



**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:** 2/6/2018    **VisitType:** Licensing Study    **Arrival:** 7:30 AM    **Departure:** 9:40 AM

**CCLC-3063**

**Cozy Corner Day Care Center**

3624 Hartley Bridge Road Macon, GA 31216 Bibb County  
 (478) 365-9446 cozycorner3624@yahoo.com

**Regional Consultant**

Brandi Mangino

Phone: (478) 314-9726

Fax: (478) 599-0169

brandi.mangino@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<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.
02/06/2018	Licensing Study	Good Standing	
07/31/2017	Monitoring Visit	Good Standing	
01/05/2017	Licensing Study	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	Large	Three Year Olds and Four Year Olds	1	7	C	27	C	NA	NA	Centers, Transitioning, Story, Snack
Main	Large	Three Year Olds and Four Year Olds	1	6	C	27	C	38	C	Story, Centers, Snack
Main	Small		0	0	C	5	C	NA	NA	
Main	Small		0	0	C	5	C	NA	NA	
Total Capacity @35 sq. ft.: 64						Total Capacity @25 sq. ft.: 32				
Total # Children this Date: 13			Total Capacity @35 sq. ft.: 57			Total Capacity @25 sq. ft.: 32				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Large	149	C
Main	Large	143	C
Main	Small Playground	6	C

**Comments**

Plan of Improvement: Developed This Date 02/06/2018

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](http://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](mailto: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](mailto:qualityrated@dec.al.ga.gov)

Carolyn Goodwin, Program Official

Date

Brandi Mangino, Consultant

Date



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### Findings Report

**Date:** 2/6/2018      **VisitType:** Licensing Study      **Arrival:** 7:30 AM      **Departure:** 9:40 AM

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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 discussed that a daily scheduled needs to be posted and followed.

**Correction Deadline: 2/6/2018**

**591-1-1-.12 Equipment & Toys(CR)****Technical Assistance****Comment**

A variety of equipment and toys were observed throughout the center.

**Technical Assistance**

Consultant discussed moving the wooden puzzles from the top shelves down so they are not a falling hazard.

**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

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**591-1-1-.08 Children's Records****Not Met****Finding**

591-1-1-.08(1)(e) requires Center Staff to maintain a file for each child that includes Parental acknowledgment that where the sSchool-age Center does not agree to provide routine meals and/or snacks, as appropriate, for the children, the Parent(s) agree that they shall provide the children with nutritious meals and snacks daily as appropriate. It was determined based on consultant observation that the center does not have the parental acknowledgements for five of five enrolled children.

**POI (Plan of Improvement)**

The Center will ensure that parental or guardian acknowledgement regarding meals/snacks is on file.

**Correction Deadline: 2/6/2018**

<b>Facility</b>
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**591-1-1-.06 Bathrooms****Technical Assistance****Technical Assistance**

Consultant discussed that the center was licensed for 32 children and has one working toilet at this time. The second toilet will need to be working. Consultant will discuss a possible limitation of the center capacity due to the number of toilets and sinks since the center only has two toilets and is licensed for 32 children.

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

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

**Technical Assistance**

Consultant discussed the wooden door going into the kitchen was observed to be chipping wood.

**Correction Deadline: 2/6/2018**

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**591-1-1-.26 Playgrounds(CR)****Met****Comment**

An amendment was submitted on this date to add a small playground. The provider will use this for younger children once the small room reopens.

Consultant discussed the exposed nails on the porch of the small playground. Consultant discussed the paint on the red train on the small playground was chipping paint and to add shade.

**Correction Deadline: 2/16/2018**

<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition****Technical Assistance****Technical Assistance**

Consultant discussed menu guidelines and labeling of food. The provider uses her home kitchen as the center kitchen also.

**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://decal.ga.gov/CACFP/Handbook.aspx>

USDA

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

**Health and Hygiene**

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

**Technical Assistance**

Consultant discussed diapering with the provider and diapering steps. The provider will be making the large room a diapering room as an amendment was submitted on this date. The children enrolled at this time are non-diapering children. Consultant discussed that the diaper pad needs to be non porous.

**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 stated that medication is not dispensed, and has not been dispensed since the last regulatory visit.

**Policies and Procedures**

**591-1-1-.21 Operational Policies & Procedures** **Met**

**Correction Deadline: 8/5/2017**

**Corrected on 2/6/2018**

**.21(1)(p) - Citation observed to be corrected.**

**591-1-1-.27 Posted Notices** **Met**

**Comment**

Please make sure that all required signs are posted and up to date.

**Safety**

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

**Comment**

Age-appropriate discussion and/or redirection observed.

**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 that the center has five-year-old, six-year-old and seven-year-old that were not placed in any form of child passenger restraining system.

**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: 2/7/2018**

**Sleeping & Resting Equipment**

**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.

**Staff Records**

**Records Reviewed: 6**

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

Staff # 1	Met
Staff # 2	Met
Date of Hire: 07/29/2013	
Staff # 3	Met
Date of Hire: 06/01/2001	
Staff # 4	Met
Date of Hire: 02/01/2016	
Staff # 5	Not Met
Date of Hire: 08/01/2017	
<u>"Missing/Incomplete Components"</u>	
.24(1)-SSN Missing	
Staff # 6	Met
Date of Hire: 12/04/2017	

**Staff Credentials Reviewed: 6**

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

591-1-1-.09(1)(c) requires the Center to maintain valid evidence of a satisfactory criminal records check for the Director, each Employee and each Provisional Employee of the Child Care Learning Center for the duration of their employment plus one year, such evidence must be made immediately available to the Department upon request. It was determined based on a review of records that valid evidence of criminal record check were not present in that consultant had to look each employee up through decal koala.

**POI (Plan of Improvement)**

The Center will ensure that valid evidence of satisfactory CRC's are maintained and are immediately available to the Department for the duration of the Employees employment plus one year.

**Correction Deadline: 2/6/2018**

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**591-1-1-.14 First Aid & CPR****Technical Assistance****Technical Assistance**

Consultant discussed expiration dates in the first aid kit.

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**591-1-1-.24 Personnel Records****Met****Comment**

Please ensure that a copy of driver licenses are in each file and social security numbers are listed on applications.

**Correction Deadline: 2/13/2018**

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**591-1-1-.33 Staff Training****Met****Comment**

Please ensure completed orientation checklists are documented and signed.

**Comment**

Consultant discussed that the director needs a copy of her food service training in her record.

**Correction Deadline: 2/4/2017****Corrected on 2/6/2018****.33(5) - Citation observed to be corrected.**

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**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.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Met****Correction Deadline: 7/31/2017****Corrected on 2/6/2018**

**.32(4) - Citation observed to be corrected. The center has a note for the one two-year-old to be housed with three-old children. The center due to not having the small room open will be enrolling three-year-old and older unless the small room is opened back up.**

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

Adequate supervision observed on this date.