



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: 11/27/2018 **VisitType:** Licensing Study

Arrival: 9:20 AM

Departure: 2:30 PM

CCLC-279

The Family Tree Child Development Center

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

Regional Consultant

Brandi Mangino

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Mailing Address

P.O. Box 3770
 Albany, GA 31702

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.
11/27/2018	Licensing Study	Good Standing	
06/06/2018	Licensing Study	Good Standing	
12/11/2017	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	A-Infant 1	Infants	1	3	C	10	C	NA	NA	Floor Play
Main	B-Infant 2	Infants and One Year Olds	2	3	C	10	C	NA	NA	Floor Play, Diapering
Main	C-Infant 3	Infants	2	6	C	10	C	NA	NA	Feeding, Floor Play
Main	D-Baby 1	One Year Olds	1	7	C	17	C	NA	NA	Free Play, Transitioning
Main	E-Baby 2	One Year Olds	2	6	C	14	C	NA	NA	Art, Centers
Main	F-Baby 3	One Year Olds	2	8	C	22	C	NA	NA	Centers, Music
Main	G-Toddler 3	Two Year Olds	2	7	C	18	C	NA	NA	Centers
Main	H-Toddler 2	Two Year Olds	1	8	C	17	C	NA	NA	Transitioning, Centers
Main	I-Toddler 1	Two Year Olds	2	7	C	16	C	NA	NA	Art, Circle Time
Main	J-School age 2	Three Year Olds	2	10	C	45	C	NA	NA	Centers
Main	K-Pre-K 3	PreK	2	20	C	45	C	NA	NA	Centers
Main	L-Pre-K 1	PreK	2	19	C	34	C	NA	NA	Art, Transitioning
Main	M-Pre-K 2	PreK	2	20	C	34	C	NA	NA	Transitioning, Circle Time
Main	N Preschool-2	Three Year Olds	2	13	C	34	C	NA	NA	Transitioning
Main	O Preschool-1	Three Year Olds and Four Year Olds	2	16	C	34	C	NA	NA	Music, Circle Time


Total Capacity @35 sq. ft.: 360	Total Capacity @25 sq. ft.: 0
Total # Children this Date: 153	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 11/27/2018

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/Regulations.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

Stacy Favors, Program Official

Date

Brandi Mangino, 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

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)

Not Met

Comment

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

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on consultant observation that the following items were in need of being cleaned or repaired:

- rocking chairs on the porches are in need of being cleaned as they have black residue on them
- one white rocking chair on the Pre-K porch was missing a piece of wood
- the black screen on the PS1/PS2 porch is in need of repair as it is not secure
- the fans on the toddler porch have build-up and need to be cleaned, the siding and doors need to be wiped down from the dust the fan is throwing
- light in the girls/boys restroom in Preschool 3 room

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 12/11/2018

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

Not Met

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute.

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 tree roots were present posing a tripping hazard. It was further determined on the toddler playground that on the deck area by the picnic table boards were not secure, and in the grass area outside the porch door approximately a six inch hole was observed posing a tripping hazard. In addition, approximately two inches of standing water with dirt and debris in the brown table on the toddler playground posed a hazard to children in care.

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: 12/11/2018

Recited on 11/27/2018

Food Service

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

Met

Comment

Please ensure that infant feeding forms are updated regularly and signed by the parent.

591-1-1-.18 Kitchen Operations

Met

Comment

Kitchen appears clean and well organized.

Health and Hygiene

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

Met

Comment

Hand washing requirements for diapering were discussed with the director on this date.

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 and stated that no medication has been dispensed since the last regulatory visit.

Policies and Procedures

Technical Assistance

requires the Center to have in the Center policies and procedures a description of the safe sleep practices followed by the Center that includes the following information: the initial placement of Infants on their backs to sleep; no cover or other soft items in crib; appropriate sleep clothing for Infants to be provided by Parent; individual crib, cot or mat and bedding provided and changing and cleaning practices for these items; Infants who fall asleep in other equipment, on the floor or elsewhere will be moved to a crib to sleep; and no swaddling or positioning devices used.

Consultant discussed ensuring this this is completed for all enrolled infants.

Correction Deadline: 12/2/2018

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 the center has not conducted a lock down drill for the 2017 or 2018 year.

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

Recited on 11/27/2018

Safety

591-1-1-.05 Animals**Met****Comment**

Consultant discussed rules regarding animals on this date with the center director. Animal pens and/or confinement areas should be located where children do not have access, and enclosures should be free of openings where children could stick hands or fingers.

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

Complete documentation of transportation observed.

Technical Assistance

Consultant discussed that full times need to be listed at arrival and departure locations. On October 31, 2018 a field trip was taken and the time was started and the staff member did not finish the minute.

Correction Deadline: 12/2/2018

Comment

Consultant observed completed annual safety checks for the three center buses:

2005-May 29, 2018

1047-June 5, 2018

7261-June 15, 2018

Correction Deadline: 12/2/2018

Technical Assistance

Consultant discussed that the first left seat on bus ending in tag number 7261 is in need of repair as it has exposed foam.

Correction Deadline: 11/28/2018

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)
Not Met
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)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 one of six crib sheets in Room C-Infant 3 was observed to not be tight-fitting.

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: 11/27/2018

Technical Assistance

Consultant discussed physician notes and requirements with the center director on this date.

Correction Deadline: 11/27/2018

Staff Records

Records Reviewed: 41
Records with Missing/Incomplete Components: 1

Staff # 1	Met
Date of Hire: 08/20/2018	
Staff # 2	Met
Date of Hire: 05/14/2018	
Staff # 3	Met
Date of Hire: 05/30/2011	
Staff # 4	Met
Staff # 5	Met
Date of Hire: 12/22/2015	
Staff # 6	Met
Date of Hire: 10/22/1996	
Staff # 7	Met
Staff # 8	Met
Date of Hire: 11/15/2017	

Staff # 9	Met
Staff # 10	Met
Date of Hire: 03/17/1997	
Staff # 11	Met
Date of Hire: 09/17/1997	
Staff # 12	Met
Date of Hire: 12/11/2017	
Staff # 13	Met
Date of Hire: 10/15/2009	
Staff # 14	Met
Date of Hire: 01/09/2015	
Staff # 15	Met
Date of Hire: 09/09/2013	
Staff # 16	Met
Date of Hire: 07/01/2001	
Staff # 17	Met
Date of Hire: 12/14/2009	
Staff # 18	Met
Date of Hire: 12/12/2017	
Staff # 19	Met
Date of Hire: 08/20/2018	
Staff # 20	Met
Date of Hire: 02/05/2002	
Staff # 21	Met
Staff # 22	Met
Date of Hire: 08/20/2018	
Staff # 23	Met
Staff # 24	Met
Staff # 25	Met
Date of Hire: 01/18/1993	

Staff # 26	Met
Date of Hire: 07/16/2023	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 27	Met
Date of Hire: 05/05/2008	
Staff # 28	Not Met
Date of Hire: 08/06/2018	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 29	Met
Date of Hire: 11/12/2018	
Staff # 30	Met
Date of Hire: 03/14/2016	
Staff # 31	Met
Date of Hire: 10/26/2016	
Staff # 32	Met
Staff # 33	Met
Date of Hire: 07/01/1998	
Staff # 34	Met
Date of Hire: 06/07/1999	
Staff # 35	Met
Date of Hire: 04/26/2016	
Staff # 36	Met
Date of Hire: 02/10/1998	
Staff # 37	Met
Date of Hire: 07/01/2017	
Staff # 38	Met
Staff # 39	Met
Date of Hire: 09/20/2016	
Staff # 40	Met
Date of Hire: 03/01/1994	

Staff # 41

Met

Date of Hire: 10/12/2007

Staff Credentials Reviewed: 41

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**Technical Assistance****Technical Assistance**

Consultant discussed on this date with the center director about portability request needed on anyone coming from another center, as they all have to be electronically ported. Consultant also discussed national background checks with the director and anyone with a national needs to be supervised at all times by someone with a comprehensive background check. The center had two staff members with a national check who were observed to be in the classroom with a staff member with a comprehensive background check.

Correction Deadline: 11/27/2018

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

Please replace/add missing/expired item(s) in first aid kit(s).

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 one new staff member that started August 6, 2018 did not complete first aid and CPR within 90 days of their hire date.

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.

Correction Deadline: 12/27/2018

591-1-1-.24 Personnel Records**Technical Assistance****Technical Assistance**

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation.

Consultant discussed all areas that is needed on the application with the center on this date. Consultant discussed this needs to be available for viewing on each staff member.

Correction Deadline: 12/2/2018

591-1-1-.33 Staff Training**Technical Assistance**

Technical Assistance

requires the initial orientation to include the following subjects: the Center's policies and procedures; the portions of these rules dealing with the care, health and safety of children; the Employee's assigned duties and responsibilities; reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; emergency plans; childhood injury control; the administration of medicine; reducing the risk of Sudden Infant Death Syndrome (SIDS); hand washing; fire safety; water safety; and prevention of HIV/Aids and blood borne pathogens.

Consultant discussed that initial orientation needs to be completed with all new staff prior to them being placed in the classroom.

Correction Deadline: 11/27/2018

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

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

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

Staff observed to provide direct supervision and be attentive to children's needs.