



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: 2/6/2018 **VisitType:** Monitoring Visit **Arrival:** 9:20 AM **Departure:** 11:35 AM

CCLC-14372

All About Me Learning Academy

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

Mailing Address

121 Chase Ct NW
 MILLEDGEVILLE, GA 31061

Regional Consultant

Valarie Musselwhite

Phone: (770) 357-9988

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valarie.musselwhite@dec.al.ga.gov

Joint with: LaKeyshia Tucker

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.
02/06/2018	Monitoring Visit	Good Standing	
11/09/2017	Licensing Study	Good Standing	
02/21/2017	POI Follow Up	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	6	C	11	C	NA	NA	Centers, Art	
Main	B	One Year Olds and Two Year Olds	1	7	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 02/06/2018

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).

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. 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.

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.

- 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.

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

PAMELA Boggs, Program Official _____ Date

Valarie Musselwhite, Consultant _____ Date

LaKeyshia Tucker, Consultant _____ Date



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Findings Report

Date: 2/6/2018 **VisitType:** Monitoring Visit **Arrival:** 9:20 AM **Departure:** 11:35 AM

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The following information is associated with a Monitoring Visit:

Activities and Equipment

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 an observation that chairs were not an age appropriate size for the children housed in Room B.

POI (Plan of Improvement)

The Center will provide required equipment as noted.

Correction Deadline: 2/28/2018

Recited on 2/6/2018

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

Met

Comment

Center does not provide swimming activities.

Facility

591-1-1-.06 Bathrooms

Technical Assistance

Technical Assistance

591-1-1-.06 - Ensure plunger and mop in restroom are out of reach of children.

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)**Not Met****Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on an observation that a bug was observed crawling up the wall near the restroom. Furthermore, the light in the restroom did not have a plastic covering over the light bulbs.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 2/16/2018

591-1-1-.26 Playgrounds(CR)**Not Met****Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on an observation that the wood fence on the far left side on the playground was leaning and unstable. Furthermore, the fence on the far right side measured 3 foot 6 inches.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 2/6/2018

Food Service

591-1-1-.15 Food Service & Nutrition**Met****Correction Deadline: 11/9/2017****Corrected on 2/6/2018**

.15(8) - Correction of previous citation in that the allergy form was corrected from previous visit and other allergies in the center are listed and available on the fridge.

Health and Hygiene

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

Staff state proper knowledge of diapering procedures.

Technical Assistance

591-1-1-.10(4) - Ensure to clean underneath the diaper changing mat.

Correction Deadline: 2/6/2018

591-1-1-.17 Hygiene(CR)**Not Met****Comment**

Staff stated proper knowledge of handwashing.

Finding

591-1-1-.17(6) requires garbage and organic waste to be stored in containers that are lined with plastic liners and have tight-fitting covers. Trash and garbage shall be removed from the building daily or as often as necessary to maintain the premises in a clean condition. It was determined based on an observation that a soiled diaper was in a plastic bag on the patio outside Classroom B.

POI (Plan of Improvement)

The Center will provide the required containers and implement a plan to ensure that trash and garbage are taken out daily, or more often, if needed.

Correction Deadline: 2/6/2018

Technical Assistance

591-1-1-.17(7) - Ensure that warm running water is throughout the center. The center previously turned the hot water heater off.

Correction Deadline: 2/6/2018

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

Met

Comment

Director stated medication is not being given at this time.

Organization

591-1-1-.16 Governing Body & License

Met

Correction Deadline: 11/9/2017

Corrected on 2/6/2018

.16(f) - Correction of previous citation is that consultant did not observe any falsified documents on this date.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures

Not Met

Finding

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of records that the center did not conduct a fire drill for the month of January 2018.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 2/11/2018

Safety

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

Met

Comment

Staff stated redirection is used.

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

Met

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

Finding

591-1-1-.30(4). requires that if cots and mats are stored in the children's activity room or area, they shall be stored to prevent children's access to them and to allow maximum use of play space. When storage is available and used for the storage of cots and mats that allows the cots, mats and any bedding to be stored without touching any other cots, mats or bedding, the bedding may be left on the cot or mat. When such storage is not available for the cots and mats, each child's bedding shall be kept separate from other children's bedding and stored in containers marked for individual use, such as, but not limited to, bins, cubbies, or bags. It was determined based on an observation that the mats with sheets and blankets were stored touching in Room B.

POI (Plan of Improvement)

The Center will store cots and mats so children do not have access to them and they don't take up play space and will store them so each child's bedding is separate from the others.

Correction Deadline: 2/6/2018

Staff Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 1

Staff # 1	Met
Date of Hire: 10/27/2017	
Staff # 2	Met
Date of Hire: 12/31/2014	
Staff # 3	Met
Staff # 4	Met
Date of Hire: 01/07/2004	
Staff # 5	Not Met
Date of Hire: 02/08/2004	
<u>"Missing/Incomplete Components"</u>	
.33(4)-Food Prep Training Missing 4 hrs.	

Staff Credentials Reviewed: 5

Finding

591-1-1-.09(1)(i) requires that if the Center accept a satisfactory determination letter issued by the Department for a potential Director or Employee as evidence of that individual's Satisfactory Records Check Determination, the Records Check Clearance Date must be within the preceding 12 months from the hire date, and the Center does not know or reasonably should not know that the individual's satisfactory status has not changed. It was determined based on a review of records that one staff criminal record check was past the portability date of March 25. 2017.

POI (Plan of Improvement)

The Center will ensure that each potential Employee bringing a satisfactory determination letter issued by the Department has a Satisfactory Records Check Determination that is dated within the preceding 12 months from the hire date. The Center will not employ individual's whose satisfactory status has changed.

Correction Deadline: 2/6/2018

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

Met

Comment

Please be mindful of training expiration dates and new hires.

Correction Deadline: 12/9/2017

Corrected on 2/6/2018

.14(1) - Correction of previous citation in that current director was observed to have current First Aid and CPR training.

591-1-1-.24 Personnel Records

Met

Correction Deadline: 11/17/2017

Corrected on 2/6/2018

.24(2) - Correction of previous citation in that consultant reviewed payroll on this date.

591-1-1-.33 Staff Training

Not Met

Finding

591-1-1-.33(5) requires the Director and person with primary responsibility for food preparation to have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on a review of records that one staff who assists with cooking does not have the required nutrition training.

POI (Plan of Improvement)

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

Correction Deadline: 3/8/2018

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

Not Met

Correction Deadline: 11/9/2017

Corrected on 2/6/2018

.31(1)(a) - Correction of previous citation in that designated list of persons in charge was posted upon the entrance of the center.

Finding

591-1-1-.31(1)(b)2 requires the Director to possess at least one of the sets of minimum academic requirements and qualifying child care experience listed in Rule 591-1-1-.31(1)(b)2.(i-xiii). It was determined based on review of records that the Director did not have a required credential.

POI (Plan of Improvement)

The Center will ensure that the Director meets the minimum education and work requirements and secure the necessary documentation.

Correction Deadline: 2/6/2018

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 one lead teacher was observed to be without the required credential.

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: 5/7/2018

Recited on 2/6/2018

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.