



**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:** 9/26/2018 **VisitType:** Licensing Study

**Arrival:** 9:10 AM

**Departure:** 1:30 PM

**CCLC-28268**

**Brown's Child Care Learning Center**

3895 Napier Avenue Macon, GA 31204 Bibb County  
(478) 477-6006 brownschildcare@att.net

**Regional Consultant**

Brandi Mangino

Phone: (478) 314-9726

Fax: (478) 599-0169

brandi.mangino@dec.al.ga.gov

**Mailing Address**

Same

**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.
09/26/2018	Licensing Study	Good Standing	
03/20/2018	Complaint Closure	Good Standing	
03/20/2018	Complaint Investigation Follow Up	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(3R) Infants	One Year Olds	1	4	C	12	C	NA	NA	TV, Transitioning, Floor Play
Main	B (2R) school-age		0	0	C	9	C	13	C	
Main	C (1R) school-age		0	0	C	10	C	14	C	
Main	D (1L) one/two years	Two Year Olds and Three Year Olds	1	3	C	12	C	NA	NA	Story, Circle Time, TV
Total Capacity @35 sq. ft.: 43			Total Capacity @25 sq. ft.: 51							

Total # Children this Date: 7

Total Capacity @35 sq. ft.: 43

Total Capacity @25 sq. ft.: 51

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	15	C
Main	Playground B	16	C
Main	Playground C	15	C

**Comments**

A one-day letter was left at the center on this date, but per the center director the staff person is no longer employed at the center.

Plan of Improvement: Developed This Date 09/26/2018

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](mailto: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](mailto:qualityrated@decal.ga.gov)

Jacquelyn Brown-Williams, Program Official

Date

Brandi Mangino, Consultant

Date



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### Findings Report

**Date:** 9/26/2018 **VisitType:** Licensing Study

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Same

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.

### Children's Records

**Records Reviewed: 4**

**Records with Missing/Incomplete Components: 4**

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities

Child # 3

Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities

Child # 4

Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

**Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records that one of four enrollment forms was missing the doctor's phone number, two of four was missing if the child had any disabilities or special needs, two of four did not have listed if the child had any allergies, and one of four did not have the parents work information.

**POI (Plan of Improvement)**

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

**Correction Deadline: 9/27/2018****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 that the ceiling tile over the stove in the kitchen needs to be replaced as it has black mold and looks as if it could bust open.

**Correction Deadline: 9/26/2018****591-1-1-.26 Playgrounds(CR)****Technical Assistance****Technical Assistance**

Consultant discussed that the bottom fencing of the right side gate by the bus/van parking area has come loose on the bottom and needs to be secured so an entrapment hazard is not present. In addition, the wooden table on the school-age playground needs to be repaired or removed due to chipping wood.

**Correction Deadline: 10/26/2018****Technical Assistance**

Consultant discussed on the 1st playground with the shaded area a small blue and red riding toy was observed to have a broken seat. In addition, in the middle playground, the little tikes climber and slide was observed to have a busted area on the top red portion where children would stand to slide that needs to be repaired.

**Correction Deadline: 10/6/2018****Food Service****591-1-1-.15 Food Service & Nutrition****Met**

**Comment**

Please ensure that infant feeding forms are updated regularly.

**Comment**

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3

Components for breakfast: Grains, Vegetables, Fruits or both, Milk

5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk

2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://dec.al.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

**591-1-1-.18 Kitchen Operations****Technical Assistance****Technical Assistance**

Consultant discussed food storage and that areas behind the stove with grease build up need to be cleaned.

**Correction Deadline: 10/6/2018**

**Health and Hygiene****591-1-1-.07 Children's Health****Met**

**Correction Deadline: 3/20/2018**

**Corrected on 9/26/2018**

**.07(2) - Citation corrected.**

**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)****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 a review of records that medication was due to be dispensed to a child from June 18, 2018 until June 22, 2018, three times a day and the center has not record of the medication being dispensed on June 19, 2018. The record reflects that one June 20, 2018 the medication was given to the child two times, on June 21, 2018 and June 22, 2018 the medication was given only one of the three times as stated on the authorization. It was further determined that medication was due to be given to a child from August 22, 2018 until August 24, 2018 and the center had no documentation of the medication being given on August 23, 2018. In addition medication was due to be given from August 27, 2018 until August 31, 2018 and the authorization record does not reflect the child being given the medication on August 28, 2018, August 30, 2018 or August 31, 2018.

**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: 9/26/2018**

**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 has not conducted a drill for emergency situations within the last six months.

**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: 10/1/2018**

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

Age-appropriate discussion and/or redirection observed.

**591-1-1-.36 Transportation(CR)****Not Met****Technical Assistance**

Consultant discussed to ensure that the medical facility the center uses is listed on all emergency transportation forms.

**Correction Deadline: 10/1/2018**

**Finding**

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on a review of transportation logs that a staff member started providing transportation on August 27, 2018 and last signed off driving the van on September 24, 2018 and had no transportation training.

**POI (Plan of Improvement)**

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

**Correction Deadline: 10/6/2018**

**Finding**

591-1-1-.36(4)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on a review of records that the bus ending in tag number 797 had a safety check that expired on September 8, 2018, and the center had the bus maintenance completed but every area of the check was not completed.

**POI (Plan of Improvement)**

The Center will obtain the annual vehicle inspection.

**Correction Deadline: 10/1/2018**

**Finding**

591-1-1-.36(4)(f)1. requires that all transported children be secured in a child passenger restraining system or seat safety belt in accordance with current state and federal laws and regulations and according to manufacturer's directions. It was determined based on consultant observation and a discussed with the center director the center had one car seat present on the van, and three children that are being provided transportation that are under the age of eight-year-old.

**POI (Plan of Improvement)**

The Center will ensure that manufacturer directions and state and federal laws are met when using child passenger restraining systems and seat safety belts.

**Correction Deadline: 9/27/2018**

**Finding**

591-1-1-.36(6) requires written Parental authorization for routine transportation provided by or on behalf of the Center. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined based on a review of records that the center provides transportation to one child from Agnes Barden and one from Union Elementary and the center does not have a transportation agreement signed by the parent.

**POI (Plan of Improvement)**

The Center will obtain the required written parental authorization.

**Correction Deadline: 9/27/2018**

**Finding**

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on a review of records that the center provides transportation to one child from Agnes Barden to the center and one child from Union Elementary and they do not have emergency transportation forms for the children within the transportation book. It was further determined that five emergency forms were missing if the child had any allergies or special needs.

**POI (Plan of Improvement)**

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

**Correction Deadline: 9/27/2018**

**Finding**

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on a review of records that on September 25, 2018 no load or unload was accounted for during afternoon transportation to McKibben lane, but staff signed off on the logs that children loaded at the school at 3:35PM and unloaded at the center at 3:55PM. It was further determined, September 26, 2018 the center did not provide morning transportation, but had the load accounted for during the afternoon transportation that had not taken place.

**POI (Plan of Improvement)**

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

**Correction Deadline: 9/27/2018**

**Finding**

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on a review of records that on September 12, 2018, September 13, 2018, September 14, 2018 and September 25, 2018 no second checks were completed on afternoon transportation to McKibben Lane Elementary and Union Elementary.

**POI (Plan of Improvement)**

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

**Correction Deadline: 9/26/2018**

<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 consultant observation that three of seven crib sheets on Room A were 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: 9/26/2018**

**Finding**

591-1-1-.30(1)(b)1 requires that cots and mats are of sound construction and of sufficient size to accommodate comfortably the size and weight of the child; and that mats are in good repair, washable, covered with a waterproof material and at least two inches (2") thick. It was determined based on consultant observed that in Room D cot numbers 10, 11, and 12 were not of sound construction in that the mesh was coming loose on the sides.

**POI (Plan of Improvement)**

The Center will ensure that cots and mats are of sound construction and of sufficient size to accommodate the size and weight of the child and mats are in good repair, washable, covered with a waterproof material and is at least two inches thick.

**Correction Deadline: 9/26/2018**

<b>Staff Records</b>
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**Records Reviewed: 9**

**Records with Missing/Incomplete Components: 2**

Staff # 1

Not Met

Date of Hire: 04/03/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 2

Met

Staff # 3

Met

Date of Hire: 08/19/2013



**Records Reviewed: 9****Records with Missing/Incomplete Components: 2**

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Staff # 4 Date of Hire: 05/18/2009	Met
Staff # 5 Date of Hire: 10/25/2017	Met
Staff # 6 Date of Hire: 04/24/2017	Met
Staff # 7 Date of Hire: 11/07/2017	Met
Staff # 8 Date of Hire: 06/12/2018 <u>"Missing/Incomplete Components"</u> .24(1)-Evidence of Orientation Missing	Not Met
Staff # 9 Date of Hire: 10/19/2017	Met

**Staff Credentials Reviewed: 9**

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**591-1-1-.09 Criminal Records Check(CR)****Not Met****Finding**

591-1-1-.09(1)(a) requires the Center to ensure that every Director, Employee and Provisional Employee of the Child Care Learning Center has a satisfactory records check determination before the individual is present at the Center or before the individual resides in a Center. It was determined based on a review of records that a prior staff member had a local criminal record check dated on September 5, 2018 and the person signed off on transportation logs starting on August 27, 2018.

**POI (Plan of Improvement)**

The Center will obtain the Required Satisfactory Records Check Determination before an individual is present at the Center while any child is present for care or before residing in a Center.

**Correction Deadline: 9/26/2018****Technical Assistance**

The director was informed that a fingerprint background determination for any staff that had fingerprints completed before January 1, 2014 must obtain an updated fingerprint determination by October 1, 2018. The director was further informed that all staff must have a comprehensive background check determination on file no later than October 1, 2018. The consultant discussed new criminal background policies and procedures that will become effective on October 1, 2018. The director will review the upcoming changes to ensure criminal background compliance is maintained.

**Correction Deadline: 9/26/2018**

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

**Finding**

591-1-1-.14(1)(a) requires, in a Center that provides transportation, that either the driver or another Staff person present on the vehicle have current evidence of successful completion of a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid offered by certified or licensed health care professionals or trainers and which dealt with the provision of emergency care to infants and children. It was determined based on a review of records that one staff member provided transportation and did not have first aid and CPR transportation.

**POI (Plan of Improvement)**

The Center will verify proof of CPR/1st aid training and schedule Staff so that there is always a staff person on the vehicle with this training.

**Correction Deadline: 9/26/2018**

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**591-1-1-.33 Staff Training****Not Met****Finding**

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined based on a review of records that one center staff has no documentation of orientation being completed.

**POI (Plan of Improvement)**

The Center will develop and provide orientation for all new Staff prior to their staff's assignment to children or task.

**Correction Deadline: 9/26/2018**

**Finding**

591-1-1-.33(2) 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. It was determined based on a review of records that one staff member signed the form but the all areas were not filled out and signed by the person that provided the training to them.

**POI (Plan of Improvement)**

The Center will provide orientation in all missing subjects to the employee(s) and will take steps to provide a complete orientation to new Employees in the future.

**Correction Deadline: 9/26/2018**

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

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Not Met****Finding**

591-1-1-.32(4) requires that children under three years old be housed in separate physical areas from older children and cannot be mixed with older children except at specified times and circumstances. It was determined based observation that upon arrival to the center all children present on this date ranging in ages from one-year-old to three-year-old were present in Room D watching a movie and the forms the center has for parents to sign to mix the children are for the children that turn three-year-old during the school year to remain housed with the two-year-old children.

**POI (Plan of Improvement)**

The Center will maintain separation of these children under three years old.

**Correction Deadline: 9/26/2018**

**Recited on 9/26/2018**

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**591-1-1-.32 Supervision(CR)**

**Met**

**Comment**

Adequate supervision observed on this date.