



**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:** 7/29/2019    **VisitType:** Monitoring Visit    **Arrival:** 9:50 AM    **Departure:** 5:00 PM

**CCLC-16585**

**Little Light of Mine**

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

**Mailing Address**  
 303 Ty TySt.  
 Jesup, GA 31545

**Regional Consultant**

Chrissy Miller

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 chrissy.miller@decal.ga.gov

Joint with: Connie Boatright

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
07/29/2019	Monitoring Visit	Good Standing
02/04/2019	Licensing Study	Good Standing
09/18/2018	Monitoring Visit	Good Standing

**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 the rules.

**Deficient** - Program is not demonstrating an acceptable level of performance in meeting the rules.

**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 and Three Year Olds	2	8	C	11	C	NA	NA	Outside, Transitioning
Main	B - Middle	One Year Olds	2	8	C	11	C	NA	NA	Free Play, Floor Play
Main	C - Right	Two Year Olds and Three Year Olds	1	11	NC	17	C	24	C	Transitioning, Outside
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 is the first visit of the fiscal year.

The center provided three new hire files since the last visit.

The center currently does not participate in field trips or provide routine transportation.

The center does not have any infants currently enrolled.

Plan of Improvement: Developed This Date 07/29/2019

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.decals.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.

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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@decals.ga.gov](mailto: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.

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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.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](mailto:qualityrated@decals.ga.gov)

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Cheryl Dent, Program Official

Date

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Chrissy Miller, Consultant

Date

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Connie Boatright, Consultant

Date



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### Findings Report

**Date:** 7/29/2019 **VisitType:** Monitoring Visit **Arrival:** 9:50 AM **Departure:** 5:00 PM

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

**Met**

**Comment**

A variety of equipment and toys were observed throughout the center. Please repair / replace or remove any toys that are beginning to show signs of wear and tear.

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

**N/A**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 6**

**Records with Missing/Incomplete Components: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met

**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 the consultants observation that the center does not have any documentation for the arrival of children on July 29, 2019.

**POI (Plan of Improvement)**

The Center will maintain arrival and departure records as required, will ensure the documentation includes all of the required information, and will provide the records to the Department when requested.

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

<b>Facility</b>
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**591-1-1-.19 License Capacity(CR)****Met****Comment**

Licensed capacity observed to be routinely met by center on July 29, 2019.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)****Not Met****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 the consultants observation that the following hazards were observed in room C:

- One blue and green book bag was sitting on the floor by the doorway that had a hand sanitizer key chain hanging off of the top handle of the bookbag, Aveeno Eczema Therapy Moisturing Cream that read "Keep out of reach of children" on the back of it, and a small green first aid kit that included Band-Aid, an antiseptic wipe, a gauze pads, and packets of triple antibiotic ointment.
- One Elmer's multipurpose spray adhesive aerosol can on the black rolling cart, in the corner, by the room's entrance that says "Keep out of reach of children".
- A broom and dust pan in the corner of the bathroom at the entrance.
- The outlet in room B has a cover over the outlet and the outlet along with cover was separated from the wall and hanging which exposed the wire behind it.

**POI (Plan of Improvement)**

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

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

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

591-1-1-.26(3) requires that the playground be adjacent to the Center or in an area which can be reached by a safe route or method approved by the Department. Except in Schoolmate Centers, the playground shall have shaded areas. It was determined based on the Consultant's observation, that the route from the playground to room C had a broom accessible to children as they walked back to their classroom.

**POI (Plan of Improvement)**

The Center will remove any hazards that will be used to walk from the playground to classroom and from the classroom to the playground.

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

## Health and Hygiene

### 591-1-1-.10 Diapering Areas & Practices(CR)

Technical Assistance

#### Technical Assistance

591-1-1-.10(4) - requires that if diapers are changed on a diaper changing surface, the surface shall be smooth and nonporous. Please ensure that the diaper mats are replaced if they are torn or have holes in them.

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

#### Technical Assistance

591-1-1-.10(6) - Please ensure that children, while in the diapering area, are not able to access any items that has "keep out of reach of children" written on it.

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

### 591-1-1-.17 Hygiene(CR)

Met

#### Comment

Proper hand washing observed throughout the center on July 29, 2019.

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

Not Met

#### Finding

591-1-1-.20(3) requires the Center to maintain a record of medication dispensed that includes the date, time and amount of medication, any noticeable adverse reaction, and the signature or initials of the person administering the medication. It was determined based on the review of records that four out of five medication records were missing the dates that the medication should be given.

#### POI (Plan of Improvement)

The Center will train Staff responsible for dispensing medication in the accurate completion and storage of the records and will implement a plan to monitor this.

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

## 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)

N/A

#### Comment

Center does not provide routine transportation as of July 29, 2019.

## Sleeping & Resting Equipment

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

Met

#### Comment

Pleasant naptime environment observed on July 29, 2019.

**Comment**

The center currently does not have any infants enrolled.

**Staff Records**

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 2**

Staff # 1 Met  
Date of Hire: 08/01/2005

Staff # 2 Met

Staff # 3 Not Met  
Date of Hire: 09/12/2014

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training

Staff # 4 Met

Staff # 5 Not Met

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate,.09-Criminal Records Check Missing,.24(1)-No Record

**Staff Credentials Reviewed: 8**

**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met**

**Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on Consultant's observation and the review of all staff records, that one staff member without a staff file and an undetermined hire date was on site during this visit and has not submitted fingerprints to an authorized fingerprinting site.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center director will immediately to ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center director will ensure the CRC rules are maintained.

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

**Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on the Consultant's observation and review of all staff records, that one staff member without a staff file and an undetermined hire date, was on site during this visit and did not have a comprehensive records check determination in Decal Koala.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center director will immediately ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center director will ensure the CRC rules are maintained.

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

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.14 - Please be sure that the new staff complete CPR and First Aid training within 90 days of hire.

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**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 the Consultant's review of records, that one staff, currently present and hired since the last visit, did not have a file on site and one staff, hired since the last visit, did not have any training on file.

**POI (Plan of Improvement)**

The Center will secure required information for all Personnel that is working at the center. 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: 8/3/2019**

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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 the Consultant's review of records, that three staff files hired since the last visit were missing documentation of orientation.

**POI (Plan of Improvement)**

The Center will develop and provide orientation for all new Staff prior to their staff's assignment to children or task.

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

**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 the Consultant's review of records that one staff, hired on March 11, 2019, was missing the health and safety training.



**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: 8/28/2019**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Not Met**

**Finding**

591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20;and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined based on the Consultant's observation and the review of child records that classroom C had eight three-year-old children and three two-year-old children present with one staff member, where a ratio of one staff member to ten children is required.

**POI (Plan of Improvement)**

The Center will hire additional Staff or reschedule current Staff to meet required Staff:child ratios and will organize children into groups that meet requirements.

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

**Finding**

591-1-1-.32(4) requires that children under three years old be housed in separate physical areas from older children and cannot be mixed with older children except at specified times and circumstances. It was determined based on the Consultant's observation and the review of records that three two-year-old children were present in the three-year-old classroom (room C) without a parental authorization on file. In addition, there is a three-year old child present in the two-year-old classroom that will be turning four in December.

**POI (Plan of Improvement)**

The Center will maintain separation of these children under three years old.

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

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

**Met**

**Comment**

Discussed combining children of mixed ages.\ and the proper ratios.