



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: 6/6/2018 **VisitType:** Licensing Study **Arrival:** 9:40 AM **Departure:** 12:15 PM

CCLC-279

The Family Tree Child Development Center

309 W. 4th Ave. Albany, GA 31701 Dougherty County
 (229) 312-2103 atnewman@phoebehealth.com

Mailing Address
 P.O. Box 1828
 Albany, GA 31702

Regional Consultant

Morgan Stahl
 Phone: (770) 357-7042
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 morgan.stahl@decal.ga.gov
 Joint with: Leah Klatzker

Quality Rated: ★ ★

Compliance Zone Designation		
06/06/2018	Licensing Study	Good Standing
12/11/2017	Monitoring Visit	Good Standing
05/24/2017	Monitoring Visit	Good Standing

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.

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	A-Infant 1	Infants	1	4	C	10	C	NA	NA	Outside
Main	B-Infant 2		0	0	C	10	C	NA	NA	Not In Use
Main	C-Infant 3	Infants	2	3	C	10	C	NA	NA	Free Play
Main	D-Baby 1	One Year Olds	1	3	C	17	C	NA	NA	Free Play
Main	E-Baby 2	One Year Olds	1	7	C	14	C	NA	NA	Free Play
Main	F-Baby 3	One Year Olds	2	7	C	22	C	NA	NA	Free Play
Main	G-Toddler 3	Two Year Olds	1	5	C	18	C	NA	NA	Transitioning
Main	H-Toddler 2	Two Year Olds	1	6	C	17	C	NA	NA	Transitioning
Main	I-Toddler 1	Two Year Olds	1	5	C	16	C	NA	NA	Transitioning
Main	J-School age 2	Five Year Olds and Six Year Olds and Over	3	20	C	45	C	NA	NA	Outside
Main	K-Pre-K 3		0	0	C	45	C	NA	NA	Not In Use
Main	L-Pre-K 1	Four Year Olds and Five Year Olds	1	14	C	34	C	NA	NA	Outside
Main	M-Pre-K 2	Two Year Olds and Three Year Olds	2	14	C	34	C	NA	NA	Transitioning
Main	N Preschool-2	Three Year Olds	2	15	C	34	C	NA	NA	Outside
Main	O Preschool-1	Three Year Olds and Four Year Olds	2	19	C	34	C	NA	NA	Outside

Total Capacity @35 sq. ft.: 360

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 122

Total Capacity @35 sq. ft.: 360


Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	A-Infants & Toddlers	29	C
Main	B Elementary	76	C
Main	C-Preschool & Pre-K	78	C

Comments

Plan of Improvement: Developed This Date 06/06/2018

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).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.

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.



- 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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

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

Stacy Favors, Program Official

Date

Morgan Stahl, Consultant

Date

Leah Klatzker, 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-.12 Equipment & Toys(CR)

Met

Comment

Equipment and furniture observed to be properly secured, as applicable.

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

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

Technical Assistance

Technical Assistance

Children's records requirements discussed with Provider.

Correction Deadline: 6/6/2018

Evening Care

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

Met

Comment

No evening care hours provided

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

No hazards observed accessible to children on this date.

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

Not Met

Technical Assistance

591-1-1-.26(6) - Please remove the broken yellow bucket located on the Preschool/PreK playground.

Correction Deadline: 6/16/2018

Finding

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that on the Preschool/PreK, black tubing was exposed on the ground throughout the playground, posing a tripping hazard.

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

Correction Deadline: 6/6/2018

Food Service

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

Met

Comment

Center menu meets USDA guidelines.

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

Proper hand washing observed throughout the center.

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

Met

Comment

Per staff member in charge, medication is not dispensed at the facility.

Correction Deadline: 6/6/2018

Organization

591-1-1-.16 Governing Body & License

Met

Comment

2018 license observed.

Correction Deadline: 6/20/2018

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 review of records that tornado drills were not conducted every six months as required. The consultant observe the last tornado drill to be conducted in October of 2017.

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: 6/11/2018

Safety

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

591-1-1-.13 Field Trips(CR)

Met

Comment

Field trip documentation observed to be complete.

591-1-1-.36 Transportation(CR)

Met

Comment

Complete documentation of transportation observed.

Comment

The vehicles were not inspected on this date as the vehicles were not on site during the time of the visit.

Correction Deadline: 6/11/2018

Sleeping & Resting Equipment

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

Met

Comment

Safe sleeping and resting requirements observed met.

Correction Deadline: 6/16/2018

Staff Records

Staff # 1 Date of Hire: 01/22/2018	Met
Staff # 2 Date of Hire: 05/14/2018	Met
Staff # 3 Date of Hire: 05/30/2011	Met
Staff # 4	Met
Staff # 5 Date of Hire: 12/22/2015	Met
Staff # 6 Date of Hire: 10/22/1996	Met
Staff # 7	Met
Staff # 8	Met
Staff # 9 Date of Hire: 11/15/2017	Met
Staff # 10	Met
Staff # 11 Date of Hire: 03/17/1997	Met
Staff # 12 Date of Hire: 09/17/1997	Met
Staff # 13 Date of Hire: 12/11/2017	Met
Staff # 14 Date of Hire: 10/15/2009	Met
Staff # 15 Date of Hire: 01/09/2015	Met
Staff # 16 Date of Hire: 09/09/2013	Met
Staff # 17 Date of Hire: 07/01/2001	Met

Staff # 18 Date of Hire: 12/14/2009	Met
Staff # 19 Date of Hire: 02/05/2002	Met
Staff # 20 Date of Hire: 02/03/2016	Met
Staff # 21 Date of Hire: 12/11/2017	Met
Staff # 22	Met
Staff # 23	Met
Staff # 24 Date of Hire: 01/18/1993	Met
Staff # 25 Date of Hire: 05/14/2018	Met
Staff # 26 Date of Hire: 03/14/2016	Met
Staff # 27 Date of Hire: 10/26/2016	Met
Staff # 28	Met
Staff # 29 Date of Hire: 07/01/1998	Met
Staff # 30 Date of Hire: 06/07/1999	Met
Staff # 31 Date of Hire: 04/26/2016	Met
Staff # 32 Date of Hire: 02/10/1998	Met
Staff # 33 Date of Hire: 07/01/2017	Met
Staff # 34	Met

Records Reviewed: 38

Records with Missing/Incomplete Components: 0

Date of Hire: 08/15/2017

Staff # 35 Met

Staff # 36 Met

Date of Hire: 09/20/2016

Staff # 37 Met

Date of Hire: 03/01/1994

Staff # 38 Met

Staff Credentials Reviewed: 38

591-1-1-.09 Criminal Records Check(CR) Met

Comment

Criminal records checks were observed to be complete.

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

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR.

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.