



**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: 11/7/2018 **VisitType:** Licensing Study **Arrival:** 9:20 AM **Departure:** 2:10 PM

CCLC-27836

Miss Jan's Nursery & Playschool, Inc.

2021 Palmyra Road Albany, GA 31701 Dougherty County
(229) 436-8036 c.sue.martin8144@gmail.com

Regional Consultant

Brandi Mangino

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Mailing Address
Same

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.
11/07/2018	Licensing Study	Good Standing	
03/20/2018	Licensing Study	Good Standing	
10/03/2017	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	Room A (9 mo-16 mo)	One Year Olds and Two Year Olds	1	4	C	6	C	NA	NA	Free Play
Main	Room B (14 mo-24 mo)	One Year Olds	1	5	C	7	C	NA	NA	Free Play
Main	Room C (6 wks-7 mo)	Infants	1	5	C	5	C	NA	NA	Floor Play
Main	Room D (2 Yrs.)	Two Year Olds	1	6	C	18	C	NA	NA	Circle Time
Main	Room E (4 Yrs.)	Three Year Olds	1	10	C	11	C	NA	NA	Circle Time
Main	Room F (3 Yrs.)	Three Year Olds and Four Year Olds	1	9	C	11	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.:			58			Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 39			Total Capacity @35 sq. ft.: 58			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	38	C

Comments

One-day letter left on this date.

Plan of Improvement: Developed This Date 11/07/2018

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.decal.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@decal.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://decal.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.decal.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@decal.ga.gov

Carla Martin, Program Official

Date

Brandi Mangino, Consultant

Date



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Findings Report

Date: 11/7/2018 **VisitType:** Licensing Study **Arrival:** 9:20 AM **Departure:** 2:10 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**

Consultant observed lesson plans and daily schedules in each classroom. Consultant discussed following the schedule activities for alternate activities when the children cannot go outside due to weather.

Correction Deadline: 11/7/2018

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)**Met****Comment**

Center does not provide swimming activities.

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)**Technical Assistance****Comment**

Please be mindful to keep items that pose a hazard inaccessible to children.

Technical Assistance

Consultant discussed fans in Room C and Room D and making sure they remain out of reach of children. The fans were not within reach of children in Room D on this date, but could potentially be. In Room C it was near a crib and the infant was not standing on their own at this time, but when they do it would be within reach.

Correction Deadline: 12/7/2018

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

Consultant discussed that the fencing on the left and back sides of the playground measured approximately three and a half feet and it needs to meet the four foot height requirement. Consultant further discussed cleaning the outside toys and equipment.

Correction Deadline: 11/7/2018

Food Service

591-1-1-.15 Food Service & Nutrition**Technical Assistance****Comment**

Please ensure that infant feeding forms are updated regularly.

Technical Assistance

Consultant discussed the labeling of food once outside the original container.

Correction Deadline: 11/7/2018

Health and Hygiene

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

Staff state proper knowledge of diapering procedures.

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

Staff were observed to remind children to wash hands.

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

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Not Met****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 a review of records that the center did not complete a fire drill for September 2018 or October 2018. It was further determined that the center has no record of tornado drills or other emergency drills being completed.

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: 11/30/2018

Safety

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

Age-appropriate discussion and/or redirection observed.

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

Comment

Discussed SIDS and infant sleeping position.

Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Finding

591-1-1-.30(1)(a)2 requires that a crib mattress is firm, tight-fitting without gaps, at least 2 inches thick and covered with a waterproof, washable material. Before a change of occupant, each mattress shall be cleaned with a disinfectant. It was determined based on consultant observation that in Room B four of six crib mattresses were observed to not be tight-fitting and had exposed gaps.

POI (Plan of Improvement)

The center will ensure that a crib mattress is firm, tight-fitting without gaps, at least

Correction Deadline: 11/9/2018

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 consultant observation that three of six crib sheets in Room B were observed to not be tight fitting on this date.

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: 11/7/2018

Staff Records

Records Reviewed: 10

Records with Missing/Incomplete Components: 4

Staff # 1

Met

Date of Hire: 01/02/2009

Staff # 2

Not Met

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 3

Met

Date of Hire: 03/11/2015

Staff # 4

Not Met

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 5

Met

Date of Hire: 06/11/2009

Records Reviewed: 10

Records with Missing/Incomplete Components: 4

Staff # 6 Met
Date of Hire: 06/24/2009

Staff # 7 Not Met
Date of Hire: 07/13/2015

"Missing/Incomplete Components"
.09-Criminal Records Check Missing

Staff # 8 Met
Date of Hire: 01/01/2009

Staff # 9 Not Met
Date of Hire: 01/02/2009

"Missing/Incomplete Components"
.09-Criminal Records Check Missing

Staff # 10 Met
Date of Hire: 01/02/2018

Staff Credentials Reviewed: 10

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met

Finding

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that two staff members never submitted for their comprehensive background check.

POI (Plan of Improvement)

The Center will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required.

Correction Deadline: 11/7/2018

Finding

591-1-1-.09(1.) (b) requires the Center to ensure that every Director has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Director has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of records that the center director did not have a comprehensive background check.

POI (Plan of Improvement)

The Center will ensure that the Director has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Director has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required.

Correction Deadline: 11/7/2018

Finding

591-1-1-.09(1)(d) requires the Center to ensure that every Provisional Employee has a valid and current satisfactory Fingerprint Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center and must be supervised at all times by a Director or Employee with a valid and current satisfactory Comprehensive Records Check Determination. The Fingerprint Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Provisional Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Fingerprint Records Check Determination is required. It was determined based on consultant observation and a review of criminal record check determination letter that two center staff were present in classroom with national checks unsupervised.

POI (Plan of Improvement)

The Center will ensure that every Provisional Employee has a valid and current satisfactory Fingerprint Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center and must be supervised at all times by a Director or Employee with a valid and current satisfactory Comprehensive Records Check Determination. The Fingerprint Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Provisional Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Fingerprint Records Check Determination is required.

Correction Deadline: 11/7/2018

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 records that a center staff member started in July 2015 and their portability expired in February 2015, and another staff member started in 2017 with an expired portability.

POI (Plan of Improvement)

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.

Correction Deadline: 11/7/2018

Technical Assistance

Consultant discussed with the director that all staff working at the center must be listed under the center decal koala and if they come from another center a portability request through decal koala must be submitted.

Correction Deadline: 11/7/2018

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.

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 consultant observation that during nap time child in Room E were being supervised by the staff member from Room F. It was further determined that the staff member in Room C stepped out of the room for a brief moment to place an item in an open closet area of the center hallway.

POI (Plan of Improvement)

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

Correction Deadline: 11/7/2018

Technical Assistance

Supervision was discussed on this date and rooms to maintain as a staff opened the door for consultant upon arrival.

Correction Deadline: 11/7/2018