Playground Compliance |
|----------|------------------------|----------------------|-----------------------|
| Main     | A Infants Toddlers     | 17                   | C                     |
| Main     | B Toddler/Preschool    | 66                   | C                     |
| Main     | C Preschool/School age | 152                  | C                     |
| Main     | D School age           | 171                  | C                     |

**Comments**

An Administrative Review was conducted on July 20, 2020. Staff files, children’s files, training, and background checks were all reviewed. A virtual inspection was conducted on July 27, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on June 16, 2020 was reviewed during the virtual inspection.

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).



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](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)



**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](mailto:qualityrated@decal.ga.gov)

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Yvonne Council, Program Official

Date

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Valarie Musselwhite, 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-.12 Equipment & Toys(CR)**

**Met**

**Comment**

A variety of equipment and toys were observed throughout the center. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

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

**Met**

**Comment**

Swimming rules and swimming requirements due to COVID-19 were discussed.

**Children's Records**

**Records Reviewed: 5**

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

|  |         |
|--|---------|
| Child # 1                                | Met     |
| Child # 2                                | Not Met |
| <u>"Missing/Incomplete Components"</u>   |         |
| .08(3)-Address of Release Person Missing |         |
| Child # 3                                | Not Met |
| <u>"Missing/Incomplete Components"</u>   |         |
| .08(1)-Parent Names, Work Numbers        |         |
| Child # 4                                | Not Met |
| <u>"Missing/Incomplete Components"</u>   |         |
| .08(1)-Parent Names, Work Numbers        |         |

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.08 - Please ensure children's records include complete address or any release persons and parent's work address. Please ensure a work number is listed.

**Facility**

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

**Met**

**Comment**

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.

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

**Defer**

**Defer**

591-1-1-.26(6)- A Virtual Visit was conducted due to the COVID-19 pandemic. This citation is deferred until the next regulatory visit when the rule correction can be observed in person.

**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.

**Correction Deadline: 2/7/2020**

**Health and Hygiene**

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

**Met**

**Comment**

Hand washing and sanitizing requirements for diapering were discussed with the Director on this date.

**Correction Deadline: 1/28/2020**

**Corrected on 7/23/2020**

**.10(4) - Correction of previous citation in that the consultant observed a newly purchased and replaced diaper changing mat in Classroom 206 through a virtual visit. The consultant also observed all diapering mats throughout the center to be smooth and properly disinfected.**

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

**Met**

**Comment**

Hand washing and sanitizing requirements for diapering were discussed with the Director on this date.

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

**Met**

**Comment**

Documentation for medication dispensing observed complete.

**Safety**

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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 virtual walk through. Regulations regarding proper discipline were discussed with the Director 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**

Center does not currently provide routine transportation due to COVID 19.

**Sleeping & Resting Equipment**

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

**Comment**

Pleasant naptime environment observed.

**Staff Records**

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**Records Reviewed: 36**

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

|                          |     |
|--------------------------|-----|
| Staff # 1                | Met |
| Date of Hire: 07/09/2013 |     |
| Staff # 2                | Met |
| Date of Hire: 04/02/2018 |     |
| Staff # 3                | Met |
| Date of Hire: 02/21/2005 |     |
| Staff # 4                | Met |
| Date of Hire: 11/01/2019 |     |
| Staff # 5                | Met |
| Date of Hire: 06/28/2018 |     |
| Staff # 6                | Met |
| Date of Hire: 02/20/2019 |     |
| Staff # 7                | Met |
| Date of Hire: 02/20/2019 |     |
| Staff # 8                | Met |

Date of Hire: 10/27/2013

Staff # 9 Met

Date of Hire: 06/18/2020

Staff # 10 Met

Date of Hire: 08/18/2008

Staff # 11 Met

Date of Hire: 08/14/2004

Staff # 12 Met

Date of Hire: 08/14/2004

Staff # 13 Met

Date of Hire: 08/14/2004

Staff # 14 Met

Date of Hire: 06/08/2020

Staff # 15 Met

Date of Hire: 02/20/2018

Staff # 16 Met

Staff # 17 Met

Date of Hire: 05/05/2010

Staff # 18 Met

Date of Hire: 07/28/2008

Staff # 19 Met

Date of Hire: 08/06/2015

Staff # 20 Met

Date of Hire: 10/28/2018

Staff # 21 Met

Date of Hire: 07/24/2019

Staff # 22 Met

Date of Hire: 08/14/2004

Staff # 23 Met

Date of Hire: 01/08/2007

**Records Reviewed: 36**

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

|  |     |
|--|-----|
| Staff # 24<br>Date of Hire: 05/26/2020 | Met |
| Staff # 25<br>Date of Hire: 01/23/2009 | Met |
| Staff # 26<br>Date of Hire: 05/26/2020 | Met |
| Staff # 27<br>Date of Hire: 06/19/2019 | Met |
| Staff # 28<br>Date of Hire: 02/20/2018 | Met |
| Staff # 29<br>Date of Hire: 01/02/2018 | Met |
| Staff # 30<br>Date of Hire: 03/06/2018 | Met |
| Staff # 31<br>Date of Hire: 06/24/2020 | Met |
| Staff # 32<br>Date of Hire: 02/20/2019 | Met |
| Staff # 33<br>Date of Hire: 07/15/2019 | Met |
| Staff # 34<br>Date of Hire: 07/08/2020 | Met |
| Staff # 35<br>Date of Hire: 06/02/2020 | Met |
| Staff # 36                             | Met |

**Staff Credentials Reviewed: 11**

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|   |            |
|---|------------|
| <b>591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)</b> | <b>Met</b> |
|---|------------|

**Comment**

Criminal record checks were observed to be complete.

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|  |            |
|--|------------|
| <b>591-1-1-.14 First Aid &amp; CPR</b> | <b>Met</b> |
|--|------------|



**Comment**

Evidence observed of 100% of center staff certified in First Aid and CPR.

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

**Met**

**Comment**

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on June 16, 2020.

|                                 |
|---------------------------------|
| <b>Staffing and Supervision</b> |
|---------------------------------|

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**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.