



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: 10/18/2018 **VisitType:** Licensing Study

Arrival: 9:05 AM

Departure: 11:15 AM

CCLC-2400

Augusta Preparatory Day School Extendo

265 Flowing Wells Road Martinez, GA 30907 Columbia County
 (706) 434-4062 kenietha.mcrae@augustaprep.org

Regional Consultant

Melyn Smith

Phone: (706) 855-3455

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melyn.smith@decal.ga.gov

Mailing Address

265 Flowing Wells Road
 Martinez, GA

Quality Rated: No

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.
10/18/2018	Licensing Study	Good Standing	
03/28/2018	Monitoring Visit	Good Standing	
10/31/2017	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	1st Left		0	0	C	19	C	NA	NA	
Main	1st Right	Three Year Olds and Four Year Olds	2	10	C	19	C	NA	NA	Outside
Main	2nd Left	Four Year Olds and Five Year Olds	3	13	C	24	C	NA	NA	Snack
Main	2nd Right	Three Year Olds	2	6	C	19	C	NA	NA	Outside
Main	Cafetorium		0	0	C	63	C	NA	NA	
Total Capacity @35 sq. ft.: 144			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 29			Total Capacity @35 sq. ft.: 144			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	160	C

Comments

Plan of Improvement: Developed This Date 10/18/2018

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).



Please refer to the website, <http://www.dec.state.ga.us/CCS/Regulations.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

Kenietha McRae, Program Official

Date

Melyn Smith, Consultant

Date



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Findings Report

Date: 10/18/2018 **VisitType:** Licensing Study

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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: 12

Records with Missing/Incomplete Components: 2

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met
Child # 7	Not Met

"Missing/Incomplete Components"

.08(1)-Emergency Contact information Missing,.08(1)-Doctor, Clinic, Phone Numbers,.08(3)-Address of Release Person Missing,.08(3)-Name of Release Person Missing

Child # 8	Met
Child # 9	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Doctor, Clinic, Phone Numbers	
Child # 10	Met
Child # 11	Met
Child # 12	Met

591-1-1-.08 Children's Records**Not Met****Technical Assistance**

591-1-1-.08(1) - Please ensure that the address for each child's release person(s) and emergency contact are on file.

Correction Deadline: 10/18/2018

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, that two of twelve children's files reviewed were lacking information for the child's primary physician. It was further determined that one of twelve children's files reviewed was lacking information for the emergency contact and release person(s) on this date.

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: 10/24/2018

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 the following hazards were observed:

- 1st Right Classroom: A bottle of hand sanitizer was observed accessible to children on a low shelf and on the teacher's desk. A black trash bag and a plastic bag were observed accessible to children near the teacher's desk.
- 2nd Right Classroom: A tape dispenser was observed accessible to children on a low shelf. A bottle of Expo dry erase board cleaner was observed accessible to children near the circle time rug on a low shelf.

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. The Center will also remind staff to keep all closets closed and locked when not in use.

Correction Deadline: 10/18/2018

Recited on 10/18/2018

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

Comment

Playground observed to be clean and in good repair.

Correction Deadline: 3/28/2018

Corrected on 10/18/2018

.26(9) - Previous citation corrected, based on observation, in that the playground was observed to be clean, free from litter, and free of hazards on this date.

Health and Hygiene

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

Comment

The Center does not enroll diapered children.

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

Comment

Please ensure lids remain on trash containing organic waste.

Comment

Proper hand washing observed throughout the center.

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

Comment

Documentation for medication dispensing observed complete.

Safety

591-1-1-.05 Animals **Met**

Comment

Fish maintained clean and contained in clean tanks and aquariums on this date.

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. The Center is planning a field trip to Steed's Dairy Farm in the near future. The consultant provided a sample field trip documentation form and discussed the field trip rules and regulations at this visit.

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**

Pleasant naptime environment observed. The Center does not enroll infants.

Correction Deadline: 3/28/2018

Corrected on 10/18/2018

.30(1)(b)1 - Previous citation corrected, based on observation, in that mats were observed to be of sound construction, in good repair, washable, and able to be sanitized on this date.

Staff Records

Records Reviewed: 11**Records with Missing/Incomplete Components: 4**

Staff # 1

Met

Date of Hire: 09/05/2012

Staff # 2

Not Met

Date of Hire: 08/20/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 3

Not Met

Date of Hire: 08/08/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 4

Met

Date of Hire: 01/02/2018

Staff # 5

Not Met

Date of Hire: 08/07/2017

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 6

Met

Date of Hire: 08/07/2018

Staff # 7

Met

Records Reviewed: 11**Records with Missing/Incomplete Components: 4**

Date of Hire: 08/11/2017

Staff # 8

Met

Date of Hire: 10/01/2017

Staff # 9

Met

Date of Hire: 08/11/2017

Staff # 10

Not Met

Date of Hire: 08/07/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 11

Met

Date of Hire: 01/01/2014

Staff Credentials Reviewed: 11

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

Criminal record checks were observed to be complete.

Comment

Director provided five files for employees hired since last visit.

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-.24 Personnel Records**Not Met****Finding**

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined, based on review of records, that four of five newly hired staff were lacking evidence of required orientation on this date.

POI (Plan of Improvement)

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 10/19/2018**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)****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.