



**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: 5/8/2020 **VisitType:** Licensing Study **Arrival:** 11:05 AM **Departure:** 4:00 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: ★

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.
05/08/2020	Licensing Study	Good Standing	
11/05/2019	Complaint Closure	Good Standing	
10/28/2019	Complaint Investigation & 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
Annex	School-age	Four Year Olds and Five Year Olds	2	12	C	20	C	28	C	Nap
			Total Capacity @35 sq. ft.: 20			Total Capacity @25 sq. ft.: 118				
Main	1L (6year-11years)	Six Year Olds and Over	1	17	C	26	C	36	C	TV,Nap
Main	1R (infants-1year)	Infants and One Year Olds and Two Year Olds	2	5	C	20	C	NA	NA	Nap
Main	2L (3years-4years)	Three Year Olds and Four Year Olds	1	9	C	32	C	NA	NA	Nap
Main	2R (1year-2 years)	Two Year Olds	1	9	C	20	C	NA	NA	Nap
			Total Capacity @35 sq. ft.: 98			Total Capacity @25 sq. ft.: 118				
Total # Children this Date: 52			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

An Administrative Review was conducted on May 8, 2020.

Plan of Improvement: No Plan Developed

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/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.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

Martha Kindred, Program Official

Date

Valarie Musselwhite, Consultant

Date



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Findings Report

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Defer

Defer

591-1-1-.03(8) - Citation deferred due to the virtual visit being conducted during rest time.

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)

Met

Comment

A variety of equipment and toys were observed throughout the center. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

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

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 3

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met

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

Records were observed to be complete and well organized through an Administrative Review conducted on May 8, 2020.

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)**Met****Comment**

Center appears clean and well maintained.

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

Correction Deadline: 11/7/2019

Corrected on 5/8/2020

.26(8) - Correction of previous citation in that the consultant was able to observe adequate fall zones through pictures sent from the Director.

Food Service

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

Center menu observed to meet USDA guidelines through an Administrative Review conducted on May 8, 2020.

Health and Hygiene

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

Staff stated proper knowledge of diapering procedures. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date.

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

Correction Deadline: 10/28/2019

Corrected on 5/8/2020

.17(7)(a) - Correction of previous citation in that staff stated proper knowledge of infant hand washing after diapering procedures occur.

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

Documentation for medication dispensing observed complete.

Policies and Procedures

591-1-1-.29 Required Reporting**Met**

Correction Deadline: 11/5/2019

Corrected on 5/8/2020

.29(3) - Correction of previous citation in that the Director stated proper knowledge of required report policies and procedures.

Safety

591-1-1-.05 Animals

N/A

Comment

Center does not keep animals on premises.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director 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)

Met

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Technical Assistance

Technical Assistance

591-1-1-.30(1)(d) - The consultant and director discussed mat placement during nap time required during the pandemic. The consultant and director discussed after the modifications of mat placement are released the center should return to a minimum of twenty-four inch (24") corridor between each row of sleeping or resting equipment. There shall be a minimum of twelve inches (12") between each piece of sleeping or resting equipment in each row of equipment. Children shall be placed on cots and mats so that one child's head is toward another child's feet in the same row.

Correction Deadline: 5/8/2020

Staff Records

Records Reviewed: 11

Records with Missing/Incomplete Components: 0

Staff # 1	Met
Staff # 2	Met
Staff # 3 Date of Hire: 06/15/2011	Met
Staff # 4	Met
Staff # 5 Date of Hire: 09/19/2019	Met
Staff # 6	Met

Records Reviewed: 11**Records with Missing/Incomplete Components: 0**

Date of Hire: 12/28/2009

Staff # 7

Met

Date of Hire: 03/06/2018

Staff # 8

Met

Date of Hire: 11/16/1987

Staff # 9

Met

Date of Hire: 05/26/2005

Staff # 10

Met

Date of Hire: 11/16/1987

Staff # 11

Met

Date of Hire: 03/31/2003

Staff Credentials Reviewed: 5**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Current and Comprehensive Satisfactory Criminal Record Checks were observed to be complete for all staff through an Administrative Review conducted on May 8, 2020.

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

Evidence observed of 100% of center staff certified in First Aid and CPR through an Administrative Review conducted on May 8, 2020.

591-1-1-.33 Staff Training**Met****Comment**

Complete documentation observed of required staff training through an Administrative Review conducted on May 8, 2020.

591-1-1-.31 Staff(CR)**Not Met****Finding**

591-1-1-.31(13) prohibits Center Staff from committing any criminal act, as defined under Georgia law, in the presence of any child enrolled in the Center and requires Center staff to comply with all applicable laws and regulations. It was determined based on an observation, during a virtual visit walk through, Classroom 1L and Classroom Annex did not have children spaced at least six feet apart while resting on mats as instructed by the Executive Order due to COVID-19.

POI (Plan of Improvement)

The Center will ensure that all Staff comply with all applicable laws and regulations. The staff will use all floor space that allow for the amount of space needed to have children six feet apart.

Correction Deadline: 6/15/2020**Correction Deadline: 1/31/2020****Corrected on 5/8/2020**

.31(2)(b)2. - Correction of previous citation in that the center had qualified lead teachers for all classrooms in place.

Staffing and Supervision

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

Met

Correction Deadline: 10/28/2019

Corrected on 5/8/2020

.32(2) - Correction of previous citation in that the consultant observed adequate staff:child ratios during a virtual visit conducted on June 12, 2020.

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

Met

Comment

Adequate supervision observed on this date.