



**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:** 10/28/2019 **VisitType:** Complaint Investigation & Monitoring Visit **Arrival:** 9:35 AM **Departure:** 12:45 PM

**CCLC-2725**

**Miss Kay's Daycare And Learning Center**

16 Pine Street Monticello, GA 31064 Jasper County  
 (706) 468-2718 misskays@bellsouth.net

**Regional Consultant**

Valarie Musselwhite  
 Phone: (770) 357-9988  
 Fax: (678) 302-2440  
 valarie.musselwhite@decal.ga.gov

**Mailing Address**

P. O. BOX 168  
 MONTICELLO, GA 31064

**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.
10/28/2019	Complaint Investigation & Monitoring Visit	Good Standing	
04/30/2019	Monitoring Visit	Good Standing	
11/05/2018	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
Annex	School-age		0	0	C	20	C	28	C	
Total Capacity @35 sq. ft.: 20			Total Capacity @25 sq. ft.: 118							
Main	1L (6year-11years)		0	0	C	26	C	36	C	
Main	1R (infants-1year)	Infants and One Year Olds and Two Year Olds	3	17	C	20	C	NA	NA	Diapering, Free Play
Main	2L (3years-4years)	Three Year Olds and Four Year Olds	1	13	C	32	C	NA	NA	Music
Main	2R (1year-2 years)	Two Year Olds and Three Year Olds	1	8	C	20	C	NA	NA	Story
Total Capacity @35 sq. ft.: 98			Total Capacity @25 sq. ft.: 118							
Total # Children this Date: 38			Total Capacity @35 sq. ft.: 118			Total Capacity @25 sq. ft.: 118				

Building	Playground	Playground Occupancy	Playground Compliance
Annex	Annex Playground	177	C
Main	Main Playground	170	C

**Comments**

The consultant and director discussed ratios, mixing ages, lead teacher requirements, and fall zones.

Plan of Improvement: Developed This Date 10/28/2019

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.al.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@dec.al.ga.gov](mailto: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).

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](mailto:qualityrated@dec.al.ga.gov)

---

Martha Kindred, Program Official

Date

---

Valarie Musselwhite, Consultant

Date



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

### Findings Report

**Date:** 10/28/2019 **VisitType:** Complaint Investigation & Monitoring Visit **Arrival:** 9:35 AM **Departure:** 12:45 PM

#### CCLC-2725

#### Miss Kay's Daycare And Learning Center

16 Pine Street Monticello, GA 31064 Jasper County  
(706) 468-2718 misskays@bellsouth.net

#### Mailing Address

P. O. BOX 168  
MONTICELLO, GA 31064

#### Regional Consultant

Valarie Musselwhite

Phone: (770) 357-9988

Fax: (678) 302-2440

valarie.musselwhite@dec.al.ga.gov

The following information is associated with a Monitoring Visit:

### Activities and Equipment

#### 591-1-1-.03 Activities

Not Met

#### Technical Assistance

591-1-1-.03(13) - Please ensure the posted daily schedule is followed.

**Correction Deadline: 10/28/2019**

#### Finding

591-1-1-.03(8) requires a center to provide individual attention to each child by responding promptly to the child's distress signals and need for comfort. It was determined based on an observation that staff in Classroom 1R remained sitting and did not respond to child's distress signals or offer comfort.

#### POI (Plan of Improvement)

The Center will provide staff training in when and how to respond appropriately to children's distress signals and need for comfort.

**Correction Deadline: 10/28/2019**

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

Technical Assistance

#### Technical Assistance

591-1-1-.12(2) - Please ensure tears on red chair and blue couch in Classroom 1R are covered or repaired.

**Correction Deadline: 10/28/2019**

#### Technical Assistance

591-1-1-.12(8) - Please remove the bitten/chewed foam blocks from Classroom 2R.

**Correction Deadline: 10/28/2019**

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

N/A

#### Comment

Center does not provide swimming activities.

Facility

---

**591-1-1-.06 Bathrooms** **Met**

**Correction Deadline: 4/30/2019**

**Corrected on 10/28/2019**

**.06(5) - Correction of previous citation in that staff stated children who are four-years-old and older use the restroom one at a time to offer the required privacy.**

---

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

**Comment**

Licensed capacity observed to be routinely met by center. Consultant and director discussed using entire room for children in Classroom 2L, or completing an amendment to split to room into two rooms.

---

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

**Comment**

Center appears clean and well maintained.

---

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

**Finding**

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on an observation that the blue merry-go-round on the Main Playground had zero inches of resilient surfacing when three inches were required. It was further determined, that the fall zone in the front and back of the swings on the Main Playground measured 7 feet 3 inches when 11 feet 3 inches was required.

**POI (Plan of Improvement)**

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

**Correction Deadline: 11/7/2019**

<b>Food Service</b>
---------------------

---

**591-1-1-.15 Food Service & Nutrition** **Met**

**Correction Deadline: 5/1/2019**

**Corrected on 10/28/2019**

**.15(2) - Correction of previous citation in that the consultant observed current and complete infant feeding plans.**

**Correction Deadline: 11/5/2018**

**Corrected on 10/28/2019**

**.15(3) - Correction of previous citation in that staff stated a bottle warmer was used to warm bottles.**

<b>Health and Hygiene</b>
---------------------------

---

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

**Comment**

Proper diapering procedures observed.

---

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

**Technical Assistance**

591-1-1-.17(7) - Please ensure children are washing their hands immediately upon arrival at the center for care.

**Correction Deadline: 10/28/2019**

**Finding**

)591-1-1-.17(7)(a) requires washcloth handwashing be used only for infants when the infant is too heavy to hold or cannot stand safely and for children with special needs; requires that an individual washcloth be used only once for each child before laundering. It was determined based on an observation that staff washed an infant's hand with a baby wipe after diapering, when hand washing with warm soap and water was required.

**POI (Plan of Improvement)**

The Center will train Staff on how to correctly use washcloth handwashing and will review and monitor.

**Correction Deadline: 10/28/2019**

---

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

**Met**

**Comment**

Documentation for medication dispensing observed complete.

**Safety**

---

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

**Met**

**Comment**

Age-appropriate discussion and redirection observed.

---

**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)**

**Technical Assistance**

**Correction Deadline: 4/30/2019**

**Corrected on 10/28/2019**

.30(1)(a)3 - Correction of previous citation in that staff stated crib sheets are washed daily.

**Technical Assistance**

591-1-1-.30(1)(d) - Please ensure cribs are 12 inches apart when in use.

**Correction Deadline: 10/28/2019**

**Staff Records**

---

**Records Reviewed: 10**

**Records with Missing/Incomplete Components: 1**

Staff # 1	Met
Staff # 2	Met
Staff # 3	Not Met
Date of Hire: 06/15/2011	
<u>"Missing/Incomplete Components"</u>	
.31(2)(b)2.-Staff Qualifications-Education Missing	
Staff # 4	Met

**Records Reviewed: 10**

**Records with Missing/Incomplete Components: 1**

Date of Hire: 09/19/2019

Staff # 5

Met

Date of Hire: 12/28/2009

Staff # 6

Met

Date of Hire: 03/06/2018

Staff # 7

Met

Date of Hire: 11/16/1987

Staff # 8

Met

Date of Hire: 05/26/2005

Staff # 9

Met

Date of Hire: 11/16/1987

Staff # 10

Met

Date of Hire: 03/31/2003

**Staff Credentials Reviewed: 5**

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

**Met**

**Comment**

Criminal record checks were observed to be complete.

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

**Not Met**

**Finding**

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on a review of records that one lead teacher hired on June 15, 2011 did not have a current credential.

**POI (Plan of Improvement)**

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

**Correction Deadline: 1/31/2020**

**Recited on 10/28/2019**

**Staffing and Supervision**

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

**Not Met**

**Finding**

591-1-1-.32(2) requires the Center maintain Staff:child ratios in mixed-age groups based on the age of the youngest group of children that includes more than twenty percent of the total number of children in the mixed-age group. It was determined based on an observation that one staff exited Classroom 1R momentarily, and left the classroom with a ratio of 2:16 when a ratio of 3:16 was required.

**POI (Plan of Improvement)**

The Center will provide adequate staff when there is a mixed-age group.

**Correction Deadline: 10/28/2019**

---

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

**Met**

**Correction Deadline: 4/30/2019**

**Corrected on 10/28/2019**

**.32(7) - Correction of previous citation in that the consultant observed adequate supervision.**