



**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:** 9/5/2017    **VisitType:** Licensing Study    **Arrival:** 12:05 PM    **Departure:** 2:20 PM

**CCLC-14174**

**Friends and Co., Inc.**

237 Sunset Circle Moultrie, GA 31768 Colquitt County  
(229) 985-3916 friendsandco@windstream.net

**Regional Consultant**

Beth Houtz

Phone: (229) 238-2130  
Fax: (229) 238-2955  
beth.houtz@decal.ga.gov

**Mailing Address**

Same

<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.
09/05/2017	Licensing Study	Good Standing	
05/22/2017	Complaint Closure	Good Standing	
05/22/2017	Complaint Investigation & 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	Room A	One Year Olds and Two Year Olds	1	9	C	13	C	NA	NA	Nap
Main	Room B	Infants	2	8	C	10	C	NA	NA	Floor Play, Nap
Main	Room C	Three Year Olds	1	7	C	10	C	NA	NA	Nap
Main	Room D	Four Year Olds	1	10	C	18	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 51						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 34			Total Capacity @35 sq. ft.: 51			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	85	C

**Comments**

The purpose of today's visit is a licensing visit. The center provides after school transportation and carries liability insurance.

Plan of Improvement: Developed This Date 09/05/2017

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.



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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@decga.gov](mailto:CCSRefutations@decga.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://decga.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)

\_\_\_\_\_  
Pat Grogan, Program Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Beth Houtz, Consultant

\_\_\_\_\_  
Date



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### Findings Report

**Date:** 9/5/2017      **VisitType:** Licensing Study      **Arrival:** 12:05 PM      **Departure:** 2:20 PM

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The following information is associated with a Licensing Study:

<b>Activities and Equipment</b>
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591-1-1-.12 Equipment & Toys(CR)

Met

Correction Deadline: 5/22/2017

Corrected on 9/5/2017

This citation was observed to be corrected on this date. Infants were observed asleep in cribs and playing on the floor.

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

Met

**Comment**

No Swimming Activities Provided

<b>Children's Records</b>
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**Records Reviewed: 5**

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

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

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

Met

Correction Deadline: 5/22/2017

Corrected on 9/5/2017

This citation was observed to be corrected on this date. All children records observed were up to date with all required information.

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

Met

Correction Deadline: 5/22/2017

Corrected on 9/5/2017

This citation was observed to be corrected on this date. Room C had seven children and is licensed for ten.

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

Met

Correction Deadline: 5/22/2017

Corrected on 9/5/2017

This citation was observed to be corrected on this date. All cleaning equipment was stored away from children in care and other hazardous items have been removed.

Correction Deadline: 5/22/2017

Corrected on 9/5/2017

This citation was observed to be corrected on this date. There is a safety latch on the kitchen door to prevent unauthorized access.

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

Not Met

**Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that three active ant beds were present on the playground. Two ant beds were on the porch edge underneath mats and the third ant bed was by a picnic table. The center treated the ant beds during the visit and limited children's access to the playground.

**POI (Plan of Improvement)**

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

Correction Deadline: 9/5/2017

<b>Health and Hygiene</b>
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591-1-1-.07 Children's Health

Met

Correction Deadline: 5/22/2017

Corrected on 9/5/2017

This citation was observed to be corrected on this date. No infants in care had bibs on and director stated they were only used during feeding times.

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

Met

**Comment**

Staff Stated Proper Knowledge

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

Met

**Comment**

Observed-Proper Hand Washing Throughout

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

Director stated that no medications are currently dispensed.

**Safety**

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**591-1-1-.05 Animals****Met****Comment**

No Animals Kept

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

Observed-Positive Learning Environment

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

No Field Trips at This Time

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

Paperwork discussed

**Comment**

Vehicle had fire extinguisher and first aid kit

**Sleeping & Resting Equipment**

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

Observed-Pleasant Naptime Environment

**Correction Deadline: 5/23/2017****Corrected on 9/5/2017**

This citation was observed to be corrected on this date. The consultant observed infants at nap time. One child with a head pillow was observed but the center had a doctor's note on file for the infant to use the head pillow.

**Correction Deadline: 5/23/2017****Corrected on 9/5/2017**

This citation was observed to be corrected on this date. The consultant observed infants at nap time. One child with a head pillow was observed but the center had a doctor's note on file for the infant to use the head pillow.

**Correction Deadline: 5/23/2017****Corrected on 9/5/2017**

This citation was observed to be corrected on this date. The director has obtained doctor's statements for the pillow and positioning devices. Three separate doctor notes were observed.

**Staff Records**

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**Records Reviewed: 7****Records with Missing/Incomplete Components: 7**

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Staff # 1

Not Met

Date of Hire: 04/21/2017

"Missing/Incomplete Components"

**Records Reviewed: 7****Records with Missing/Incomplete Components: 7**

.33(2)-Health & Safety Certificate

Staff # 2

Not Met

Date of Hire: 01/11/2006

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 3

Not Met

Date of Hire: 08/14/2015

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 4

Not Met

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 5

Not Met

Date of Hire: 11/20/2014

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 6

Not Met

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 7

Not Met

Date of Hire: 02/27/2017

"Missing/Incomplete Components"

.33(2)-Health & Safety Certificate

**Staff Credentials Reviewed: 7**

**591-1-1-.09 Criminal Records Check(CR)**

**Met**

**Correction Deadline: 5/22/2017**

**Corrected on 9/5/2017**

**This citation was observed to be corrected on this date. The employee has received a satisfactory records check letter.**

**Correction Deadline: 5/22/2017**

**Corrected on 9/5/2017**

**This citation was observed to be corrected on this date. The center has obtained satisfactory records check letters for all staff.**

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

**Met**

**Comment**

Observed-50% Certified First Aid & CPR

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

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on a review of records that two staff members employed after September 30, 2016 did not have the required Health and Safety Orientation Training.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

**Correction Deadline: 10/5/2017****Finding**

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on a review of records that five out of seven employees did not have the required ten hours of annual training.

**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: 10/5/2017**

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

Staff meet requirements.

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

Observed-Appropriate Staff:Child Ratios

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

Observed-Appropriate Staff:Child Ratios