



**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:** 9/20/2018    **VisitType:** Licensing Study    **Arrival:** 9:10 AM    **Departure:** 1:10 PM

**CCLC-1461**

**Childcare Network #131**

701 Dunlap Rd., NE Milledgeville, GA 31061 Baldwin County  
 (478) 452-0616 cni131@childcarenetwork.com

**Mailing Address**  
 Same

**Regional Consultant**

Valarie Musselwhite

Phone: (770) 357-9988

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valarie.musselwhite@decal.ga.gov

Joint with: Brandon Cason

**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.
09/20/2018	Licensing Study	Good Standing	
05/25/2018	Complaint Closure	Good Standing	
05/07/2018	Complaint Investigation 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
Bldg 1	2nd Left-Middle		0	0	C	21	C	NA	NA	
Bldg 1	Back Left Infants	Infants	1	5	C	15	C	NA	NA	Diapering, Floor Play, Outside
Bldg 1	Back Right-3yrs	Three Year Olds	1	15	C	29	C	NA	NA	Centers
Bldg 1	Front Lef1-1yr	One Year Olds	2	10	C	22	C	NA	NA	Centers
Bldg 1	Front Right-2yr	Two Year Olds	2	16	C	20	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 107						Total Capacity @25 sq. ft.: 0				
Bldg 2	1st Right		0	0	C	18	C	NA	NA	
Bldg 2	2nd Right		0	0	C	18	C	NA	NA	
Bldg 2	Back Left	PreK	2	19	C	25	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 61						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 65			Total Capacity @35 sq. ft.: 168			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Bldg 1	Infant	47	C
Bldg 1	Large Back	211	C
Bldg 1	Toddler	40	C

**Comments**

Consultant and director discussed upcoming criminal record check changes, USDA guidelines, first year trainings, and first aid kits.

Plan of Improvement: Developed This Date 09/20/2018

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](mailto: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.dec.al.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@dec.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

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Shanda Green, Program Official

Date

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Valarie Musselwhite, Consultant

Date

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Brandon Cason, Consultant

Date



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### Findings Report

**Date:** 9/20/2018 **VisitType:** Licensing Study **Arrival:** 9:10 AM **Departure:** 1:10 PM

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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(9) - Please remind staff to pick up children under both arms.

**Correction Deadline: 9/20/2018**

**591-1-1-.12 Equipment & Toys(CR)****Not Met****Finding**

591-1-1-.12(2) requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. It was determined based on an observation that the children's sink in the dramatic play area was missing the water faucet and water sprayer creating a potential entrapment in Classroom Back Right and Back Left.

**POI (Plan of Improvement)**

The Center will ensure that equipment and furniture are in good repair.

**Correction Deadline: 9/28/2018**

**591-1-1-.35 Swimming Pools & Water-related Activities(CR)****N/A****Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 7****Records with Missing/Incomplete Components: 4**

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Number Missing

Child # 2

Met

Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing	
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing	
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing	
Child # 6	Met
Child # 7	Met

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

**Not Met**

**Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records that three of seven children's files were missing the work number and address for one of two parents and one of seven records was missing the release persons address.

**POI (Plan of Improvement)**

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

**Correction Deadline: 9/21/2018**

	<b>Facility</b>
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**591-1-1-.06 Bathrooms**

**Technical Assistance**

**Technical Assistance**

591-1-1-.06(7) - Please ensure restrooms are cleaned daily to prevent any odors.

**Correction Deadline: 9/20/2018**

**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**

**Technical Assistance**

Please ensure to monitor vines on the playgrounds.

**Correction Deadline: 9/20/2018**

**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 the large rug in Classroom Back Right had a large tear on the corner, area rugs throughout the center had stains and debris, restroom vent fans contained dust and debris, and baseboards were loose in Classroom 2nd Right.

**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: 10/5/2018**

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

591-1-1-.26(4) - Please ensure to cap or cut all bolts on the playground fencing to two threads.

**Correction Deadline: 9/20/2018**

**Technical Assistance**

Please ensure to monitor swing chain covers to ensure they are not chipping.

**Correction Deadline: 9/30/2018**

**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 the consultants observation that two spiders on webs were on the infant playground.

**POI (Plan of Improvement)**

The director removed the spiders on this date.

**Correction Deadline: 9/20/2018**

**Health and Hygiene****591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Staff stated proper knowledge of diapering procedures.

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

591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on an observation that the center did not have warm running water as required for children to properly wash their hands.

**POI (Plan of Improvement)**

The Center will ensure that the staff members wash their hands with warm running water as required.

**Correction Deadline: 9/20/2018**

**Finding**

591-1-1-.17(8) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means. It was determined based on an observation that the center did not have warm running water as required for staff to properly wash their hands.

**POI (Plan of Improvement)**

The Center will ensure liquid soap and warm running water are available for handwashing, train Staff on the handwashing requirements, review the requirements with Staff periodically, and monitor handwashing.

**Correction Deadline: 9/20/2018**

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

Documentation for medication dispensing observed complete.

<b>Safety</b>
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**591-1-1-.05 Animals****Met****Comment**

Fish tanks maintained clean.

**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 four 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**

**Technical Assistance**

591-1-1-.36(4)(b) - Please be mindful of beginning tears on vehicle seating.

**Correction Deadline: 9/21/2018**

**Finding**

591-1-1-.36(4)(c) requires that each vehicle be equipped with a fire extinguisher maintained in working order and kept inaccessible to children. It was determined based on an observation that one center vehicle did not have a working fire extinguisher.

**POI (Plan of Improvement)**

The center will ensure that each vehicle has a working fire extinguisher and that the fire extinguisher is kept out of reach of children.

**Correction Deadline: 9/21/2018**

**Sleeping & Resting Equipment**

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

**Met**

**Comment**

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

**Staff Records**

**Records Reviewed: 16**

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

Staff # 1 Not Met

Date of Hire: 07/31/2017

"Missing/Incomplete Components"

.33(4)-1st Yr. Training 2 Hrs. (Abuse) Missing,.33(4)-1st Yr. Training 4 Hrs. Missing

Staff # 2 Met

Date of Hire: 01/23/2018

Staff # 3 Met

Date of Hire: 02/02/2016

Staff # 4 Met

Date of Hire: 09/01/2012

Staff # 5 Met

Date of Hire: 03/21/2016

Staff # 6 Met

Date of Hire: 03/01/2018

Staff # 7 Met

Date of Hire: 01/24/2017

Staff # 8 Not Met

Date of Hire: 04/12/2018

"Missing/Incomplete Components"

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



**Records Reviewed: 16****Records with Missing/Incomplete Components: 7**

Staff # 9	Not Met
Date of Hire: 03/28/1991	
<u>"Missing/Incomplete Components"</u>	
.36(3)(a-b)-2 hrs. Transportation Training missing	
Staff # 10	Met
Date of Hire: 01/29/2017	
Staff # 11	Not Met
Date of Hire: 06/01/1994	
<u>"Missing/Incomplete Components"</u>	
.36(3)(a-b)-2 hrs. Transportation Training missing	
Staff # 12	Met
Date of Hire: 04/30/2018	
Staff # 13	Not Met
Date of Hire: 07/26/2017	
<u>"Missing/Incomplete Components"</u>	
.33(4)-1st Yr. Training 4 Hrs. Missing	
Staff # 14	Met
Date of Hire: 01/15/2009	
Staff # 15	Not Met
Date of Hire: 02/03/1997	
<u>"Missing/Incomplete Components"</u>	
.36(3)(a-b)-2 hrs. Transportation Training missing	
Staff # 16	Not Met
Date of Hire: 08/21/2017	
<u>"Missing/Incomplete Components"</u>	
.33(4)-1st Yr. Training 4 Hrs. Missing	

**Staff Credentials Reviewed: 16**


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<b>591-1-1-.09 Criminal Records Check(CR)</b>	<b>Met</b>
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**Comment**

Criminal records checks were observed to be complete.

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<b>591-1-1-.14 First Aid &amp; CPR</b>	<b>Technical Assistance</b>
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**Correction Deadline: 3/30/2018**

Corrected on 9/20/2018

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

**Technical Assistance**

591-1-1-.14(3) - Replace all expired items on vehicle first aid kits.

**Correction Deadline: 9/30/2018**

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**591-1-1-.33 Staff Training**

**Not Met**

**Finding**

591-1-1-.33(4) requires all Staff who provide any direct care to children, except independent contractors, Students-in-Training and volunteers, to obtain ten (10) clock hours of training or instruction in child care issues from an accredited school or Department-approved source. At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children. It was determined based on a review of records that three staff did not have the required training within the first year of their hire date.

**POI (Plan of Improvement)**

The Center will plan and schedule training and follow up to ensure that direct care Staff complete the required hours of training in the required subjects.

**Correction Deadline: 10/19/2018**

Recited on 9/20/2018

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

**Met**

**Comment**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

<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**

**Correction Deadline: 2/27/2018**

Corrected on 9/20/2018

.32(7) - Correction of previous citation in that consultant observed adequate supervision in all classrooms.