



**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:** 2/15/2018 **VisitType:** Monitoring Visit

**Arrival:** 9:30 AM

**Departure:** 12:00 PM

**CCLC-17857**

**Southeastern Tech Child Development Center**

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

**Regional Consultant**

Brandi Mangino

Phone: (478) 314-9726

Fax: (478) 599-0169

brandi.mangino@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.
02/15/2018	Monitoring Visit	Good Standing	
07/20/2017	Licensing Study	Good Standing	
01/24/2017	Monitoring Visit	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 and Three Year Olds	1	8	C	16	C	NA	NA	Outside, Transitioning, TV
Main	4105	Three Year Olds and Six Year Olds and Over	2	16	C	23	C	NA	NA	Circle Time, Outside, Transitioning
Main	4106	One Year Olds	1	7	C	15	C	NA	NA	Outside, Free Play, Transitioning, Diapering
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: 31			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**

One-Day letter left on this date.

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](http://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](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.

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

\_\_\_\_\_  
Annie Hill, Program Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brandi Mangino, Consultant

\_\_\_\_\_  
Date



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### Findings Report

**Date:** 2/15/2018 **VisitType:** Monitoring Visit **Arrival:** 9:30 AM **Departure:** 12:00 PM

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

**Technical Assistance**

**Technical Assistance**

Consultant discussed that the benches on the back playground need to be secured.

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

**Met**

**Comment**

Center does not provide swimming activities.

### Facility

**591-1-1-.19 License Capacity(CR)**

**Met**

**Comment**

Licensed capacity observed to be routinely met by center.

The center is in the process of getting documents and needed items to have the building next door licensed.

The director was informed of all the needed items to be submitted with an amendment application to consultant.

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

**Not Met**

**Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on consultant observation that the following items needed to be repaired:

- holes in the back wall of 4106 between the cubbies
- rust on the bottom of the doors leading outside
- cabinet door in 4101 not secure
- red paint was coming off the wall near the entry of 4105
- paint and wall plaster was coming off the wall in the corner near the back exit of 4106

**POI (Plan of Improvement)**

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

**Correction Deadline: 3/2/2018**

**Recited on 2/15/2018**

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

**Met**

**Correction Deadline: 8/3/2017**

**Corrected on 2/15/2018**

**.26(9) - Citation observed to be corrected.**

**Health and Hygiene**

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

**Met**

**Correction Deadline: 7/20/2017**

**Corrected on 2/15/2018**

**.10(4) - Citation corrected as the center now has a diaper changing table. See supervision citation.**

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

**Not Met**

**Comment**

Staff were observed to remind children to wash hands.

**Finding**

591-1-1-.17(8) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means. It was determined based on consultant observation that the staff member in 4106 was in the process of changing diapers and was observed to wash children's hands, but not her own in between diapering. It was further determined the staff member sanitized the table before the change and did not wash her hands.

**POI (Plan of Improvement)**

The Center will ensure liquid soap and warm running water are available for handwashing, train Staff on the handwashing requirements, review the requirements with Staff periodically, and monitor handwashing.

**Correction Deadline: 2/15/2018**

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

**Met**

**Comment**

Per the center director medication has not been dispensed since the last regulatory visit.

**Policies and Procedures**

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**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 consultant review of records on this date that the center has no record of a tornado drill being conducted since the last regulatory visit in July 2017, and the center did not conduct fire drills in December 2017 and January 2018.

**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: 2/28/2018**

**Recited on 2/15/2018**

**Safety**

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

**Comment**

Age-appropriate discussion and/or redirection observed.

**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 Not Met

Date of Hire: 01/30/2017

"Missing/Incomplete Components"

.33(4)-Food Prep Training Missing 4 hrs.

Staff # 2 Met

Date of Hire: 03/15/2017

Staff # 3 Met

Date of Hire: 09/05/2017

Staff # 4 Met

Date of Hire: 12/19/2016

Staff # 5 Met

Date of Hire: 02/05/2018

Staff # 6 Not Met

Date of Hire: 05/08/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 7

Met

Date of Hire: 06/26/2017

Staff # 8

Not Met

Date of Hire: 02/01/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.09-Criminal Records Check Missing

Staff # 9

Not Met

Date of Hire: 01/17/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing,.24(1)-Evidence of Orientation Missing

**Staff Credentials Reviewed: 9**

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**591-1-1-.09 Criminal Records Check(CR)****Not Met****Finding**

591-1-1-.09(1)(a) requires the Center to ensure that every Director, Employee and Provisional Employee of the Child Care Learning Center has a satisfactory records check determination before the individual is present at the Center or before the individual resides in a Center. It was determined based on a review of records that two new staff members have no form of criminal record check, and were present at the center.

**POI (Plan of Improvement)**

The Center will obtain the Required Satisfactory Records Check Determination before an individual is present at the Center while any child is present for care or before residing in a Center.

**Correction Deadline: 2/15/2018****591-1-1-.14 First Aid & CPR****Not Met****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 after September 30, 2016 did not have the required first aid and CPR training.

**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: 3/17/2018****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 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: 3/2/2018**

**Correction Deadline: 8/19/2017**

**Corrected on 2/15/2018**

**.33(4) - Citation observed to be corrected on this date.**

**Finding**

591-1-1-.33(5) requires the Director and person with primary responsibility for food preparation to have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on consultant review of records that the cook does not have the required food service and nutrition training.

**POI (Plan of Improvement)**

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

The center director just stepping into the role and within her one year.

**Correction Deadline: 3/17/2018**

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**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**

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

**Met**

**Comment**

Adequate supervision observed on this date.

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

**Not Met**

**Finding**

591-1-1-.32(7) requires that children be supervised at all times and that the persons supervising in the child care area be alert, able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the chaperones and Students-in-Training, and provide timely attention to the children's actions and needs. It was determined based on consultant observation that Room 4102 has a diaper changing station on the wall in front of the sink. The center staff cannot change the diaper and provide a watchful oversight on the enrolled children.

**POI (Plan of Improvement)**

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

The center asked in the past about having a diaper changing station on the wall and were told by consultant and regional coordinator they they could not due to supervision issues.

**Correction Deadline: 2/15/2018**