



**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: 4/17/2019 **VisitType:** Monitoring Visit **Arrival:** 2:50 PM **Departure:** 5:30 PM

CCLC-17720

Prime Time Discovery - Diamond Lakes

4153 Windsor Spring Road Hephzibah, GA 30815 Richmond County
(706) 339-9693 dalberson@thefamilyy.org

Regional Consultant

Chrische Walker

Phone: (770) 359-5166

Fax: (678) 891-5618

chrische.walker@decal.ga.gov

Mailing Address

1058 Claussen Road
Augusta, GA 30907

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. |
|------------------------------------|------------------|---------------|--|
| 04/17/2019 | Monitoring Visit | Good Standing | |
| 11/15/2018 | Licensing Study | Good Standing | |
| 05/09/2018 | Monitoring Visit | Good Standing | |

Ratios/License Capacity

| <u>Building</u> | <u>Room</u> | <u>Age Group</u> | <u>Staff</u> | <u>Children</u> | <u>NC/C</u> | <u>Max 35 SF.</u> | <u>35 SF. Comp.</u> | <u>Max 25 SF.</u> | <u>25 SF. Comp.</u> | <u>Notes</u> |
|--------------------------------|-------------|---|--------------------------------|-----------------|-------------|--|---------------------|-------------------|---------------------|--------------|
| Main | Cafeteria | Five Year Olds and Six Year Olds and Over | 2 | 19 | C | 50 | C | NA | NA | Snack |
| Total Capacity @35 sq. ft.: 50 | | | Total Capacity @25 sq. ft.: 0 | | | Building @35 capacity limited by Centers Request | | | | |
| Total # Children this Date: 19 | | | Total Capacity @35 sq. ft.: 50 | | | Total Capacity @25 sq. ft.: 0 | | | | |

| <u>Building</u> | <u>Playground</u> | <u>Playground Occupancy</u> | <u>Playground Compliance</u> |
|-----------------|-------------------|-----------------------------|------------------------------|
| Main | Playground | 100 | C |

Comments

The purpose of today's visit was to conduct a Monitoring Visit and to follow up from the previous visit on November 15, 2018. The consultant left a Children Enrollment Form Resource on this date. The consultant also left an Amendment Application to change operation hours from 3:00-6:00pm to 3:45-6:00pm.

Plan of Improvement: Developed This Date 04/17/2019

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.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.

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.

- 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.

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

Annette Scott, Program Official

Date

Chrische Walker, Consultant

Date



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

Findings Report

Date: 4/17/2019 **VisitType:** Monitoring Visit **Arrival:** 2:50 PM **Departure:** 5:30 PM

CCLC-17720

Prime Time Discovery - Diamond Lakes

4153 Windsor Spring Road Hephzibah, GA 30815 Richmond County
(706) 339-9693 dalberson@thefamilyy.org

Mailing Address

1058 Claussen Road
Augusta, GA 30907

Regional Consultant

Chrische Walker

Phone: (770) 359-5166

Fax: (678) 891-5618

chrische.walker@decal.ga.gov

The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.03 Activities

Met

Correction Deadline: 11/15/2018

Corrected on 4/17/2019

.03(2) - The previous citation has been corrected on this date. The consultant reviewed plans for the after school children on this date. The program will continue to update plans weekly for the children.

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

Met

Comment

Discussed adding equipment and toys to enhance variety.

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 2

Records with Missing/Incomplete Components: 2

Child # 1

Not Met

"Missing/Incomplete Components"

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

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(3)-Address of Release Person Missing,.08(1)-Doctor, Clinic, Phone Numbers

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 two children's records reviewed were missing the parent's work address, release person address, and physician information.

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: 4/19/2019**Recited on 4/17/2019**

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

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****Correction Deadline: 11/15/2018****Corrected on 4/17/2019**

.25(13) - The previous citation has been corrected on this date. The consultant observed cleaning supplies in the cafeteria to be out of reach of the children.

Technical Assistance

591-1-1-.25(13) - The consultant discussed with the director the standing bucket water near the kitchen area.

Correction Deadline: 4/17/2019**Finding**

591-1-1-.25(8) requires protective caps on all unused electrical outlets within children's reach and requires that electrical outlets in use be made inaccessible to children. It was determined based on observation that 25 unused electrical outlets within children's reach did not have protective caps around the cafeteria.

POI (Plan of Improvement)

The Center will train Staff to check outlets and replace protective caps when needed and identify and monitor how outlets in use are inaccessible to children.

Correction Deadline: 4/17/2019

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

Playground observed to be clean and in good repair. The program utilizes an open area near the cafeteria. The director discussed that equipment is taken out for outdoor play.

| |
|---------------------------|
| Health and Hygiene |
|---------------------------|

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

N/A

Comment

There were no diapered children enrolled in the program on this date.

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

Met

Comment

Proper hand washing of children and staff was discussed with the director on this date.

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

N/A

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

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

Not Met

Finding

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of records that a lock down drill was not complete for the month of January 2019.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 8/31/2019**Recited on 4/17/2019**

Safety

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

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

N/A

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

N/A

Comment

Sleeping/Naps are not required for this program. School age children attend only for after school hours.

Staff Records

Records Reviewed: 2**Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 04/10/2018

Staff # 2

Met

Records Reviewed: 2

Records with Missing/Incomplete Components: 0

Date of Hire: 08/03/2018

Staff Credentials Reviewed: 2

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

Met

Comment

Criminal record checks were observed to be complete for two staff present.

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

Adequate supervision observed on this date.