



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: 9/19/2018 **VisitType:** Licensing Study

Arrival: 9:00 AM

Departure: 1:30 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

Fax: (678) 302-2440

valarie.musselwhite@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.
09/19/2018	Licensing Study	Good Standing	
03/06/2018	Licensing Study	Good Standing	
11/20/2017	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(210)-6wks-12m	Infants	3	8	C	11	C	NA	NA	Floor Play,Breakfast
Main	B (208)6wks-7m	Infants	1	3	C	11	C	NA	NA	Floor Play
Main	C(207) 7M-12m	Infants and One Year Olds	3	6	C	11	C	NA	NA	Nap
Main	D(206) 12M-18M	One Year Olds	3	13	C	17	C	NA	NA	Music
Main	E(204) 12M-24M	One Year Olds	2	12	C	19	C	NA	NA	Outside
Main	F(205) 18M-35M	Two Year Olds	1	8	C	23	C	NA	NA	Centers
Main	G (209)18M-35 M	Two Year Olds	3	12	C	22	C	NA	NA	Free Play
Main	H (211)3yrs	Three Year Olds	3	14	C	22	C	NA	NA	Centers
Main	I (213) 3 & 4yrs	Three Year Olds and Four Year Olds	2	17	C	23	C	NA	NA	Outside
Main	J(212) 4yrs	PreK	3	22	C	18	NC	NA	NA	Music
Main	K(214) 4yrs	PreK	3	18	C	21	C	NA	NA	Music
Main	L (215) 8-12yrs		0	0	C	26	C	NA	NA	
Main	L(215) 5-7 yrs		0	0	C	24	C	NA	NA	
Total Capacity @35 sq. ft.: 248						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 133			Total Capacity @35 sq. ft.: 248			Total Capacity @25 sq. ft.: 0				

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

The consultant and director discussed upcoming criminal record check changes and USDA guidelines.

Plan of Improvement: Developed This Date 09/19/2018

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.dec.al.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@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).

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

Yvonne Council, Program Official

Date

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-.03 Activities

Technical Assistance

Technical Assistance

591-1-1-.03(13) - Please ensure staff are following posted daily schedules.

Correction Deadline: 9/19/2018

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

Technical Assistance

Technical Assistance

591-1-1-.12(2) - Be mindful of beginning tears on classroom reading furniture.

Correction Deadline: 9/19/2018

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

Met

Comment

Pool not in use at this time, gates observed locked.

Children's Records

Records Reviewed: 7

Records with Missing/Incomplete Components: 0

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

Records Reviewed: 7

Records with Missing/Incomplete Components: 0

Child # 6

Met

Child # 7

Met

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

Met

Comment

Records were observed to be complete and well organized.

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)

Met

Comment

Playground observed to be clean and in good repair.

Health and Hygiene

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

Met

Comment

Proper diapering procedures observed.

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

Met

Correction Deadline: 3/6/2018

Corrected on 9/19/2018

.17(7) - Correction of previous citation in that consultant observed proper hand washing throughout the center.

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

Met

Comment

Documentation for medication dispensing observed complete.

Safety

591-1-1-.05 Animals

N/A

Comment

Center does not keep animals on premises.

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

Met

Comment

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

591-1-1-.13 Field Trips(CR)

Met

Comment

Field trip documentation observed to be complete.

591-1-1-.36 Transportation(CR)**Not Met****Comment**

Complete documentation of transportation observed.

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 responsible for transportation did not have the required transportation training.

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: 10/19/2018

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**Technical Assistance****Comment**

Pleasant naptime environment observed.

Technical Assistance

591-1-1-.30(1)(b)1 - Please be mindful of beginning tears on children's mats used for rest time.

Correction Deadline: 9/19/2018

Staff Records

Records Reviewed: 48

Records with Missing/Incomplete Components: 3

Staff # 1	Met
Date of Hire: 06/28/2018	
Staff # 2	Met
Date of Hire: 05/05/2010	
Staff # 3	Met
Date of Hire: 10/27/2013	
Staff # 4	Met
Date of Hire: 07/25/2016	
Staff # 5	Met
Date of Hire: 02/20/2018	
Staff # 6	Met
Date of Hire: 05/23/2017	

Staff # 7 Date of Hire: 04/23/2018	Met
Staff # 8 Date of Hire: 10/03/2017 <u>"Missing/Incomplete Components"</u> .36(3)(a-b)-2 hrs. Transportation Training missing	Not Met
Staff # 9 Date of Hire: 07/02/2007 <u>"Missing/Incomplete Components"</u> .31(2)(b)2.-Staff Qualifications-Education Missing	Not Met
Staff # 10 Date of Hire: 03/06/2018	Met
Staff # 11 Date of Hire: 02/21/2005	Met
Staff # 12 Date of Hire: 08/14/2004	Met
Staff # 13 Date of Hire: 04/02/2018	Met
Staff # 14 Date of Hire: 01/23/2009	Met
Staff # 15 Date of Hire: 08/10/2015	Met
Staff # 16 Date of Hire: 09/10/2012	Met
Staff # 17 Date of Hire: 08/05/2016	Met
Staff # 18 Date of Hire: 02/01/2018	Met
Staff # 19 Date of Hire: 01/08/2007	Met
Staff # 20	Met

Date of Hire: 07/13/2018

Staff # 21 Met

Date of Hire: 08/06/2015

Staff # 22 Met

Date of Hire: 06/02/2017

Staff # 23 Met

Date of Hire: 07/12/2018

Staff # 24 Met

Date of Hire: 07/27/2018

Staff # 25 Met

Date of Hire: 02/20/2018

Staff # 26 Met

Date of Hire: 06/20/2018

Staff # 27 Not Met

Date of Hire: 05/22/2017

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 28 Met

Date of Hire: 08/01/2018

Staff # 29 Met

Date of Hire: 10/17/2011

Staff # 30 Met

Date of Hire: 08/14/2004

Staff # 31 Met

Date of Hire: 07/09/2013

Staff # 32 Met

Date of Hire: 08/14/2004

Staff # 33 Met

Date of Hire: 08/18/2008

Staff # 34 Met

Date of Hire: 08/24/2018

Staff # 35 Date of Hire: 09/22/2016	Met
Staff # 36 Date of Hire: 08/06/2018	Met
Staff # 37 Date of Hire: 08/14/2004	Met
Staff # 38 Date of Hire: 09/07/2018	Met
Staff # 39 Date of Hire: 07/17/2018	Met
Staff # 40 Date of Hire: 08/16/2018	Met
Staff # 41 Date of Hire: 09/04/2018	Met
Staff # 42 Date of Hire: 09/04/2018	Met
Staff # 43 Date of Hire: 08/30/2018	Met
Staff # 44 Date of Hire: 01/02/2018	Met
Staff # 45 Date of Hire: 02/21/2005	Met
Staff # 46 Date of Hire: 01/04/2018	Met
Staff # 47 Date of Hire: 08/06/2018	Met
Staff # 48 Date of Hire: 07/28/2008	Met

Staff Credentials Reviewed: 48

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: 4/30/2018

Corrected on 9/19/2018

.14(1) - Correction of previous citation in that consultant observed 100% of staff to have current First Aid and CPR training.

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 one lead teacher did not have the required credential.

POI (Plan of Improvement)

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

Correction Deadline: 12/31/2018

Staffing and Supervision

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

Comment

Center observed to maintain appropriate staff:child ratios.

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

Comment

Staff observed to provide direct supervision and be attentive to children's needs.