



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: 1/2/2018 **VisitType:** Monitoring Visit **Arrival:** 9:45 AM **Departure:** 1:05 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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valarie.musselwhite@decal.ga.gov

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.
01/02/2018	Monitoring Visit	Good Standing	
09/20/2017	Licensing Study	Good Standing	
02/14/2017	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	A- 1 year	One Year Olds	1	2	C	11	C	NA	NA	Floor Play
Main	B-6wks-6months	One Year Olds	2	5	C	10	C	NA	NA	Floor Play
Main	C-6-12 months	Infants and One Year Olds	2	4	C	11	C	NA	NA	Free Play
Main	D-6wks-12months		0	0	C	6	C	NA	NA	
Main	E-3 & 4 years	Three Year Olds and Four Year Olds	1	6	C	18	C	NA	NA	Centers
Main	F-2 & 3 years	Two Year Olds and Three Year Olds	2	9	C	15	C	NA	NA	Centers
Main	G	One Year Olds	1	4	C	7	C	NA	NA	Free Play
Main	H	Six Year Olds and Over	1	7	C	22	C	NA	NA	Free Play
Total Capacity @35 sq. ft.: 100					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 37					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: Developed This Date 01/02/2018

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.

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

Denise Carmichael, Program Official

Date

Valarie Musselwhite, Consultant

Date



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Findings Report

Date: 1/2/2018 **VisitType:** Monitoring Visit **Arrival:** 9:45 AM **Departure:** 1:05 PM

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The following information is associated with a Monitoring Visit:

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: 2

Records with Missing/Incomplete Components: 0

Child # 1

Met

Child # 2

Met

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

Technical Assistance

Correction Deadline: 9/20/2017

Corrected on 1/2/2018

.08(1) - Correction of previous citation in that consultant observed children's files to be complete on this date.

Technical Assistance

591-1-1-.08(6) - Ensure parent signature is included on sign in and out sheets.

Correction Deadline: 1/2/2018

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)**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 that white-out, clorox wipes, air freshener, and a broom were accessible to children in Room H. A broom and lotion that stated keep out of reach of children were accessible to children in Room F.

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: 1/2/2018**Recited on 1/2/2018****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 an observation that the restroom light and exhaust fan in Room F were broken and in need of repair.

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: 1/5/2018**Finding**

591-1-1-.25(7) requires that doors to rooms not approved for child care, other than the kitchen doors, be latched or locked so children cannot wander into those areas. Except in School-age Centers, interior Center door locks shall permit Personnel to open the locked room from outside of the room in an emergency. It was determined based on an observation that the storage closet in Room H was unlocked and accessible to children.

POI (Plan of Improvement)

The Center will routinely check that doors to unapproved rooms remain latched or locked and that Staff can open the locked rooms in an emergency.

Correction Deadline: 1/2/2018

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

Playground observed to be clean and in good repair.

Food Service

591-1-1-.15 Food Service & Nutrition**Met****Correction Deadline: 9/21/2017****Corrected on 1/2/2018**

.15(2) - Correction of previous citation in that all infant feeding plans were posted and updated.

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR)**Not Met****Finding**

591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. It was determined based on an observation that the diaper changing station in Room F was unclean with debris covering the station.

POI (Plan of Improvement)

The Center will ensure there is a smooth, nonporous changing surface that has a guard or rails for safety in each classroom that houses children wearing diapers. Center Staff will be trained and have adequate supplies to properly clean the diaper changing surface between each diaper change.

Correction Deadline: 1/2/2018**591-1-1-.17 Hygiene(CR)****Met****Comment**

Please ensure lids remain on trash containing organic waste.

Comment

Staff were observed to remind children to wash hands.

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

Staff stated on medication is being dispensed at this time.

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

Staff were observed to maintain a positive learning environment on this date.

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****Correction Deadline: 9/20/2017****Corrected on 1/2/2018**

.30(1)(b)2 - Correction of previous citation in that cots are labeled for individual use.

Staff Records**Records Reviewed: 17****Records with Missing/Incomplete Components: 0**

Staff # 1 Met

Staff # 2 Met

Date of Hire: 01/15/2019

Staff # 3 Met

Date of Hire: 12/22/2014

Records Reviewed: 17**Records with Missing/Incomplete Components: 0**

Staff # 4	Met
Date of Hire: 06/10/2016	
Staff # 5	Met
Date of Hire: 10/26/2009	
Staff # 6	Met
Date of Hire: 02/27/2017	
Staff # 7	Met
Date of Hire: 10/25/1999	
Staff # 8	Met
Date of Hire: 08/21/2011	
Staff # 9	Met
Date of Hire: 06/10/2016	
Staff # 10	Met
Date of Hire: 02/05/1997	
Staff # 11	Met
Date of Hire: 09/10/2003	
Staff # 12	Met
Date of Hire: 10/25/2017	
Staff # 13	Met
Date of Hire: 07/07/2014	
Staff # 14	Met
Date of Hire: 03/27/2006	
Staff # 15	Met
Date of Hire: 01/15/2016	
Staff # 16	Met
Date of Hire: 11/13/2017	
Staff # 17	Met
Date of Hire: 08/15/2005	

Staff Credentials Reviewed: 17

591-1-1-.09 Criminal Records Check(CR)	Met
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Comment

Criminal records checks were observed to be complete.

591-1-1-.14 First Aid & CPR	Met
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Correction Deadline: 9/30/2017

Corrected on 1/2/2018

.14(3) - Correction of previous citation in that expired ointment was replaced.

591-1-1-.33 Staff Training	Met
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Correction Deadline: 10/20/2017

Corrected on 1/2/2018

.33(3) - Correction of previous citation in that all staff had proof of Health and Safety orientation training on file on this date.

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

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

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

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

Center observed to maintain appropriate staff:child ratios.