



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: 3/25/2019 **VisitType:** Licensing Study **Arrival:** 2:00 PM **Departure:** 4:30 PM

CCLC-1923

Stepping Stones Learning Ctr

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

Regional Consultant

Valarie Musselwhite

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Mailing Address

PO Box 3400
 Eatonton, GA 31024

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.
03/25/2019	Licensing Study	Good Standing	
08/06/2018	Monitoring Visit	Good Standing	
01/02/2018	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	A- 1 year	One Year Olds	2	8	C	11	C	NA	NA	Nap
Main	B-6wks-6months	One Year Olds	1	8	C	10	C	NA	NA	Nap
Main	C-6-12 months	Infants	2	4	C	11	C	NA	NA	Floor Play,Nap
Main	D-6wks-12months	Infants	1	2	C	6	C	NA	NA	Nap
Main	E-3 & 4 years	Three Year Olds and Four Year Olds	1	9	C	18	C	NA	NA	Nap
Main	F-2 & 3 years	Two Year Olds and Three Year Olds	2	13	C	15	C	NA	NA	Nap
Main	G		0	0	C	7	C	NA	NA	
Main	H	Six Year Olds and Over	1	10	NC	22	C	NA	NA	Free Play
Total Capacity @35 sq. ft.: 100					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 54					Total Capacity @25 sq. ft.: 0					

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

Comments

The consultant and director discussed supervision, ratios, and criminal record check requirements. The consultant provided a sample no liability parent acknowledgement form.

Plan of Improvement: Developed This Date 03/25/2019

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/RuleAndRegulations.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

Denise Carmichael, Program Official

Date

Valarie Musselwhite, Consultant

Date



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Findings Report

Date: 3/25/2019 **VisitType:** Licensing Study

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Departure: 4:30 PM

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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)

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

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

Met

Comment

Records were observed to be complete and well organized.

Facility

591-1-1-.19 License Capacity(CR)	Met
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Comment

Licensed capacity observed to be routinely met by center.

591-1-1-.25 Physical Plant - Safe Environment(CR)	Not Met
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Technical Assistance

591-1-1-.25(11) - Please be mindful of the unraveling area rug in Classroom H.

Correction Deadline: 4/24/2019

Finding

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on an observation that a teacher's purse was on a shelf accessible to children and then placed into an unlocked cabinet.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 3/25/2019

Recited on 3/25/2019

Technical Assistance

591-1-1-.25(3) - Please be mindful of loose baseboards in Classroom F.

Correction Deadline: 3/25/2019

Technical Assistance

591-1-1-.25(8) - Please ensure all outlets are covered.

Correction Deadline: 3/25/2019

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

Playground observed to be clean and in good repair.

Food Service

591-1-1-.15 Food Service & Nutrition	Met
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Correction Deadline: 8/6/2018

Corrected on 3/25/2019

.15(3) - Correction of previous citation in that staff stated all bottles are warmed using a bottle warmer and microwaves were removed from the classrooms.

591-1-1-.18 Kitchen Operations	Technical Assistance
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Technical Assistance

591-1-1-.18(6) - Please ensure sippy cups are properly washed between each use.

Correction Deadline: 3/25/2019

Health and Hygiene

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

Staff stated proper knowledge of diapering procedures.

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

Proper hand washing observed throughout the center.

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

The center currently does not dispense or administer medication.

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)**Met****Comment**

Center does not provide routine transportation.

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

591-1-1-.30(1)(a)3 requires that each crib shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. It was determined based on an observation that two of six cribs had loose fitting sheets.

POI (Plan of Improvement)

The center will ensure that each crib has an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant.

Correction Deadline: 3/25/2019

Finding

591-1-1-.30(1)(b)4 requires that a light cover be available for each child's use on a cot or mat and shall be marked for individual use or laundered daily. If marked for individual use, they must be laundered weekly or more frequently if needed. It was determined based on an observation that eight of eight children in Classroom B did not have a light cover during rest time.

POI (Plan of Improvement)

The Center will ensure that a light cover is available for each child and will meet the requirements for laundering.

Correction Deadline: 3/25/2019

Staff Records**Records Reviewed: 20****Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 01/15/2019

Staff # 2 Met

Date of Hire: 10/18/2018

Staff # 3 Met

Date of Hire: 12/22/2014

Staff # 4 Met

Date of Hire: 03/19/2018

Staff # 5 Met

Date of Hire: 04/20/2018

Staff # 6 Met

Date of Hire: 10/26/2009

Staff # 7 Met

Date of Hire: 04/17/2018

Staff # 8 Met

Date of Hire: 05/09/2018

Staff # 9 Met

Date of Hire: 10/25/1999

Staff # 10 Met

Date of Hire: 06/11/2018

Staff # 11 Met

Date of Hire: 06/10/2016

Staff # 12 Met

Date of Hire: 10/13/2018

Staff # 13 Met

Date of Hire: 10/25/2017

Staff # 14 Met

Date of Hire: 12/17/2018

Staff # 15 Met

Date of Hire: 07/07/2014

Staff # 16 Met

Date of Hire: 03/27/2006

Records Reviewed: 20**Records with Missing/Incomplete Components: 0**

Staff # 17	Met
Date of Hire: 02/04/2019	
Staff # 18	Met
Date of Hire: 01/15/2016	
Staff # 19	Met
Date of Hire: 11/13/2017	
Staff # 20	Met
Date of Hire: 08/15/2005	

Staff Credentials Reviewed: 20

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

Criminal record checks were observed to be complete.

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

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

591-1-1-.33 Staff Training **Not Met****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 an observation that the cook did not obtain the required four hours of nutrition training within one year of hire.

POI (Plan of Improvement)

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

Correction Deadline: 4/30/2019

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) **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 an observation that one staff in Classroom F left the room during nap time leaving an inadequate ratio of 1:13.

POI (Plan of Improvement)

The Center will rearrange staff schedules to ensure the required number of staff are in each room and available.

Correction Deadline: 3/25/2019

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

591-1-1-.32(7) - Consultant and director discussed best practices for supervision.

Correction Deadline: 3/25/2019