



**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:** 1/14/2021    **VisitType:** Monitoring Visit    **Arrival:** 10:00 AM    **Departure:** 11:00 AM

**CCLC-11775**

**Little Caterpillars Development Center, Inc.**

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

**Regional Consultant**

Shannon Curtis

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shannon.curtis@decal.ga.gov

Joint with: Rebekah Mullinax

**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.
01/14/2021	Monitoring Visit	Good Standing	
07/23/2020	Licensing Study	Good Standing	
01/28/2020	Monitoring Visit	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	2	8	C	11	C	NA	NA	Feeding,Floor Play
Main	B (208)6wks-7m	Two Year Olds	2	13	C	11	NC	NA	NA	Free Play
Main	C(207) 7M-12m	One Year Olds	2	3	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	1	8	C	19	C	NA	NA	Free Play
Main	F(205) 18M-35M	One Year Olds	2	9	C	23	C	NA	NA	Free Play
Main	G (209)18M-35 M	Three Year Olds	2	12	C	22	C	NA	NA	Centers
Main	H (211)3yrs	Three Year Olds	2	17	C	22	C	NA	NA	Centers
Main	I (213) 3 & 4yrs	PreK	2	17	C	23	C	NA	NA	Transitioning
Main	J(212) 4yrs	PreK	2	14	C	18	C	NA	NA	Centers
Main	K(214) 4yrs		0	0	C	21	C	NA	NA	
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: 114						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**

New Staff files, Health and Safety Orientation Training and background checks were all reviewed. A virtual inspection was conducted on Thursday, January 14, 2021 with the Director, Katrina Freeman. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 12, 2020 was reviewed during the virtual inspection.

Consultant provided LiveScan Instructions, Training Updates, Communicable Disease Chart and COVID-Checklist on this date.

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.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)





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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**

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 May 12, 2020.

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

**Met**

**Comment**

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

### 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**

No hazards observed accessible to children on this date.

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

**Defer**

**Defer**

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.

**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)** **Met**

**Comment**

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

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

**Comment**

Documentation for medication dispensing observed complete.

**Safety**

**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/Provider on this date.

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

**Comment**

Center does not participate in field trips at this time.

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

**Comment**

Complete documentation of transportation observed.

**Sleeping & Resting Equipment**

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

**Comment**

Discussed SIDS and infant sleeping position.

**Staff Records**

**Records Reviewed: 48**

**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: 08/31/2020

Staff # 4 Date of Hire: 11/01/2019	Met
Staff # 5 Date of Hire: 06/28/2018	Met
Staff # 6 Date of Hire: 02/20/2019	Met
Staff # 7 Date of Hire: 02/20/2019	Met
Staff # 8 Date of Hire: 08/28/2020	Met
Staff # 9 Date of Hire: 10/27/2013	Met
Staff # 10 Date of Hire: 06/18/2020	Met
Staff # 11 Date of Hire: 08/18/2008	Met
Staff # 12 Date of Hire: 08/14/2004	Met
Staff # 13 Date of Hire: 08/14/2004	Met
Staff # 14 Date of Hire: 08/13/2020	Met
Staff # 15 Date of Hire: 11/06/2020	Met
Staff # 16 Date of Hire: 08/14/2004	Met
Staff # 17 Date of Hire: 06/08/2020	Met
Staff # 18 Date of Hire: 02/20/2018	Met

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Staff # 19	Met
Staff # 20 Date of Hire: 10/14/2020	Met
Staff # 21 Date of Hire: 05/05/2010	Met
Staff # 22 Date of Hire: 07/28/2008	Met
Staff # 23 Date of Hire: 08/06/2015	Met
Staff # 24 Date of Hire: 10/28/2018	Met
Staff # 25 Date of Hire: 09/28/2020	Met
Staff # 26 Date of Hire: 07/24/2019	Met
Staff # 27 Date of Hire: 08/14/2004	Met
Staff # 28 Date of Hire: 12/15/2020	Met
Staff # 29 Date of Hire: 01/08/2007	Met
Staff # 30 Date of Hire: 08/24/2020	Met
Staff # 31 Date of Hire: 01/23/2009	Met
Staff # 32 Date of Hire: 05/26/2020	Met
Staff # 33 Date of Hire: 06/19/2019	Met
Staff # 34	Met

**Records Reviewed: 48**

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

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Date of Hire: 02/20/2018

Staff # 35 Met

Date of Hire: 01/02/2018

Staff # 36 Met

Date of Hire: 09/01/2020

Staff # 37 Met

Date of Hire: 03/06/2018

Staff # 38 Met

Date of Hire: 10/12/2020

Staff # 39 Met

Date of Hire: 06/24/2020

Staff # 40 Met

Date of Hire: 02/20/2019

Staff # 41 Met

Date of Hire: 07/15/2019

Staff # 42 Met

Date of Hire: 08/10/2020

Staff # 43 Met

Date of Hire: 07/08/2020

Staff # 44 Met

Date of Hire: 06/02/2020

Staff # 45 Met

Date of Hire: 08/14/2020

Staff # 46 Met

Date of Hire: 09/09/2019

Staff # 47 Met

Staff # 48 Met

Date of Hire: 09/05/2019

**Staff Credentials Reviewed: 11**

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

**Met**



**Comment**

Director provided eleven files for employees hired since last visit on July 23, 2020 on this date.

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<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.