



**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:** 3/11/2020    **VisitType:** Licensing Study    **Arrival:** 9:40 AM    **Departure:** 2:30 PM

**CCLC-1923**

**Stepping Stones Learning Ctr**

115 N. Madison Avenue Eatonton, GA 31024 Putnam County  
 (706) 485-0690 steppingstones@firstbaptisteatonton.org

**Regional Consultant**

Laura Johnson

Phone: (470) 891-3520

Fax: (678) 913-0577

laura.johnson@dec.al.ga.gov

**Mailing Address**

PO Box 3400  
 Eatonton, GA 31024

**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.
03/11/2020	Licensing Study	Good Standing	
08/07/2019	Monitoring Visit	Good Standing	
03/25/2019	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	A- 1 year	Two Year Olds	2	9	C	11	C	NA	NA	Circle Time
Main	B-6wks-6months	One Year Olds	2	7	C	10	C	NA	NA	Outside
Main	C-6-12 months	Infants and One Year Olds	2	6	C	11	C	NA	NA	Nap,Floor Play
Main	D-6wks-12months	Infants	1	3	C	6	C	NA	NA	Floor Play,Feeding
Main	E-3 & 4 years	Three Year Olds and Four Year Olds	2	11	C	18	C	NA	NA	Circle Time
Main	F-2 & 3 years	Two Year Olds and Three Year Olds	2	13	C	15	C	NA	NA	Outside
Main	G	One Year Olds	2	6	C	7	C	NA	NA	Outside
Main	H		0	0	C	22	C	NA	NA	
Total Capacity @35 sq. ft.: 100			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 55			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	A Right	20	C
Main	B Left	35	C

### Comments

The purpose of today's visit is to complete a licensing study.

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

The director stated that there had been no new hires since the last visit. A one-day letter was left on this date for an employee that did not have a Satisfactory Comprehensive Records Check determination on file.

Plan of Improvement: Developed This Date 03/11/2020

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.

---

#### 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).

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.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@decal.ga.gov](mailto:qualityrated@decal.ga.gov)

---

Denise Carmichael, Program Official

Date

---

Laura Johnson, 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:** 3/11/2020 **VisitType:** Licensing Study

**Arrival:** 9:40 AM

**Departure:** 2:30 PM

#### CCLC-1923

##### Stepping Stones Learning Ctr

115 N. Madison Avenue Eatonton, GA 31024 Putnam County  
(706) 485-0690 steppingstones@firstbaptisteatonton.org

##### Mailing Address

PO Box 3400  
Eatonton, GA 31024

#### Regional Consultant

Laura Johnson

Phone: (470) 891-3520

Fax: (678) 913-0577

laura.johnson@decal.ga.gov

The following information is associated with a Licensing Study:

### Activities and Equipment

#### 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: 0

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

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

Technical Assistance

##### Comment

Records were observed to be complete and well organized.

**Technical Assistance**

591-1-1-.08(6) - The consultant spoke with the director about ensuring that each child's arrival is documented with the arrival time and a parent signature.

**Correction Deadline: 3/11/2020**

**Facility****591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

**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****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 observation that there was a hole in the wall under the back window Classroom G that was chipping paint. Paint chips were observed on the floor under the window. Additionally, chipping paint was observed on the wall in Classroom A near the bathroom.

**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: 3/25/2020**

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

Discussed maintenance of resilient surface. Please fluff and redistribute.

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

Center menu meets USDA guidelines.

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

Kitchen appears clean and well organized.

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

Proper diapering procedures observed.

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

Proper hand washing 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****Comment**

Program observed complete emergency drills

**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)****N/A****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.

**Sleeping & Resting Equipment****591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

Discussed SIDS and infant sleeping position.

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

Staff # 1

Met

Date of Hire: 10/26/2004

Staff # 2

Met

Date of Hire: 10/05/1999

Staff # 3

Met

Date of Hire: 04/20/2018

Staff # 4	Met
Staff # 5	Met
Date of Hire: 07/22/2019	
Staff # 6	Met
Staff # 7	Met
Date of Hire: 06/16/2016	
Staff # 8	Met
Date of Hire: 07/11/2019	
Staff # 9	Met
Date of Hire: 03/27/2006	
Staff # 10	Met
Staff # 11	Met
Staff # 12	Met
Staff # 13	Met
Date of Hire: 03/19/2018	
Staff # 14	Met
Date of Hire: 01/15/2019	
Staff # 15	Met
Staff # 16	Met
Date of Hire: 04/17/2018	
Staff # 17	Met
Date of Hire: 07/03/2019	
Staff # 18	Met
Staff # 19	Met
Date of Hire: 01/15/2016	
Staff # 20	Met
Staff # 21	Met
Date of Hire: 06/11/2018	
Staff # 22	Met

Date of Hire: 03/16/2020

Staff # 23 Met

Staff # 24 Met

Staff # 25 Met

Staff # 26 Met

Date of Hire: 08/15/2005

Staff # 27 Met

**Staff Credentials Reviewed: 8****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****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 a review of records that employee #8 was present at the center and did not have a valid and current satisfactory Comprehensive Records Check Determination on file.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will review the A to Z training videos related to the specific comprehensive records check rule violation and will obtain a copy of the employees comprehensive records check prior to them being present at 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. 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 will review the training videos related to the specific comprehensive records check rule violation and obtain copies of all employee's valid and current satisfactory Comprehensive Records Check Determination prior to the employee being present at the Center to ensure the CRC rules are maintained.

**Correction Deadline: 3/11/2020****Finding**

591-1-1-.09(1)(l)3. requires the Center to immediately require a new Comprehensive Records Check Determination for a Director, Employee or Provisional Employee at least once every five years. It was determined based on a review of records that one employee had a criminal records check that expired on October 10, 2019, and did not obtain a new comprehensive satisfactory records check from the Department as required.



**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will review the A to Z training video units pertaining to this rule violation and will ensure that all employees obtain a new Comprehensive Records Check Determination before the current Records Check Determination expires to ensure that each Director, Employee and Provisional Employee has a Comprehensive Records Check Determination on file that has been issued within the past five years. 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 will review the training videos pertaining to this rule violation and will make sure that every employee has a Comprehensive Records Check Determination on file that has been issued within the past five years to ensure CRC rules are maintained.

**Correction Deadline: 3/11/2020**

---

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

A complete first aid kit was observed at the center on this date.

**Comment**

Evidence observed of 100% of center staff certified in First Aid and CPR.

---

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

Documentation of annual training for required staff was observed complete for the calendar year 2019.

**Correction Deadline: 8/30/2019**

**Corrected on 3/11/2020**

**.33(5) - This citation was corrected on this date. The center has hired a new cook that is still within their first year of hire. It was observed that the cook has already completed two hours of nutrition training.**

---

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

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
---------------------------------

---

**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**

Staff observed to provide direct supervision and be attentive to children's needs.