



**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:** 3/19/2019    **VisitType:** Licensing Study    **Arrival:** 8:30 AM    **Departure:** 2:50 PM

**CCLC-25368**

**Eye On Your Child Care Center, Inc.**

1655 Irwin Bridge Road Conyers, GA 30012 Rockdale County  
 (770) 760-8255 eyeonyourchild@yahoo.com

**Regional Consultant**

Ashley Cunningham

Phone: (866) 374-9389

Fax: (866) 375-0880

Ashley.Cunningham@decal.ga.gov

**Mailing Address**

Same

**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.
03/19/2019	Licensing Study	Good Standing	
12/12/2018	Monitoring Visit	Good Standing	
06/06/2018	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	1Left		0	0	C	11	C	NA	NA	
Main	2nd Left	Four Year Olds	1	16	C	14	NC	NA	NA	Story
Main	2nd Right	Three Year Olds	1	12	C	17	C	NA	NA	Transitioning
Main	A-1st Right	Infants and One Year Olds	2	11	C	9	NC	NA	NA	Feeding,Free Play
Main	Fellowship Hall	Two Year Olds	2	11	C	44	C	NA	NA	Circle Time
Main	Upstairs 1L	Six Year Olds and Over	1	6	C	9	C	NA	NA	Transitioning,Not In Use
Main	Upstairs 1R		0	0	C	17	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 99			Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Playground Limitations					
Total # Children this Date: 56			Total Capacity @35 sq. ft.: 99		Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	33	C

**Comments**

A one day letter and affidavit was left.

Plan of Improvement: Developed This Date 03/19/2019

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.

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#### 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](mailto: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.

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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](mailto:qualityrated@dec.state.ga.us)

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Tiffany Millner, Program Official

Date

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Ashley Cunningham, Consultant

Date



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### Findings Report

**Date:** 3/19/2019 **VisitType:** Licensing Study

**Arrival:** 8:30 AM

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

Not Met

##### Finding

591-1-1-.12(1) requires each Employee and child in attendance to use all indoor and outdoor furniture, activity materials, and equipment in a safe and appropriate manner and in accordance with the manufacturer's instructions, recommendations, and intended use. All equipment and furniture shall be used only by the age-appropriate group of children. It was determined based on observation that a child was placed in a high chair and not strapped in. The consultant observed the straps to be missing.

##### POI (Plan of Improvement)

The Center will ensure Staff are trained in and children are taught the proper use of all furniture, materials and equipment; will implement a plan for this information to be reviewed with both groups on an ongoing basis; and for monitoring proper and age-appropriate usage.

**Correction Deadline: 3/19/2019**

##### Finding

591-1-1-.12(2) requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. It was determined based on observation that the television stand was broken in the upstairs first right room and the fabric from the sofa was torn with exposed wood.

##### POI (Plan of Improvement)

The Center will ensure that the television stand is replaced and the and the fabric on the furniture is covered, replace or repaired.

**Correction Deadline: 3/22/2019**

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

N/A

##### Comment

Center does not provide swimming activities.

### Children's Records

Child # 1

Met

**591-1-1-.08 Children's Records****Met****Comment**

Five records were observed to be complete and well organized.

**Facility****591-1-1-.19 License Capacity(CR)****Not Met****Finding**

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on observation that the center cared for 16 children in a room that was licensed for 14 children in room 2nd left room and 11 children in a room licensed for nine.

**POI (Plan of Improvement)**

The Center will limit the number of children in this space to the licensed capacity.

**Correction Deadline: 3/29/2019****Recited on 3/19/2019****591-1-1-.25 Physical Plant - Safe Environment(CR)****Not Met****Comment**

No hazards observed accessible to children on this date.

**Technical Assistance**

591-1-1-.25(11) - The consultant observed the floor to not be smooth in that carpet was frayed in the upstairs left room. Please ensure that you taped or repair the frayed carpet. The room is an after school room and was not in use.

**Correction Deadline: 4/18/2019****Technical Assistance**

591-1-1-.25(3) - The consultant observed that the center is being renovated. The center is having the cabinets in the infant room repaired as well as the shelf in the 2nd right room repaired. The center will ensure to remove the unstable shelf until it is repaired.

**Correction Deadline: 3/19/2019****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 observation that in the upstairs first right room there were electrical wall plates missing from receptacles.

**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: 3/19/2019****591-1-1-.26 Playgrounds(CR)****Not Met****Correction Deadline: 12/28/2018**

Corrected on 3/19/2019

.26(4) - Previous citation corrected. The center will ensure to monitor the fencing as needed and make any repaired necessary. The center will also ensure that the fencing stays at a minimum four foot requirement. Consultant discussed adding to the top of the fence if necessary.

Correction Deadline: 12/28/2018

Corrected on 3/19/2019

.26(6) - Previous citation corrected.

**Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that the black tubing around that small play structure was cracked and detached.

**POI (Plan of Improvement)**

The Center will replace or repair the tubing.

Correction Deadline: 3/29/2019

<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition**

**Not Met**

**Comment**

Center menu meets USDA guidelines.

**Technical Assistance**

591-1-1-.15(2) - The center will ensure that a copy of the children infant feeding is in the classroom as well as the child's file.

Correction Deadline: 3/19/2019

**Finding**

591-1-1-.15(3) requires baby bottles and formula to be labeled with the individual child's name; supplied by the Parent daily in bottles; and refrigerated at a temperature of forty (40) degrees Fahrenheit or less. Only the current day's formula or breast milk shall be served. If formula must be provided by the Center, only commercially prepared, ready-to-feed formula shall be used. Refrigerated or frozen breast milk shall only be heated or thawed under warm running water or in a container of warm water. It was determined based on observation that a temperature of forty (40) degrees Fahrenheit or less could not be determined because there was no thermometer in the infant refrigerator.

**POI (Plan of Improvement)**

The center will ensure to place a refrigerator in the refrigerator in the infant room. The Center will train Staff to follow the required procedures, ensure that parents are fully informed, and will review and monitor regularly.

Correction Deadline: 3/22/2019

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

**Met**

**Comment**

Kitchen appears clean and well organized.

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)**

**Met**

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Met**

**Comment**

Proper hand washing observed throughout the center.

**Comment**

Staff were observed to remind children to wash hands.

**591-1-1-.20 Medications(CR)****Technical Assistance****Comment**

Please document N/A or none if no adverse reaction is observed.

**Technical Assistance**

591-1-1-.20(3) - Discussed proper medication documentation and procedures. Please ensure that parents are putting dates that the medication or ointment shall be given.

**Correction Deadline: 3/19/2019**

**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 observation that the center did not have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations.

**POI (Plan of Improvement)**

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

**Correction Deadline: 3/29/2019**

**Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on observation that the center did not have documentation that a lock down drill had been conducted every six months.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

**Correction Deadline: 3/29/2019**

**591-1-1-.27 Posted Notices****Technical Assistance****Technical Assistance**

591-1-1-.27 - Please ensure that you post names of persons responsible for the administration of the center in the administrator's absence.

**Correction Deadline: 3/19/2019**

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

Center does not keep animals on premises.

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

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

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

Center does not participate in field trips at this time.

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**591-1-1-.36 Transportation(CR)****Met****Comment**

Complete documentation of transportation observed.

**Comment**

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

**Correction Deadline: 12/28/2018****Corrected on 3/19/2019****.36(4)(b) - Previous citation corrected in that the seat was repaired and there was no foam exposed on the van.**

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

Discussed SIDS and infant sleeping position.

**Correction Deadline: 12/12/2018****Corrected on 3/19/2019****.30(2)(c) - Previous citation corrected.**

<b>Staff Records</b>
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**Records Reviewed: 10****Records with Missing/Incomplete Components: 8**

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Staff # 1

Not Met

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 2

Not Met

Date of Hire: 03/04/2019

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 3

Met

Date of Hire: 02/26/2019

Staff # 4

Met

Date of Hire: 10/09/2018

Staff # 5

Not Met

Date of Hire: 06/11/2018

"Missing/Incomplete Components"



**Records Reviewed: 10****Records with Missing/Incomplete Components: 8**

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.33(3)-Health & Safety Certificate

Staff # 6

Not Met

Date of Hire: 10/08/2018

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.33(3)-Health & Safety Certificate

Staff # 7

Not Met

Date of Hire: 10/30/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training

Staff # 8

Not Met

Date of Hire: 03/23/2018

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.33(3)-Health & Safety Certificate

Staff # 9

Not Met

Date of Hire: 02/01/2013

"Missing/Incomplete Components"

.33(4)-Food Prep Training Missing 4 hrs.,.33(5)-10 Hrs. Annual Training

Staff # 10

Not Met

Date of Hire: 07/12/2016

"Missing/Incomplete Components"

.33(4)-Food Prep Training Missing 4 hrs.,.33(5)-10 Hrs. Annual Training

**Staff Credentials Reviewed: 10**

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

**Not Met**

**Comment**

Criminal record checks were observed to be complete.

**Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of staff files that staff #2 was hired on March 4, 2019 and had a a satisfactory comprehensive records check determination letter that was outside of its portability date.

**POI (Plan of Improvement)**

**IMMEDIATE CORRECTION** - The Center will ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will ensure CRC rules are maintained.

**Correction Deadline: 3/19/2019**

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**591-1-1-.14 First Aid & CPR****Met****Comment**

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

**Comment**

Please be mindful of training expiration dates. Be sure to check kits monthly

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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 observation that five staff did not have evidence of health and safety orientation training.

**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: 6/28/2019**

**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 a review of staff files that the cook and director did not have evidence of completing four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage.

**POI (Plan of Improvement)**

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

**Correction Deadline: 4/18/2019**

**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 a review of staff files that five staff did not have evidence of completing ten hours of annual 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: 4/18/2019**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Technical Assistance**

591-1-1-.31(2)(b)3.(ii)(I) - (VIII) - Please ensure that you develop a written plan for newly hired teacher's who do not possess the educational credential or degree and place it in their file. The consultant emailed an professional development plan to the centers email address on this date.

**Correction Deadline: 3/19/2019**

**Staffing and Supervision****Comment**

Center observed to maintain appropriate staff:child ratios.

**Comment**

Adequate supervision observed on this date.