



**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:** 11/9/2017    **VisitType:** Licensing Study    **Arrival:** 9:20 AM    **Departure:** 1:05 PM

**CCLC-14372**

**All About Me Learning Academy**

121 Chase Court Milledgeville, GA 31061 Baldwin County  
(478) 453-4422 prettywome1@gmail.com

**Regional Consultant**

Valarie Musselwhite  
Phone: (770) 357-9988  
Fax: (678) 302-2440  
valarie.musselwhite@decal.ga.gov

**Mailing Address**

121 Chase Ct NW  
MILLEDGEVILLE, GA 31061

**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.
11/09/2017	Licensing Study	Good Standing	
02/21/2017	POI Follow Up	Good Standing	
01/31/2017	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	Three Year Olds and Four Year Olds	1	8	C	11	C	NA	NA	Centers,Circle Time
Main	B	One Year Olds	1	5	C	10	C	NA	NA	Free Play
Main	C		0	0	C	6	C	NA	NA	
Total Capacity @35 sq. ft.: 27						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 13			Total Capacity @35 sq. ft.: 27			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Only	26	C

**Comments**

Plan of Improvement: Developed This Date 11/09/2017

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.decalgoala.com](http://www.decalgoala.com). You are encouraged not to wait and to complete the process as soon as possible.

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.

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**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@decals.ga.gov](mailto:CCSRefutations@decals.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://decals.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.

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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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.decals.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@decals.ga.gov](mailto:qualityrated@decals.ga.gov)

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PAMELA Boggs, Program Official

Date

Valarie Musselwhite, Consultant

Date



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### Findings Report

**Date:** 11/9/2017    **VisitType:** Licensing Study    **Arrival:** 9:20 AM    **Departure:** 1:05 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)** **Not Met**

**Finding**

591-1-1-.12(5) requires Center Staff to provide table space for each child who is able to sit at a table unassisted and an appropriately sized chair or bench for each child who is not an infant and who is able to use a chair or bench. It was determined based on observation that chairs were not an age appropriate size for the children sitting in them during art and meal time.

**POI (Plan of Improvement)**

The Center will provide required equipment as noted.

**Correction Deadline: 12/9/2017**

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

**Comment**

No Swimming Activities Provided

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

**Comment**

Licensed Capacity Routinely Met

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

**Comment**

Observation-No Hazards Accessible

**Technical Assistance**

591-1-1-.25(3) - Ensure that protruding bolt on base of toilet is less than two threads for safety of the children.

**Correction Deadline: 11/9/2017**

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

Observation-Clean/Good Repair

**Food Service**

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**591-1-1-.15 Food Service & Nutrition****Not Met****Finding**

591-1-1-.15(8) requires that a written statement be on file from a medical authority when a child requires a modified diet for medical reasons and from the child's Parent(s) when a child requires a modified diet for religious reasons. All caregiver Personnel shall be informed of the diet restriction for the child and only food that complies with the prescribed dietary regimen but still meets the food and nutrition requirements shall be served to the child. It was determined based on observation that one child was served a food item listed as an allergy on their enrollment forms.

**POI (Plan of Improvement)**

The Center will obtain the appropriate written statement and keep it on file, inform all caregiver Staff, and only serve the child food that complies, but still meets the nutrition requirements in these rules and will review and monitor.

**Correction Deadline: 11/9/2017****Health and Hygiene**

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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 no medication is given at this time.

**Organization**

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**591-1-1-.16 Governing Body & License****Not Met****Finding**

591-1-1-.16(f) requires the application for a License or Permit, including the application for a criminal records check, to be truthfully and fully completed. In the event that the Department has reason to believe that the application has not been completed truthfully, it may require additional verification of the facts alleged. The Department may refuse to issue a License or Permit where false statements have been made in connection with the application or any other documents required by the Department. It was determined based on review of records that credential records were observed to be falsified.

**POI (Plan of Improvement)**

The required additional verification will be submitted by the Center.

**Correction Deadline: 11/9/2017****Safety**

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

Observed-Discussion/Redirection

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

No Routine Transportation Provided

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**Sleeping & Resting Equipment**

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

Correct number of mats; disinfecting discussed

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**Staff Records**

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**Records Reviewed: 5****Records with Missing/Incomplete Components: 0**

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Staff # 1	Met
Date of Hire: 10/27/2017	
Staff # 2	Met
Date of Hire: 12/31/2014	
Staff # 3	Met
Date of Hire: 08/04/2004	
Staff # 4	Met
Date of Hire: 01/07/2004	
Staff # 5	Met
Date of Hire: 02/08/2004	

**Staff Credentials Reviewed: 5**

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**591-1-1-.09 Criminal Records Check(CR)****Met****Correction Deadline: 2/21/2017****Corrected on 11/9/2017****.09(1)(a) - Previous citation corrected in that all staff present on this date had satisfactory criminal record checks.**

**Finding**

591-1-1-.14(1) requires the Center Director and, at any given time, at least fifty percent (50%) of the caregiver Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Center shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on review of records that the director was without first aid training on this date.

**POI (Plan of Improvement)**

The Center Director and at least 50% of the caregiver Staff will complete the needed training. The Director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time and that evidence of successful completion of the training is on file available for inspection.

**Correction Deadline: 12/9/2017****Finding**

.24(2) requires Personnel files to also contain daily attendance records or other employee payroll records for the Employee for the preceding six (6) month period which may be stored away from the Center provided that the Center notifies the Department of its intention to store these records off-site, provides the Department with the name, address and phone number of the custodian of these records and allows the Department, at its discretion, to have access to these records at the custodian's location immediately or access at the Center within seven (7) business days of a Department representative's request. The Department may, at its discretion, accept photocopies of the requested records which are provided within seven (7) business days of the Department representative's request for the same;. It was determined based on review of records that staff was unable to provide copy of payroll on this date.

**POI (Plan of Improvement)**

Director will provide proof of payroll documentation to consultant by November 17, 2017.

**Correction Deadline: 11/17/2017****Recited on 11/9/2017****Finding**

591-1-1-.31(1)(a) requires the Center to have a Director who is responsible for the supervision, operation and maintenance of the Center. The Director must be on the Center's premises. If the Director is absent from the Center at any time during the hours of the Center's operation, there shall be an officially designated person on the Center site to assume responsibility for the operation of the Center, and this person shall have full access to all records required to be maintained under these rules. It was determined that the director was not on site during this visit and a required notice of who the designated person in charge was not posted.

**POI (Plan of Improvement)**

The Center will ensure a director, responsible for the supervision, operation and maintenance of the Center is on the premises. during operating hours. The Center will officially designate a person to assume responsibility for the operation of the Center when the director is not present who has full access to all records.

**Correction Deadline: 11/9/2017**

**Finding**

591-1-1-.31(2)(c) requires the Center to maintain a copy and/or written verification of the credential or degree awarded to the lead teacher that is required by these rules in the lead teacher's file, to make the document available for inspection and to provide the document to Department staff upon request. It was determined based on review of records that two lead teachers were observed to be without a credential or degree required for all lead teachers.

**POI (Plan of Improvement)**

The Center will review lead teacher records to ensure the required documentation is on file and will obtain and file it if not found.

**Correction Deadline: 11/9/2017**

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

**Comment**

Observed-Direct Supervision/Attentive Staff

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

**Comment**

Observed-Appropriate Staff:Child Ratios