



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: 8/14/2019 **VisitType:** Licensing Study **Arrival:** 9:20 AM **Departure:** 2:15 PM

CCLC-24644

Happy 2 Tots

103 Horizon Park Drive Savannah, GA 31405 Chatham County
 (912) 663-0985 trish310@bellsouth.net

Regional Consultant

Kesha McNeal

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Mailing Address

Same

Quality Rated: No

<u>Compliance Zone Designation</u>			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.
08/14/2019	Licensing Study	Good Standing	
02/20/2019	Monitoring Visit	Good Standing	
09/11/2018	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
I	Room A		0	0	C	10	C	NA	NA	
I	Room B	Infants	1	6	C	12	C	NA	NA	Diapering, Floor Play, Transitioning, Nap
I	Room C	Three Year Olds	1	9	C	14	C	NA	NA	Breakfast, Centers, Transitioning
I	Room D		0	0	C	12	C	NA	NA	
I	Room E		0	0	C	12	C	NA	NA	
I	Room F	Two Year Olds	1	9	C	14	C	NA	NA	Art, Transitioning, Centers
I	Room G	One Year Olds	1	8	C	10	C	NA	NA	Floor Play, Snack, Transitioning
Total Capacity @35 sq. ft.: 84			Total Capacity @25 sq. ft.: 0							
II	3's		0	0	C	21	C	NA	NA	
Total Capacity @35 sq. ft.: 21			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 32			Total Capacity @35 sq. ft.: 105			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
I	Playground	33	C

Comments

All current staff had evidence of comprehensive background checks on file on this date.

The center does not participate in field trips, swimming, and medication.

The center does conduct routine transportation.

Plan of Improvement: Developed This Date 08/14/2019

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

Natasha Duncan, Program Official

Date

Kesha McNeal, Consultant

Date



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Findings Report

Date: 8/14/2019 **VisitType:** Licensing Study

Arrival: 9:20 AM

Departure: 2:15 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.

Comment

Equipment and furniture observed to be properly secured, as applicable.

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: 2

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Allergies and Disabilities	
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Allergies and Disabilities	

Comment

Parent agreements observed obtained/completed.

Comment

Parent authorizations obtained/completed.

Technical Assistance

591-1-1-.08(1) - Please ensure that Center Staff maintains 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: a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program.

Correction Deadline: 8/14/2019

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)**Met****Comment**

No hazards observed accessible to children on this date.

591-1-1-.26 Playgrounds(CR)**Not Met****Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

Correction Deadline: 9/11/2018

Corrected on 8/14/2019

.26(4) - Previous citation observed corrected on this date.

Finding

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on the consultant's observation that there was a red and pink tricycle that was missing the end caps on the handlebars of the tricycle causing a potential entrapment hazard. It was further determined based on the consultant's observation that the safety 1st tricycle had rust located on the front section and back middle section of the tricycle accessible to children. It was further determined based on the consultant's observation that the green and pink little tikes house had sharp edges located on the middle top section of the house accessible to children in care.

POI (Plan of Improvement)

Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters and repair all hazardous items.

Correction Deadline: 8/24/2019

Correction Deadline: 9/11/2018

Corrected on 8/14/2019

.26(8) - Previous citation observed corrected on this date.

591-1-1-.15 Food Service & Nutrition**Technical Assistance****Comment**

Please ensure that infant feeding forms are updated regularly.

Technical Assistance

591-1-1-.15(5) - Please ensure that the Center provides a menu listing all meals and snacks to be served during the current week.

Correction Deadline: 8/14/2019

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

Kitchen appears clean and well organized.

Health and Hygiene**591-1-1-.07 Children's Health****Not Met****Finding**

591-1-1-.07(5) requires Center Staff to not permit children to wear around their necks or attach to their clothing pacifiers or other hazardous items. It was determined based on the consultant's observation that pacifiers were attached to the children's clothing in the infant classroom.

POI (Plan of Improvement)

The Center will instruct Staff regarding this safety requirement.

Correction Deadline: 8/14/2019

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

Hand washing requirements for diapering were discussed with the director on this date.

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 the consultant's observation that the diaper changing surface in the two- year- old classroom was not smooth and nonporous in that the changing pad had a tear located on the right corner section of the pad.

POI (Plan of Improvement)

The Center will purchase or repair the changing pad.

Correction Deadline: 8/24/2019

Recited on 8/14/2019

591-1-1-.17 Hygiene(CR)**Not Met****Finding**

591-1-1-.17(8) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means. It was determined based on the consultant's observation that the staff member in the two year old classroom was observed not washing their hands with liquid soap and warm running water after handling bodily fluids by wiping children's noses.

POI (Plan of Improvement)

The Center will ensure liquid soap and warm running water are available for handwashing, train Staff on the handwashing requirements, review the requirements with Staff periodically, and monitor handwashing.

Correction Deadline: 8/14/2019

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**Not Met****Finding**

591-1-1-.21(1)(p) requires the Center to have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. It was determined based on the consultant's review that the center did not have an updated written plan for handling emergencies.

POI (Plan of Improvement)

The Center will write or revise an emergency plan that includes all of the required items.

Correction Deadline: 8/19/2019

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**

Age-appropriate discussion and/or redirection observed.

Comment

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

591-1-1-.13 Field Trips(CR)**Met****Comment**

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)**Not Met****Comment**

A current/completed inspection was observed for all vehicles used in transporting children this date.

Comment

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

Comment

The vehicle had an approved fire extinguisher and first aid kit on this date.

Finding

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on the consultant's review of records that the director and a staff member, who participate in the transportation of children, did not obtain biannually two (2) hours of state-approved or state-accepted transportation training as required.

POI (Plan of Improvement)

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 8/24/2019

Finding

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on the consultant's review of records that five out of fifteen records were missing emergency medical information for children being transported.

POI (Plan of Improvement)

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

Correction Deadline: 8/15/2019

Correction Deadline: 2/21/2019

Corrected on 8/14/2019

.36(7)(c)3. - Previous citation observed corrected on this date.

Correction Deadline: 2/20/2019

Corrected on 8/14/2019

.36(7)(d)2. - Previous citation observed corrected on this date.

Sleeping & Resting Equipment

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

Not Met

Comment

Discussed SIDS and infant sleeping position.

Comment

Please ensure that cribs/cots are labeled for individual use.

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.

Finding

591-1-1-.30(4). requires that if cots and mats are stored in the children's activity room or area, they shall be stored to prevent children's access to them and to allow maximum use of play space. When storage is available and used for the storage of cots and mats that allows the cots, mats and any bedding to be stored without touching any other cots, mats or bedding, the bedding may be left on the cot or mat. When such storage is not available for the cots and mats, each child's bedding shall be kept separate from other children's bedding and stored in containers marked for individual use, such as, but not limited to, bins, cubbies, or bags. It was determined based on the consultant's observation that cots and mats were accessible to children in the one-year- old classroom, two-year-old classroom and the three- year- old classroom.

POI (Plan of Improvement)

The Center will store cots and mats so children do not have access to them and they don't take up play space and will store them so each child's bedding is separate from the others.

Correction Deadline: 8/14/2019

Recited on 8/14/2019

Staff Records

Records Reviewed: 4

Records with Missing/Incomplete Components: 3

Staff # 1	Met
Date of Hire: 10/24/2016	

Staff # 2	Not Met
Date of Hire: 11/08/2017	

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 3	Not Met
Date of Hire: 02/16/2018	

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 4	Not Met
Date of Hire: 02/15/2018	

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff Credentials Reviewed: 1

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

Criminal record checks were observed to be complete.

Correction Deadline: 2/20/2019

Corrected on 8/14/2019

.09(1)(a) - Previous citation observed corrected all current staff had evidence of satisfactory Comprehensive Records Check Determination as required.

Correction Deadline: 2/20/2019

Corrected on 8/14/2019

.09(1)(b) - Previous citation observed corrected all current staff had evidence of satisfactory Comprehensive Records Check Determination as required.

Correction Deadline: 2/20/2019

Corrected on 8/14/2019

.09(1)(c) - Previous citation observed corrected all current staff had evidence of satisfactory Comprehensive Records Check Determination as required.

591-1-1-.14 First Aid & CPR

Met

Comment

Complete first aid kits observed in center and on vehicles.

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR.

Comment

Please be mindful of training expiration dates.

591-1-1-.24 Personnel Records

Met

Correction Deadline: 2/25/2019

Corrected on 8/14/2019

.24(1) - Previous citation observed corrected on this date.

591-1-1-.33 Staff Training

Not Met

Comment

Discussed staff training. Please obtain required documentation.

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 the consultant's review that the cook did not have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage as required.

POI (Plan of Improvement)

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

Correction Deadline: 9/13/2019

Finding

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on the consultant's review that one staff member did not complete or have evidence of ten (10) clock hours of training for 2018.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 9/13/2019

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

Met

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

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**

Adequate supervision observed on this date.

Comment

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