



**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:** 1/16/2020    **VisitType:** Licensing Study    **Arrival:** 9:50 AM    **Departure:** 1:45 PM

**CCLC-16585**

**Little Light of Mine**

303 Ty Ty Street Jesup, GA 31545 Wayne County  
 (912) 530-8100 cdlittlelight@gmail.com

**Regional Consultant**

Connie Boatright

Phone: (912) 544-9701

Fax: (912) 544-9700

connie.boatright@decals.ga.gov

**Mailing Address**

303 Ty TySt.  
 Jesup, GA 31545

**Quality Rated:** No

<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.
01/16/2020	Licensing Study	Good Standing	
07/29/2019	Monitoring Visit	Good Standing	
02/04/2019	Licensing Study	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 - Left	Two Year Olds	2	8	C	11	C	NA	NA	Nap, Transitioning, Outside, Lunch		
Main	B - Middle	One Year Olds	1	7	C	11	C	NA	NA	Outside, Lunch, Nap, Transitioning		
Main	C - Right	Three Year Olds and Four Year Olds	1	12	C	17	C	24	C	Nap, Transitioning, Outside, Lunch		
Total Capacity @35 sq. ft.:					39		Total Capacity @25 sq. ft.:				46	
Total # Children this Date: 27			Total Capacity @35 sq. ft.:			39		Total Capacity @25 sq. ft.:				46

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	33	C

**Comments**

This Licensing Study is the first regulatory second regulatory visit for Little Light of Mine this 2019 - 2020 fiscal year. The center assistant director stated no medication has been administered since the consultants last visit, no field trips or routine transportation is provided. Two new staff members had been hired since the consultants last visit. The consultant reviewed all staff files and finds that eight of nine staff members had a satisfactory comprehensive fingerprint criminal records clearance determination letter on file. One of nine staff members had a satisfactory national fingerprint criminal records clearance determination letter on file. This employee is supervised by a staff member who has a satisfactory comprehensive CBC.

Plan of Improvement: To Be Submitted 01/27/2020

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.state.ga.us/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.

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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@dec.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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.state.ga.us/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).

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

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Cheryl Dent, Program Official

Date

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Connie Boatright, Consultant

Date



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**Findings Report**

**Date:** 1/16/2020    **VisitType:** Licensing Study    **Arrival:** 9:50 AM    **Departure:** 1:45 PM

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The following information is associated with a Licensing Study:

**Activities and Equipment**

**591-1-1-.03 Activities**

**Not Met**

**Finding**

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on observation and staff statements that the one-year-old classroom and the two-year-old classroom did not have a current lesson plan as required.

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**Correction Deadline: 1/27/2020**

**Comment**

The consultant observed age appropriate activities through out the center.

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

**Met**

**Comment**

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

**Comment**

The consultant observed toys and equipment to be clean and in good repair.

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

**Met**

**Comment**

Center does not provide swimming activities.

**Children's Records**

**Records Reviewed: 8**

**Records with Missing/Incomplete Components: 6**

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Allergies and Disabilities	
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Allergies and Disabilities	
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers	
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers	
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers	
Child # 6	Met
Child # 7	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Allergies and Disabilities	
Child # 8	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 random child files that three of eight child files did not have the allergy section completed as required. Additionally, three of eight child files was missing the parents work address and phone number.

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**Correction Deadline: 1/27/2020**

**Finding**

591-1-1-.08(6) requires the Center to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was determined based on observation, review of the sign in and sign out sheets and child head count that a total of twenty-seven children was present and twenty-four children was signed in on January 16, 2020.

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**Correction Deadline: 1/17/2020**

**Recited on 1/16/2020**

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

**Met**

**Comment**

Bathrooms observed to be clean and well maintained.

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

**Met**

**Comment**

Licensed capacity observed to be routinely met by center.

**Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that the following hazards was observed:

- One toilet scrub brush and one toilet plunger was stored in the two-year-old bathroom accessible to the children.
- One toilet brush was stored in the one-year-old bathroom accessible to the children.
- One broom and one dust pan was stored beside the sink in the three and four-year-old classroom of the girls bathroom accessible to the children.

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**Correction Deadline: 1/17/2020**

**Recited on 1/16/2020**

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

**Comment**

Playground observed to be clean and in good repair.

**Correction Deadline: 7/29/2019**

**Corrected on 1/16/2020**

**.26(3) - The previous citation was observed to be corrected on this date.**

<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition**

**Comment**

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3  
 Components for breakfast: Grains, Vegetables, Fruits or both, Milk  
 5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk  
 2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://dec.al.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

**Technical Assistance**

591-1-1-.15(5) - The center director will ensure that any modifications made with meals and snacks will be noted on all menus posted through out the center.

**Correction Deadline: 1/16/2020**

591-1-1-.18 Kitchen Operations Met

**Comment**

Kitchen appears clean and well organized.

**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

**Correction Deadline: 7/29/2019**

**Corrected on 1/16/2020**

.20(3) - The previous citation was observed to be corrected on this date. The assistant director stated no medication had been administered since the consultants last visit.

**Policies and Procedures**

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

**Comment**

Program observed complete emergency drills

591-1-1-.27 Posted Notices Met

**Comment**

Please make sure that all required signs are posted and up to date.

**Safety**

591-1-1-.05 Animals Met

**Comment**

Center does not keep animals on premises.

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

**Comment**

Age-appropriate discussion and/or redirection observed.

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

**Comment**

Center does not participate in field trips at this time.

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

**Comment**

Center does not provide routine transportation.

**Sleeping & Resting Equipment**



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

Pleasant naptime environment observed.

**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.

**Comment**

The center assistant director stated no infants are enrolled.

**Correction Deadline: 1/16/2020**

<b>Staff Records</b>
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**Records Reviewed: 4****Records with Missing/Incomplete Components: 3**

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Staff # 1

Not Met

Date of Hire: 08/01/2005

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health &amp; Safety Certificate

Staff # 2

Met

Date of Hire: 06/30/2018

Staff # 3

Not Met

Date of Hire: 08/13/2019

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 4

Not Met

Date of Hire: 07/01/2017

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

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**Staff Credentials Reviewed: 8**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided 2 file(s) for employees hired since last visit.

**Correction Deadline: 7/29/2019****Corrected on 1/16/2020****.09(1)(a) - The previous citation was observed to be corrected on this date.****Correction Deadline: 7/29/2019****Corrected on 1/16/2020****.09(1)(c) - The previous citation was observed to be corrected on this date.**

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

**Not Met**

**Comment**

Complete first aid kits observed in center and on vehicles.

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**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 all staff files that five of nine staff members did not have proof of current CPR and First Aid as required.

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**Correction Deadline: 1/27/2020**

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**591-1-1-.24 Personnel Records**

**Met**

**Correction Deadline: 8/3/2019**

**Corrected on 1/16/2020**

**.24(1) - The previous citation was observed to be corrected on this date.**

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

**Not Met**

**Finding**

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined based on review of staff files that one staff member hired March 9, 2019 did not have a completed orientation form as required.

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**Correction Deadline: 1/27/2020**

**Recited on 1/16/2020**

**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 observation that one staff member hired on September 9, 2019 did not have proof of completing Health and Safety & Orientation. Additionally, a second staff member hired August 1, 2005 did not have proof of completing Health and Safety & Orientation. Additionally, a third staff member hired March 9, 2019 did not have proof of completing Health and Safety & Orientation.

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**Correction Deadline: 1/27/2020**

**Recited on 1/16/2020**

**Finding**

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, record keeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on review of staff files that one staff member hired August 28, 2017 did not have any hours of annual training for 2019 where ten hours are required. . Additionally, one staff member hired July 1, 2017 had six hours of annual training for 2019 where ten hours are required.

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**Correction Deadline: 1/27/2020**

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

**Not Met**

**Finding**

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on review of all staff files, one staff member hired on June 5, 2012, serving as a full time lead teacher, had a CDA which expired on October 29, 2019 and has not re-enrolled to obtain up to date credentials.

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**Correction Deadline: 1/27/2020**

<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.

**Correction Deadline: 7/29/2019**

**Corrected on 1/16/2020**

**.32(1) - The previous citation is observed to be corrected on this date.**

**Correction Deadline: 7/29/2019**

**Corrected on 1/16/2020**

**.32(4) - The previous citation was observed to be corrected on this date.**

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

**Comment**

Adequate supervision observed on this date.