



**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:** 4/30/2019    **VisitType:** Monitoring Visit    **Arrival:** 2:00 PM    **Departure:** 4:55 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.
04/30/2019	Monitoring Visit	Good Standing	
11/05/2018	Licensing Study	Good Standing	
01/24/2018	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
Annex	School-age	Six Year Olds and Over	1	13	C	20	C	28	C	Outside,Art
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	Free Play
Main	1R (infants-1year)	Infants and One Year Olds	3	14	C	20	C	NA	NA	Floor Play
Main	2L (3years-4years)	Three Year Olds and Four Year Olds	1	21	C	32	C	NA	NA	Outside
Main	2R (1year-2 years)	Two Year Olds	1	9	C	20	C	NA	NA	Outside,Music
Total Capacity @35 sq. ft.:			98		Total Capacity @25 sq. ft.: 118					
Total # Children this Date: 74			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 creating a supervision plan for the School House Annex, supervision on the playground, and warming bottles. A plan of improvement was left. A plan of improvement notice was left.

Plan of Improvement: To Be Submitted

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.

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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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Martha Kindred, Program Official

Date

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Valarie Musselwhite, Consultant

Date



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### Findings Report

**Date:** 4/30/2019    **VisitType:** Monitoring Visit    **Arrival:** 2:00 PM    **Departure:** 4:55 PM

#### CCLC-2725

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

Technical Assistance

#### Technical Assistance

591-1-1-.03(14) - Please ensure all movies are Rated G.

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

#### Technical Assistance

591-1-1-.03(9) - Please ensure staff redirect children from playing in wood chips on the playground.

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

#### 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-.06 Bathrooms

Not Met

#### Finding

591-1-1-.06(5) requires Center Staff to provide platforms or sets of steps at the toilets and sinks to assist children who are unable to use the fixtures comfortably when child-size fixtures are not provided. In Centers with a licensed capacity of 19 or more children, the toilet facilities for children aged four (4) and older shall be suitably screened for privacy. It was determined based on an observation that staff allowed the restroom door to stay open and the restroom visible to the classroom while four-year-old children were using the restroom.

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

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

**Comment**  
Licensed capacity observed to be routinely met by center.

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

**Comment**  
Center appears clean and well maintained.

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

**Technical Assistance**  
591-1-1-.26(8) - Consultant and director discussed adding resilient surfacing around the swings to ensure the full fall zone area is covered.

**Correction Deadline: 5/10/2019**

**Technical Assistance**  
591-1-1-.26(9) - Please be mindful of bucket swings on the playground with rusting chains.

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

<b>Food Service</b>
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**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 four of six infants did not have current infant feeding plans on file in Classroom 1R.

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

**Recited on 4/30/2019**

**Defer**  
591-1-1-.15(3)- Citation deferred until next visit. Consultant and director discussed removing the microwave from the classroom and putting a bottle warmer in an easily accessed spot to ensure proper bottle warming.

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

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

**Comment**  
Proper diapering procedures observed.

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

**Technical Assistance**  
591-1-1-.17(7) - Please ensure children are washing their hands after being diapered.

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

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

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

**Corrected on 4/30/2019**  
.20(3) - Correction of previous citation in that the director stated the center is not administering medication at this time and has not since the previous regulatory visit.

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

**Corrected on 4/30/2019**  
.20(5) - Correction of previous citation in that the consultant did not observe any medication on this date and the director stated medication is not being given at the center.

<b>Safety</b>
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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-.36 Transportation(CR)** **Met**

**Comment**  
Center does not provide routine transportation.

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)** **Not Met**

**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 a staff statement that crib sheets are changed three times a week.

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

**Recited on 4/30/2019**

<b>Staff Records</b>
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**Records Reviewed: 13**

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

Staff # 1	Met
Date of Hire: 03/18/2019	
Staff # 2	Met
Date of Hire: 05/26/2005	
Staff # 3	Met
Date of Hire: 12/28/2009	
Staff # 4	Met
Date of Hire: 03/31/2003	
Staff # 5	Met
Date of Hire: 03/06/2018	
Staff # 6	Met
Date of Hire: 11/16/1987	
Staff # 7	Met
Date of Hire: 11/06/2017	
Staff # 8	Met
Date of Hire: 06/15/2011	
Staff # 9	Met
Date of Hire: 02/13/2019	
Staff # 10	Met
Date of Hire: 11/16/1987	
Staff # 11	Met
Date of Hire: 07/18/1988	
Staff # 12	Met
Date of Hire: 04/23/2018	

Staff # 13

Not Met

Date of Hire: 03/10/2015

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education 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**

**Met**

**Correction Deadline: 12/7/2018**

**Corrected on 4/30/2019**

**.14(2) - Correction of previous citation in that the consultant observed 100% of staff to have current First Aid and CPR training.**

**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 March 10, 2015 did not have a current credential.

**Correction Deadline: 7/31/2019**

**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)**

**Not Met**



**Finding**

591-1-1-.32(7) requires that children be supervised at all times and that the persons supervising in the child care area be alert, able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the chaperones and Students-in-Training, and provide timely attention to the children's actions and needs. It was determined based on an observation that staff stood in the threshold between a Classroom 2R and the playground while supervising two children using the restroom in the classroom and seven children on the playground. It was further determined, that staff stood in the threshold between a Classroom 2L and the playground while supervising children using the restroom and children on the playground.

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