



**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: 5/17/2018 **VisitType:** Licensing Study **Arrival:** 9:55 AM **Departure:** 12:00 PM

CCLC-14757

Donna's Loving Care Child Care and Learning Center

6854 Main Street Lithonia, GA 30058 DeKalb County
(678) 323-8087 donnaslovingcare72@yahoo.com

Regional Consultant

Roslyn Williams

Phone: (770) 357-7020

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roslyn.williams@decal.ga.gov

Mailing Address

6854 Main St
Lithonia, GA 30058

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. |
|------------------------------------|-------------------|---------------|--|
| 05/17/2018 | Licensing Study | Good Standing | |
| 09/28/2017 | Monitoring Visit | Good Standing | |
| 04/03/2017 | Complaint Closure | 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- 1st Right | Three Year Olds | 2 | 7 | C | 7 | C | NA | NA | Music |
| Main | B-2nd Rt-2 y/o | | 0 | 0 | C | 7 | C | NA | NA | Not In Use |
| Main | C- End of hall-0-12 mos | Infants | 2 | 5 | C | 10 | C | NA | NA | Transitioning |
| Total Capacity @35 sq. ft.: 24 | | | | | | Total Capacity @25 sq. ft.: 0 | | | | |
| Total # Children this Date: 12 | | | Total Capacity @35 sq. ft.: 24 | | | Total Capacity @25 sq. ft.: 0 | | | | |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------|----------------------|-----------------------|
|----------|------------|----------------------|-----------------------|

Comments

Plan of Improvement: Developed This Date 05/17/2018

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).

| | |
|---|--|
|  | <p>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.</p> |
|---|--|

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

Michele Patterson, Program Official

Date

Roslyn Williams, Consultant

Date



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Findings Report

Date: 5/17/2018 **VisitType:** Licensing Study **Arrival:** 9:55 AM **Departure:** 12:00 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(1) - Documentation procedures discussed with Staff.

Correction Deadline: 5/17/2018

591-1-1-.12 Equipment & Toys(CR)

Met

Comment

A variety of equipment and toys were observed throughout the center.

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

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 3

| | |
|--|---------|
| Child # 1 | Not Met |
| <u>"Missing/Incomplete Components"</u> | |
| .08(1)-Emergency Contact information Missing | |
| Child # 2 | Met |
| Child # 3 | Not Met |
| <u>"Missing/Incomplete Components"</u> | |
| .08(1)-Emergency Contact information Missing | |

Child # 4 Not Met
"Missing/Incomplete Components"
 .08(1)-Emergency Contact information Missing

Child # 5 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 review of records that the address for emergency contact persons was not documented for three (3) of five (5) records reviewed.

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: 5/17/2018

| | |
|--|-----------------|
| | Facility |
|--|-----------------|

591-1-1-.19 License Capacity(CR)

Met

Comment

The Center was within capacity limitations.

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

Met

Correction Deadline: 9/28/2017

Corrected on 5/17/2018

.25(13) - No hazards items observed accessible to children.

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

Not Met

Finding

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on observation that the resilient surface measured between three (3) and four (4) inches below the large play structure. Six (6) inches or more of resilient surface is required beneath climbing structures five (5) feet or higher.

POI (Plan of Improvement)

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

Correction Deadline: 5/27/2018

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

Proper hand washing observed throughout the center.

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

Met

Comment

Discussed proper medication documentation and procedures.

Safety

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

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

Not Met

Finding

591-1-1-.36(7)(a) requires that each vehicle contains current information including: the full names of all children to be transported, each child's pick-up location, pick-up time, delivery location, alternate delivery location if a Parent is not at home and name of person authorized to receive each child. In addition, the vehicle shall contain current information identifying the Center's name, telephone number and the name of the driver of the vehicle. It was determined based on review of records that this information was not documented for three (3) of three (3) records reviewed.

POI (Plan of Improvement)

The Center will ensure that the Center's information and the children's information is included on each vehicle.

Correction Deadline: 5/18/2018

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: 7

Records with Missing/Incomplete Components: 2

Staff # 1

Met

Date of Hire: 04/16/2018

Staff # 2

Met

Date of Hire: 10/09/2016

Staff # 3 Met
Date of Hire: 11/01/2002

Staff # 4 Not Met
Date of Hire: 01/01/2015

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.14(2)-First Aid Missing,.14(2)-CPR missing,.33(5)-10 Hrs. Annual Training

Staff # 5 Met
Date of Hire: 05/31/2016

Staff # 6 Met
Date of Hire: 06/13/2011

Staff # 7 Not Met
Date of Hire: 11/28/2017

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff Credentials Reviewed: 7

591-1-1-.09 Criminal Records Check(CR) Not Met

Finding

591-1-1-.09(1)(d) requires each Employee and Center Director hired on or after January 1, 2014 to have a satisfactory Fingerprint Records Check Determination with a Records Check Clearance date that is within 12 months of their hire date. In order for the Department to issue a satisfactory Fingerprint Records Check Determination, each Employee and Director must submit both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on review of records that this information was not documented for one (1) staff person. A one day letter was left on this date.

POI (Plan of Improvement)

The Center will ensure that each director and employee hired after January 1, 2014 has a satisfactory Fingerprint Records Check Determination dated within 12 months of the hire date and will submit the required documents to obtain the determination if they have not already done so.

Correction Deadline: 5/17/2018

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

Finding

Previously Cited: 591-1-1-.33(5) requires ten clock hours of annual training for supervisory and caregiver Staff, except for independent contractors, Students-in-Training and volunteers, in the subjects of early childhood education, child development or subjects related to the position. It was determined based on review of records that one staff member completed eight of the ten required training hours for 2016.

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 review of records that this information was not documented for one staff person.

POI (Plan of Improvement)

Previously Cited: The center will plan and schedule the required 10 hours of ongoing training each year and follow up to ensure the training is completed.

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: 12/31/2018

Recited on 5/17/2018

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.

| |
|---------------------------------|
| 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.