



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: 11/5/2018 **VisitType:** Licensing Study **Arrival:** 9:50 AM **Departure:** 1:15 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.
11/05/2018	Licensing Study	Good Standing	
01/24/2018	Monitoring Visit	Good Standing	
08/01/2017	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	3	13	C	20	C	NA	NA	Floor Play,Lunch,Nap
Main	2L (3years-4years)	Three Year Olds and Four Year Olds	1	11	C	32	C	NA	NA	Centers
Main	2R (1year-2 years)	Two Year Olds and Three Year Olds	2	17	C	20	C	NA	NA	Free Play
Total Capacity @35 sq. ft.: 98			Total Capacity @25 sq. ft.: 118							
Total # Children this Date: 41			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 proper medication documentation and infant feeding plans. The consultant had printer problems during the visit. The consultant emailed the licensing study report and infant feeding plan form to the center.

Plan of Improvement: Developed This Date 11/05/2018

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.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

Date: 11/5/2018 **VisitType:** Licensing Study **Arrival:** 9:50 AM **Departure:** 1:15 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Technical Assistance

Technical Assistance

591-1-1-.03(13) - Please post a daily schedule of activities for Classroom 1R.

Correction Deadline: 11/5/2018

Technical Assistance

591-1-1-.03(2) - Please ensure lesson plans are current and available for the consultant to observe.

Correction Deadline: 11/5/2018

Technical Assistance

591-1-1-.03(8) - Please ensure children's individual needs are met. The consultant and director discussed multitasking and prioritizing tasks in the classroom.

Correction Deadline: 11/5/2018

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)

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 4

Records with Missing/Incomplete Components: 0

Child # 1

Met

Child # 2

Met

Child # 3 Met

Child # 4 Met

591-1-1-.08 Children's Records

Met

Comment

Records were observed to be complete and well organized.

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

Center appears clean and well maintained.

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

Met

Comment

Playground observed to be clean and in good repair.

Food Service

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

Not Met

Finding

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined based on a review of records that staff did not have complete infant feeding plans for seven children under the age of one in Classroom 1R.

POI (Plan of Improvement)

The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis that will include center staff involved with enrollment and those working in the infant classrooms.

Correction Deadline: 11/6/2018

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 a staff statement that bottles are warmed in the microwave.

POI (Plan of Improvement)

The Center will train staff to follow the required procedures and warm bottles using warm water.

Correction Deadline: 11/5/2018

Health and Hygiene

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

Comment

Proper diapering procedures observed.

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

Comment

Proper hand washing observed throughout the center.

591-1-1-.20 Medications(CR) **Not Met**

Finding

591-1-1-.20(3) requires the Center to maintain a record of medication dispensed that includes the date, time and amount of medication, any noticeable adverse reaction, and the signature or initials of the person administering the medication. It was determined based on an observation that Classroom 1R has prescription Exema cream, prescription diaper rash cream, and prescription Resinol ointment and did not have documentation of dispensing the medication.

POI (Plan of Improvement)

The Center will train Staff responsible for dispensing medication in the accurate completion and storage of the records and will implement a plan to monitor this.

Correction Deadline: 11/5/2018

Finding

591-1-1-.20(5) requires that medicines no which are no longer to be dispensed shall be returned to the child's Parent(s) immediately. It was determined based on an observation and staff statements that prescription Exema lotion, prescription Resional ointment, and prescription diaper rash cream were not returned to the parent after use in Classroom 1R. Staff stated the medication were no longer used. It was further determined, that children's cough syrup was not returned to the parent after use and kept in Classroom 2R.

POI (Plan of Improvement)

The Center will train staff on a system for tracking the use of medications and returning them to parent.

Correction Deadline: 11/5/2018

Safety

591-1-1-.05 Animals **N/A**

Comment

Center does not keep animals on premises.

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

Comment

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

591-1-1-.13 Field Trips(CR) **N/A**

Comment

Center does not participate in field trips at this time.

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)

Not Met

Technical Assistance

591-1-1-.30 - Please ensure all cribs are labeled for each child.

Finding

591-1-1-.30(1)(a)3 requires that each crib shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. It was determined based on an observation that six of thirteen cribs did not have tight fitting sheets. The consultant observed the cribs in use during nap time. Staff stated crib sheets are washed four times a week.

POI (Plan of Improvement)

The center will ensure that each crib has an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant.

Correction Deadline: 11/5/2018

Technical Assistance

591-1-1-.30(1)(b) - Please ensure staff are placing children who have fallen asleep before rest time on a cot.

Correction Deadline: 11/5/2018

Technical Assistance

591-1-1-.30(1)(b)4 - Please ensure children's blankets are not touching when stored between use in Classroom 1L.

Correction Deadline: 11/5/2018

Technical Assistance

591-1-1-.30(1)(d) - Please ensure cribs are twelve inches apart.

Correction Deadline: 11/5/2018

Staff Records

Records Reviewed: 13

Records with Missing/Incomplete Components: 6

Staff # 1 Not Met

Date of Hire: 05/26/2005

"Missing/Incomplete Components"

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

Staff # 2 Met

Date of Hire: 12/28/2009

Staff # 3 Met

Date of Hire: 03/31/2003

Staff # 4 Not Met

Date of Hire: 03/06/2018

"Missing/Incomplete Components"

.14(2)-CPR missing

Staff # 5 Not Met

Date of Hire: 05/09/2018

Records Reviewed: 13

Records with Missing/Incomplete Components: 6

"Missing/Incomplete Components"

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

Staff # 6 Met
Date of Hire: 11/16/1987

Staff # 7 Not Met
Date of Hire: 11/06/2017

"Missing/Incomplete Components"

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

Staff # 8 Met
Date of Hire: 06/15/2011

Staff # 9 Met
Date of Hire: 11/08/2007

Staff # 10 Met
Date of Hire: 11/16/1987

Staff # 11 Met
Date of Hire: 07/18/1988

Staff # 12 Not Met
Date of Hire: 04/23/2018

"Missing/Incomplete Components"

.14(2)-CPR missing

Staff # 13 Not Met
Date of Hire: 03/10/2015

"Missing/Incomplete Components"

.14(2)-CPR missing

Staff Credentials Reviewed: 13

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

Comment

Criminal record checks were observed to be complete.

591-1-1-.14 First Aid & CPR Not Met

Finding

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of records that six of thirteen staff did not have current First Aid and CPR training.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date. Consultant and director discussed that online CPR training is not acceptable.

Correction Deadline: 12/7/2018

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

Comment

Documentation observed of required staff training. Please remember, if the cook will be used in the classroom as a floater she will need to obtain Health and Safety training and Annual training.

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

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.