



**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: 8/14/2018 **VisitType:** Licensing Study **Arrival:** 10:00 AM **Departure:** 1:30 PM

CCLC-17857

Southeastern Tech Child Development Center

346 Kite Rd. Swainsboro, GA 30401 Emanuel County
(478) 289-2241 ahill@southeasterntech.edu

Regional Consultant

Jerica Davis

Phone: (478) 314-9452
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jerica.davis@dec.al.gov

Mailing Address
346 Kite Rd.
Swainsboro, GA

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.
08/14/2018	Licensing Study	Good Standing	
02/15/2018	Monitoring Visit	Good Standing	
07/20/2017	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	4101		0	0	C	8	C	NA	NA			
Main	4102	Two Year Olds	2	10	C	16	C	NA	NA	Circle Time		
Main	4105	Three Year Olds	2	8	C	23	C	NA	NA	Centers		
Main	4106	One Year Olds	2	8	C	15	C	NA	NA	Art		
Total Capacity @35 sq. ft.:			56			Total Capacity @25 sq. ft.:		0			Building @35 capacity limited by Fire Marshall Limitations	
Two	After School		0	0	C	12	C	NA	NA			
Total Capacity @35 sq. ft.:			12			Total Capacity @25 sq. ft.:		0				
Total # Children this Date:			26			Total Capacity @35 sq. ft.:		68			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.

The center does not provide transportation, field trips, swimming activities, or administer any medications.

The center is participating in the Quality Rated program and has earned a rating of two stars.

Plan of Improvement: Developed This Date 08/14/2018

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.
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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	

_____ Annie Hill, Program Official	_____ Date	_____ Jerica Davis, 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-.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 the consultant's observation that two of three classrooms did not have a current lesson plan on file as required.

POI (Plan of Improvement)

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

Correction Deadline: 8/14/2018

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: 3

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities

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

591-1-1-.08 Children's Records

Not 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 a review of records that three out of five children's files that were reviewed were missing a statement regarding known allergies as required.

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: 8/14/2018

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)

Met

Correction Deadline: 3/2/2018

Corrected on 8/14/2018

.25(3) - This citation was observed to be corrected on this date.

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

Technical Assistance

Technical Assistance

Please ensure all tricycles have two handle grips and two pedals.

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

Correction Deadline: 2/15/2018

Corrected on 8/14/2018

.17(8) - This citation was observed to be corrected on this date. Proper handwashing was observed throughout the center.

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

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

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

Correction Deadline: 2/28/2018

Corrected on 8/14/2018

.21(3) - This citation was observed to be corrected on this date. Fire drills were completed and documented for each month from January 2018 until August 2018.

Safety

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

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.

Staff Records

Records Reviewed: 9

Records with Missing/Incomplete Components: 4

Staff # 1 Met

Date of Hire: 01/30/2017

Staff # 2 Met

Records Reviewed: 9**Records with Missing/Incomplete Components: 4**

Date of Hire: 09/05/2017

Staff # 3 Met

Date of Hire: 06/03/2018

Staff # 4 Met

Date of Hire: 12/19/2016

Staff # 5 Not Met

Date of Hire: 05/14/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 6 Not Met

Date of Hire: 02/05/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 7 Met

Date of Hire: 06/26/2017

Staff # 8 Not Met

Date of Hire: 07/23/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 9 Not Met

Date of Hire: 08/07/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff Credentials Reviewed: 9**591-1-1-.09 Criminal Records Check(CR) Met****Correction Deadline: 2/15/2018****Corrected on 8/14/2018****.09(1)(a) - This citation was observed to be corrected on this date.****591-1-1-.14 First Aid & CPR Met****Correction Deadline: 3/17/2018****Corrected on 8/14/2018****.14(2) - This citation was observed to be corrected on this date.****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 a review of records that three staff members hired in the months of May, July, and August did not have evidence of orientation as required.

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: 8/28/2018

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 records that one staff member did not have the required 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: 8/28/2018

Recited on 8/14/2018

Correction Deadline: 3/17/2018

Corrected on 8/14/2018

.33(5) - This citation was observed to be corrected on this date.

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

Comment

Staff observed to be compliant with applicable laws and regulations.

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

Correction Deadline: 2/15/2018

Corrected on 8/14/2018

.32(7) - This citation was observed to be corrected on this date.