



**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:** 12/20/2018 **VisitType:** Licensing Study

**Arrival:** 10:00 AM

**Departure:** 1:35 PM

**CCLC-24781**

**Tift Child Development Center**

622 West Tift Avenue Albany, GA 31706 Dougherty County  
 (229) 434-7338 lluke@swgacac.com

**Regional Consultant**

Brandi Mangino

Phone: (478) 314-9726

Fax: (478) 599-0169

brandi.mangino@dec.al.ga.gov

**Mailing Address**

P.O. Box 3767  
 Albany, GA 31701

**Quality Rated:** ★ ★

<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.  <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.
12/20/2018	Licensing Study	Good Standing	
04/05/2018	Licensing Study	Good Standing	
10/18/2017	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	Classroom 1		0	0	C	24	C	NA	NA	
Main	Classroom 2		0	0	C	24	C	NA	NA	
Main	Classroom 3		0	0	C	24	C	NA	NA	
Main	Classroom 4		0	0	C	24	C	NA	NA	
Main	Classroom 5		0	0	C	24	C	NA	NA	
Main	Classroom 6		0	0	C	24	C	NA	NA	
Main	Classroom 7		0	0	C	24	C	NA	NA	
Main	Classroom 8		0	0	C	24	C	NA	NA	
Total Capacity @35 sq. ft.: 192					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 0			Total Capacity @35 sq. ft.: 192			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Outside Playground	211	C

**Comments**

Plan of Improvement: Developed This Date 12/20/2018

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.decal.ga.gov/CCS/RulesAndRegulations.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@decal.ga.gov](mailto:CCSRefutations@decal.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://decal.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).

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.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@decal.ga.gov](mailto:qualityrated@decal.ga.gov)

LoTonya Luke, Program Official

Date

Brandi Mangino, Consultant

Date



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### Findings Report

**Date:** 12/20/2018 **VisitType:** Licensing Study

**Arrival:** 10:00 AM

**Departure:** 1:35 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)**

**Met**

**Comment**

Center does not provide swimming activities.

### Facility

**591-1-1-.19 License Capacity(CR)**

**Met**

**Comment**

Licensed capacity observed to be routinely met by center. No children were present on this date.

**591-1-1-.25 Physical Plant - Safe Environment(CR)**

**Not Met**

**Comment**

Please be mindful to keep items that pose a hazard inaccessible to children.

**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 consultant observation that the center has no warm running water in the classrooms throughout the center and only the cold water was work.

**POI (Plan of Improvement)**

The Center will ensure that children have warm running water to wash their hands with, or apply for a waiver due to a hardship of having the water corrected.

**Correction Deadline: 1/3/2019**

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**591-1-1-.26 Playgrounds(CR)****Technical Assistance****Technical Assistance**

Consultant discussed the removal of the white tarp by the sand box before children return.

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**Food Service**

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

Consultant discussed labeling foods that are outside the original containers.

**Correction Deadline: 12/20/2018**

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**Health and Hygiene**

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

No diapering children enrolled.

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

No children were present. Rule discussed with the director on this date.

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

The director stated that the center has not dispensed medication since the last regulatory visit.

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**Policies and Procedures**

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**591-1-1-.27 Posted Notices****Met****Comment**

Observed all required posted notices.

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**Safety**

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

No children were present. Rule discussed with the director on this date.

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

Proper field trip documentation and regulations regarding checklists, name tags and permission forms was discussed on this date.

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

Center does not provide routine transportation.

**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 a review of records that two staff members that participated in field trips and being the first and second check did not have the required transportation training.

**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: 12/30/2018**

**Finding**

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on a review of records that on September 7, 2018 the center participated in a field trip to Central Library where 20 children were identified as going and one child was marked as loaded at 10:11am. The children were not marked as unloaded at the destination, and not marked as loaded and unloaded when the center left the Central Library that day. It was further determined that on October 9, 2018 the center participated in a field trip to the Central Library where 12 children were identified as going. When the bus arrived back to the center that day at the end of the field trip six of 12 children were not marked as unloaded.

**POI (Plan of Improvement)**

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

**Correction Deadline: 12/21/2018**

**Finding**

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on a review of records that field trips were taken on September 7, 2018 and October 9, 2018 and no first checks were completed when the bus arrived back to the center that afternoon.

**POI (Plan of Improvement)**

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

**Correction Deadline: 12/21/2018**

**Finding**

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on a review of records that a field trip was taken on September 7, 2018 and when the bus arrived back at the center no second check was completed.

**POI (Plan of Improvement)**

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

**Correction Deadline: 12/20/2018**

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**

**Met**

**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.

<b>Staff Records</b>
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**Records Reviewed: 29**

**Records with Missing/Incomplete Components: 6**

Staff # 1	Not Met
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Date of Hire: 01/26/2017

"Missing/Incomplete Components"

.33(4)-1st Yr. Training 4 Hrs. Missing

Staff # 2	Met
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Date of Hire: 10/31/2016

Staff # 3	Met
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Date of Hire: 08/29/2005

Staff # 4	Met
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Date of Hire: 11/19/2018

Staff # 5	Met
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Date of Hire: 10/28/2016

Staff # 6	Met
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Date of Hire: 12/06/2016

Staff # 7	Met
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Date of Hire: 10/31/2016

Staff # 8	Met
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Date of Hire: 08/08/2007

Staff # 9	Met
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Date of Hire: 09/12/2018

Staff # 10	Not Met
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Date of Hire: 08/03/2018

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate

Staff # 11 Met

Staff # 12 Met

Date of Hire: 09/13/2017

Staff # 13 Not Met

Date of Hire: 10/02/2017

"Missing/Incomplete Components"

.33(4)-1st Yr. Training 4 Hrs. Missing

Staff # 14 Met

Staff # 15 Met

Date of Hire: 09/27/2016

Staff # 16 Met

Date of Hire: 09/04/2018

Staff # 17 Not Met

Date of Hire: 07/26/2018

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate

Staff # 18 Not Met

Date of Hire: 03/15/2018

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate,.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 19 Met

Date of Hire: 12/06/2016

Staff # 20 Met

Date of Hire: 11/08/2016

Staff # 21 Met

Date of Hire: 04/06/2009

Staff # 22 Met

Date of Hire: 10/25/2016

Staff # 23 Met

Date of Hire: 11/28/2016

**Records Reviewed: 29****Records with Missing/Incomplete Components: 6**

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Staff # 24 Date of Hire: 07/11/2011	Met
Staff # 25 Date of Hire: 10/24/2016	Met
Staff # 26 Date of Hire: 05/10/2006	Not Met
<u>"Missing/Incomplete Components"</u>	
.36(3)(a-b)-2 hrs. Transportation Training missing	
Staff # 27 Date of Hire: 12/06/2016	Met
Staff # 28 Date of Hire: 07/11/2005	Met
Staff # 29 Date of Hire: 08/01/2006	Met

**Staff Credentials Reviewed: 29**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Technical Assistance****Technical Assistance**

Consultant discussed new criminal record check requirements for staff and volunteers and portability request with the center director.

**Correction Deadline: 12/20/2018**

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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 that three staff members that have been employed at the center for over 90 days did not have the required health and safety orientation.

**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: 1/19/2019**



**Finding**

591-1-1-.33(4) requires all Staff who provide any direct care to children, except independent contractors, Students-in-Training and volunteers, to obtain ten (10) clock hours of training or instruction in child care issues from an accredited school or Department-approved source. At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children. It was determined based on a review of records that one staff member hired in October 2017 and one staff member hired in January 2017 was missing four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control.

**POI (Plan of Improvement)**

The Center will plan and schedule training and follow up to ensure that direct care Staff complete the required hours of training in the required subjects.

**Correction Deadline: 1/19/2019**

**Comment**

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.

Consultant discussed with the director that this is required within one year of her hire date.

**Correction Deadline: 1/19/2019**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

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

**Met**

**Comment**

There were no children present on this date. Proper ratios and classroom capacities were discussed with the director on this date.

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

**Met**

**Comment**

There were no children present on this date. Proper supervision of children, including being prompt to children's needs, was discussed with the director on this date.