



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: 1/22/2018 **VisitType:** Licensing Study **Arrival:** 2:15 PM **Departure:** 4:15 PM

CCLC-16585

Little Light of Mine

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Regional Consultant

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 303 Ty TySt.
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Quality Rated: No

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.
01/22/2018	Licensing Study	Good Standing	
07/12/2017	Monitoring Visit	Good Standing	
02/21/2017	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	10	C	11	C	NA	NA	Nap,Snack,Transitioning
Main	B - Middle	One Year Olds	2	6	C	11	C	NA	NA	Transitioning,Snack,Free Play
Main	C - Right	Three Year Olds	1	9	C	17	C	24	C	Nap,Snack,Transitioning
Total Capacity @35 sq. ft.: 39					Total Capacity @25 sq. ft.: 46					
Total # Children this Date: 25			Total Capacity @35 sq. ft.: 39			Total Capacity @25 sq. ft.: 46				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	33	C

Comments

The purpose of today's visit was to conduct a Licensing Study and to follow up on previously cited rule violations. One employee had been hired since last visit and the criminal background checks were observed for all staff. Acknowledgement of No Liability Forms was discussed with director and a copy of the required form was provided to director for use.

Plan of Improvement: Developed This Date 01/22/2018

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@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). 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.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

Cheryl Dent, Program Official

Date

Rena Keene, Consultant

Date



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Findings Report

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The following information is associated with a Licensing Study:

Activities and Equipment

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: 1

Child # 1	Met
Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Allergies and Disabilities	
Child # 4	Met
Child # 5	Met

Technical Assistance

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. Please ensure that allergies and special needs are addressed in all children's enrollment forms. If there are no special needs or allergies, parents should indicate N/A or none.

Correction Deadline: 1/22/2018

Facility

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

Met

Correction Deadline: 7/26/2017

Corrected on 1/22/2018

.26(4) - The bolts that were protruding have been cut down and do not protrude more than two threads. The area of fencing where the sand has accumulated causing a loss of height has been raised, but needs to be monitored regularly to ensure that the height is not compromised and that the fence measures a minimum of 48 inches in all areas.

Correction Deadline: 7/22/2017

Corrected on 1/22/2018

.26(6) - Playground equipment was observed to be safely maintained. The swings that were formerly found to be non-compliant are not in use and director stated that new swings have been ordered.

Food Service

591-1-1-.15 Food Service & Nutrition

Not Met

Technical Assistance

591-1-1-.15 - Snack observed during visit included Fruit Loops and Goldfish, with water to drink. Please ensure that staff are familiar with the USDA requirements for nutrition changes that were effective October 1, 2017 regarding whole grain requirements for snacks.

Finding

591-1-1-.15(6)(b) requires that food and beverages be served in individual plates or bowls and with individual glasses or cups. It was determined based on consultant's observation that a serving plate was not used in the one-year-old classroom when the children were served butter cookies. The snack was observed to be served on the high chair tray.

POI (Plan of Improvement)

The center will use individual food service items to serve food and beverages.

Correction Deadline: 1/22/2018

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

Proper diapering procedures observed.

591-1-1-.17 Hygiene(CR) **Met**

Comment

Proper hand washing observed throughout the center.

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

Comment

Documentation for medication dispensing observed complete.

Policies and Procedures

591-1-1-.27 Posted Notices **Met**

Comment

Observed all required posted notices.

Safety

591-1-1-.05 Animals **Met**

Comment

Center does not keep animals on premises.

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

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

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

Comment

No infants are served at the center.

Comment

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 7

Records with Missing/Incomplete Components: 7

Staff # 1

Not Met

Date of Hire: 09/01/2016

"Missing/Incomplete Components"

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

.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training,.33(4)-1st Yr. Training 2 Hrs. (Abuse) Missing

Staff # 2

Not Met

Date of Hire: 07/29/2005

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.09-Criminal Records Check Missing

Staff # 3

Not Met

Date of Hire: 01/01/1986

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 4

Not Met

Date of Hire: 08/28/2017

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.33(3)-Health & Safety Certificate

Staff # 5

Not Met

Date of Hire: 07/01/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 6

Not Met

Date of Hire: 06/05/2012

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 7

Not Met

Date of Hire: 06/12/2017

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff Credentials Reviewed: 7**591-1-1-.09 Criminal Records Check(CR)****Not Met****Finding**

591-1-1-.09(1)(c) requires the Center to maintain valid evidence of a satisfactory criminal records check for the Director, each Employee and each Provisional Employee of the Child Care Learning Center for the duration of their employment plus one year, such evidence must be made immediately available to the Department upon request. It was determined based on a review of staff files that one staff person did not have a current satisfactory background determination letter on file. A one-day letter was left with the director.

POI (Plan of Improvement)

The Center will ensure that valid evidence of satisfactory CRC's are maintained and are immediately available to the Department for the duration of the Employees employment plus one year.

Correction Deadline: 1/22/2018

Correction Deadline: 7/13/2017

**Corrected on 1/22/2018
.09(1)(g) - See .09(1)(c)**

591-1-1-.24 Personnel Records

Not Met

Finding

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation. It was determined based on a review of staff files that one employee hires since last visit did not have evidence of orientation on file.

POI (Plan of Improvement)

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 1/29/2018

Recited on 1/22/2018

591-1-1-.33 Staff Training

Not Met

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 a review of staff records that three of seven employees had not obtained the required six hour Health and Safety Orientation.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 2/21/2018

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 staff files and staff statements that one of seven employees did not receive the required two hours of child abuse identification and reporting training within the first year of employment, and has not received it since the expiration of the first year's employment anniversary.

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: 2/21/2018

Finding

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 a review of staff files and staff statements that five of the seven employees at the center had not received ten hours of ongoing training during the 2017 calendar year.

POI (Plan of Improvement)

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: 2/21/2018

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

Not Met

Finding

591-1-1-.31(2)(b)3.(ii)(I)-(VIII) requires the Center develop a written plan for newly hired teacher's who do not possess the educational credential or degree listed in 591-1-1-.31(2)(b)2.(i) through (xii). It was determined based on a review of staff records and staff statements that an employee who was hired as a lead teacher on July 13, 2017 did not have a required credential, nor did she have a plan on file to obtain one of the accepted credentials.

POI (Plan of Improvement)

The Center will develop a written plan for newly hired teacher's and ensure that the teacher's follow the plan.

Correction Deadline: 1/22/2018

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

Adequate supervision observed on this date.