



**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:** 9/20/2017    **VisitType:** Licensing Study    **Arrival:** 11:00 AM    **Departure:** 2:15 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**

Tamra Thomas

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tamra.thomas@decal.ga.gov

<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.
09/20/2017	Licensing Study	Good Standing	
02/14/2017	Licensing Study	Good Standing	
08/31/2016	Monitoring Visit	Good Standing	
			<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.

**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	Lunch,Feeding
Main	B-6wks-6months	One Year Olds	2	6	C	10	C	NA	NA	Lunch
Main	C-6-12 months	Infants	3	8	C	11	C	NA	NA	Floor Play,Feeding
Main	D-6wks-12months		0	0	C	6	C	NA	NA	
Main	E-3 & 4 years	Three Year Olds and Four Year Olds	2	12	C	18	C	NA	NA	Art
Main	F-2 & 3 years	Two Year Olds	2	11	C	15	C	NA	NA	Story
Main	G	One Year Olds	2	5	C	7	C	NA	NA	Circle Time,Floor Play
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: 50			Total Capacity @35 sq. ft.: 100			Total Capacity @25 sq. ft.: 0				

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

**Comments**

Plan of Improvement: No Plan Developed

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.



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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.ga.gov](mailto:CCSRefutations@dec.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.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)

Denise Carmichael, Program Official

Date

Tamra Thomas, Consultant

Date



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### Findings Report

**Date:** 9/20/2017 **VisitType:** Licensing Study

**Arrival:** 11:00 AM

**Departure:** 2:15 PM

#### CCLC-1923

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The following information is associated with a Licensing Study:

### Activities and Equipment

#### 591-1-1-.03 Activities

Met

##### Comment

Lesson plans were available for review on this date.

**Correction Deadline: 9/20/2017**

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

Met

##### Comment

Observed a variety of materials/equipment throughout. The provider is in the process of adding materials to Classroom A that is serving one-year-olds.

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

Met

##### Comment

No Swimming Activities Provided

### Children's Records

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 2**

Child # 1

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Emergency Contact information Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Emergency Contact information Missing

Child # 3

Met

Child # 4

Met

Child # 5

Met

**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 review of records two of five files were missing the Emergency Contact person's address.

**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: 9/20/2017****Facility****591-1-1-.06 Bathrooms****Met****Comment**

Discussed with the provider ensuring Classroom G exhaust fan is operating at all times.

**Correction Deadline: 10/20/2017****591-1-1-.19 License Capacity(CR)****Met****Comment**

Licensed Capacity Routinely Met

**591-1-1-.25 Physical Plant - Safe Environment(CR)****Not Met****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 observation classroom F two-year-olds had baby wipes stored in each cubby in a basket.

**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: 9/20/2017****591-1-1-.26 Playgrounds(CR)****Met****Correction Deadline: 2/14/2017****Corrected on 9/20/2017**

**Correction of previous citation. The provider has a 6ft fence around the playgrounds.**

## Food Service

### 591-1-1-.15 Food Service & Nutrition

Not Met

#### Finding

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined based on a review of records four out of eight Infant Feeding Plans were dated more than ninety (90) days old.

#### POI (Plan of Improvement)

The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis that will include center staff involved with enrollment and those working in the infant classrooms. The provider is in the process of receiving updated Infant Feeding Plans.

**Correction Deadline: 9/21/2017**

### 591-1-1-.18 Kitchen Operations

Met

#### Comment

Discussed with the cook ensuring the thermostat remains in the freezer at all times.

**Correction Deadline: 9/20/2017**

## Health and Hygiene

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

Met

#### Comment

Staff Stated Proper Knowledge

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

Met

#### Comment

Observed-Staff Remind Children Wash Hand

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

Met

#### Comment

Provider stated Medication is not provided at this time.

## Safety

### 591-1-1-.05 Animals

Met

#### Comment

No Animals Kept

### 591-1-1-.11 Discipline(CR)

Met

#### Comment

Observed-Discussion/Redirection

### 591-1-1-.13 Field Trips(CR)

Met

#### Comment

No Field Trips at This Time

**Comment**

No Routine Transportation Provided

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

Not Met

**Finding**

591-1-1-.30(1)(b)2 requires that cots and mats are used by the same child daily and marked for individual use. It was determined based on observation classroom A and B did not have cots labeled for individual use.

**POI (Plan of Improvement)**

The Center will ensure that cots and mats are used by the same child daily and marked for individual use.

**Correction Deadline: 9/20/2017****Technical Assistance**

Cots are stored in closet space daily. Discussed with the Provider ensuring cots are not placed out an hour before nap time leaning against storage furniture given this can create a hazard.

**Correction Deadline: 9/20/2017****Staff Records****Records Reviewed: 17****Records with Missing/Incomplete Components: 1**

Staff # 1	Met
Staff # 2	Met
Date of Hire: 01/15/2019	
Staff # 3	Met
Date of Hire: 12/22/2014	
Staff # 4	Met
Date of Hire: 06/10/2016	
Staff # 5	Met
Date of Hire: 10/26/2009	
Staff # 6	Met
Date of Hire: 09/13/2007	
Staff # 7	Not Met
Date of Hire: 02/27/2017	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 8	Met
Date of Hire: 10/25/1999	

Staff # 9	Met
Date of Hire: 08/21/2011	
Staff # 10	Met
Date of Hire: 06/10/2016	
Staff # 11	Met
Date of Hire: 04/21/2015	
Staff # 12	Met
Date of Hire: 03/02/2015	
Staff # 13	Met
Date of Hire: 09/10/2003	
Staff # 14	Met
Date of Hire: 07/07/2014	
Staff # 15	Met
Date of Hire: 03/27/2006	
Staff # 16	Met
Date of Hire: 01/15/2016	
Staff # 17	Met
Date of Hire: 08/15/2005	

**Staff Credentials Reviewed: 17****591-1-1-.09 Criminal Records Check(CR) Met****Comment**

Criminal Records Check complete

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

Observed-100% Certified First Aid &amp; CPR

**Finding**

591-1-1-.14(3) requires the Center to have a first aid kit in each building of the Center and in any vehicle used by the Center for transportation of children, that contains scissors, tweezers, gauze pads, adhesive tape, thermometer, band-aids, assorted sizes, antibacterial ointment, insect-sting preparation, an antiseptic cleansing solution, triangular bandages, rubber gloves, protective eye wear, a protective face mask, and a cold pack. The first aid kit, together with a first aid instruction manual which must be kept with the kit at all times, shall be stored so that it is not accessible to children but is easily accessible to Staff. It was determined based on observation the antibacterial ointment expired March 2016.

**POI (Plan of Improvement)**

Center Staff will provide any missing first aid kits, add any missing items to each first aid kit and will develop and use a plan for checking the kits and replacing missing items in each kit in the future. First aid kits and instruction manuals will be stored so that they kits are not accessible to children but are easily accessible to Center Staff.

**Correction Deadline: 9/30/2017**

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**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 a staff hired April 10, 2017 did not have proof of Health and Safety training on file on this date.

**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: 10/20/2017**

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

The provider has a Lead Teacher with a credential assigned to each classroom.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Met****Comment**

Observed-Appropriate Staff:Child Ratios

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

Observed-Appropriate Staff:Child Ratios