



**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:** 7/16/2019    **VisitType:** Licensing Study    **Arrival:** 11:55 AM    **Departure:** 3:40 PM

**CCLC-17857**

**Southeastern Tech Child Development Center**  
 346 Kite Rd. Swainsboro, GA 30401 Emanuel County  
 (478) 289-2241 ahill@southeasterntech.edu

**Regional Consultant**

Laura Johnson  
 Phone: (470) 891-3520  
 Fax: (678) 913-0577  
 laura.johnson@decal.ga.gov

**Mailing Address**  
 346 Kite Rd.  
 Swainsboro, GA

**Quality Rated:** ★ ★

<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.
07/16/2019	Licensing Study	Good Standing	
01/29/2019	Monitoring Visit	Good Standing	
08/14/2018	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	4101		0	0	C	8	C	NA	NA	
Main	4102	One Year Olds and Two Year Olds	1	14	NC	16	C	NA	NA	Nap
Main	4105	Three Year Olds and Four Year Olds	1	9	C	23	C	NA	NA	Nap
Main	4106		0	0	C	15	C	NA	NA	
Total Capacity @35 sq. ft.: 56						Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Fire Marshall Limitations		
Two	Indoor Playground		0	0	C	18	C	NA	NA	
Two	Infants	One Year Olds	2	6	C	20	C	NA	NA	Floor Play
Two	Older One's		0	0	C	18	C	NA	NA	
Total Capacity @35 sq. ft.: 56						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 29		Total Capacity @35 sq. ft.: 112			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Back	54	C
Main	Front	23	C

### Comments

The purpose of today's visit is to conduct a licensing study. This is the first visit of the fiscal year.

The center is currently two star quality rated.

The director stated that they do not provide routine transportation, field trips, medications, or swimming activities.

All criminal record checks were observed complete. The director provided two files for employees hired since the last visit.

Plan of Improvement: Developed This Date 07/16/2019

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.al.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@dec.al.ga.gov](mailto: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.

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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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Annie Hill, Program Official

Date

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Laura Johnson, Consultant

Date



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### Findings Report

**Date:** 7/16/2019 **VisitType:** Licensing Study

**Arrival:** 11:55 AM

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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(2) - The consultant spoke with the director about ensuring that every classroom had a current lesson plan posted each week.

**Correction Deadline: 7/16/2019**

**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)**

**N/A**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 5**

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

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

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**591-1-1-.08 Children's Records****Met****Comment**

Records were observed to be complete and well organized.

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**Facility**

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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.

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

Center appears clean and well maintained.

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

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on the consultant's observation that on the back playground the wooden bridge had a rotten board with an exposed nail and splintered wood posing a safety hazard to the children.

**POI (Plan of Improvement)**

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters. The director contacted maintenance during the visit and asked them to replace the rotten board as soon as possible.

**Correction Deadline: 7/26/2019**

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**Food Service**

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**591-1-1-.15 Food Service & Nutrition****Met****Comment**

Center menu meets USDA guidelines.

**Comment**

Please ensure that infant feeding forms are updated regularly.

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**591-1-1-.18 Kitchen Operations****Met****Comment**

Kitchen appears clean and well organized.

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**Health and Hygiene**

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

Proper diapering procedures observed.

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

**Comment**

Proper hand washing observed throughout the center.

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**591-1-1-.20 Medications(CR)** **N/A**

**Comment**

The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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

**Comment**

Program observed complete emergency drills

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**Safety**

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**591-1-1-.05 Animals** **N/A**

**Comment**

Center does not keep animals on premises.

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

**Comment**

Staff were observed to maintain a positive learning environment on this date.

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**591-1-1-.13 Field Trips(CR)** **N/A**

**Comment**

Center does not participate in field trips at this time.

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**591-1-1-.36 Transportation(CR)** **N/A**

**Comment**

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)** **Not Met**

**Comment**

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed.

**Finding**

591-1-1-.30(4). requires that if cots and mats are stored in the children's activity room or area, they shall be stored to prevent children's access to them and to allow maximum use of play space. When storage is available and used for the storage of cots and mats that allows the cots, mats and any bedding to be stored without touching any other cots, mats or bedding, the bedding may be left on the cot or mat. When such storage is not available for the cots and mats, each child's bedding shall be kept separate from other children's bedding and stored in containers marked for individual use, such as, but not limited to, bins, cubbies, or bags. It was determined based on the consultant's observation and staff statements that in classroom 4102 cots are stored in the bathroom and accessible to the children in care.

**POI (Plan of Improvement)**

The Center will store cots and mats so children do not have access to them and they don't take up play space and will store them so each child's bedding is separate from the others. While the consultant was at the center the director ordered a large sheet to cover the cots during storage and ensure that they are not accessible to the children in care.

**Correction Deadline: 7/16/2019**

**Staff Records**

**Records Reviewed: 4**

**Records with Missing/Incomplete Components: 1**

Staff # 1	Met
Date of Hire: 02/09/2013	
Staff # 2	Met
Date of Hire: 08/27/2018	
Staff # 3	Met
Date of Hire: 02/27/2017	
Staff # 4	Not Met
Date of Hire: 01/02/2019	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	

**Staff Credentials Reviewed: 9**

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

**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided two files for employees hired since last visit.

**591-1-1-.14 First Aid & CPR Not Met**

**Comment**

Complete first aid kits observed in center.

**Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of records that one staff member hired January 2, 2019, did not obtain certification in first aid and CPR within their first ninety days of employment.

**POI (Plan of Improvement)**

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

**Correction Deadline: 8/15/2019**

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

Documentation observed of required staff training.

**Comment**

Please ensure completed orientation checklists are documented and signed.

**Technical Assistance**

591-1-1-.33(7) - The consultant spoke with the director about ensuring completed orientation checklists are documented and signed in each staff members personnel file.

**Correction Deadline: 7/26/2019**

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

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Not Met****Finding**

591-1-1-.32(5) requires that during day-time rest or sleeping periods, at least one Staff person is in each room providing direct supervision of the children and all Staff required by these rules relating to Staff: child ratios are in the Center and available to assure safe evacuation in an emergency. Staff: child ratios may be doubled for children three (3) years and older provided these requirements are met. It was determined based on the consultant's observation that one staff member in classroom 4102 was present with eight two-year-olds and six one-year-olds during nap time.

**POI (Plan of Improvement)**

The Center will rearrange staff schedules to ensure the required number of staff are in each room and available. The director placed a second staff member in the classroom once the consultant explained the rule.

**Correction Deadline: 7/16/2019**

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

Adequate supervision observed on this date.