



**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:** 12/26/2018 **VisitType:** Licensing Study

**Arrival:** 8:20 AM

**Departure:** 11:00 AM

**CCLC-3175**

**Kiddie Castle Day Care Center**

4119 Clark Street Covington, GA 30014 Newton County  
(770) 786-7028 kcdcc1972@yahoo.com

**Regional Consultant**

Ashley Cunningham

Phone: (866) 374-9389

Fax: (866) 375-0880

Ashley.Cunningham@decalf.ga.gov

**Mailing Address**

Same

**Quality Rated:**

<b>Compliance Zone Designation</b>		
12/26/2018	Licensing Study	Good Standing
01/24/2018	Monitoring Visit	Good Standing
09/29/2017	Licensing Study	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- Far Left		0	0	C	20	C	NA	NA	Not In Use	
Main	B Middle Left	Three Year Olds	1	4	C	14	C	NA	NA	Free Play	
Main	C Back Right	Infants and One Year Olds	1	4	C	12	C	NA	NA	Free Play	
Main	D Back		0	0	C	49	C	NA	NA	Not In Use	
Main	E Front Right	Six Year Olds and Over	1	8	C	24	C	NA	NA	Free Play	
Total Capacity @35 sq. ft.: 119						Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 16						Total Capacity @35 sq. ft.: 119				Total Capacity @25 sq. ft.: 0	

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	79	C

**Comments**

USDA Guideline Meal Pattern Flyers were left on this date  
Consultant had issues with the system and a revised copy of the visit will be emailed once the issue is corrected.

Plan of Improvement: Developed This Date 12/26/2018

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.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](mailto: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](mailto:qualityrated@dec.state.ga.us)

Richard Childers, Program Official

Date

Ashley Cunningham, Consultant

Date



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### Findings Report

Date: 12/26/2018 VisitType: Licensing Study

Arrival: 8:20 AM

Departure: 11:00 AM

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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)**

N/A

**Comment**

Center does not provide swimming activities.

#### Children's Records

**Records Reviewed: 1**

**Records with Missing/Incomplete Components: 0**

Child # 1

Met

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

Met

**Comment**

Five records were observed to be complete and well organized.

#### Facility

**591-1-1-.06 Bathrooms**

Met

**Comment**

Bathrooms observed to be clean and well maintained.

**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)****Met****Comment**

Center appears clean and well maintained.

**Comment**

No hazards observed accessible to children on this date.

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

Playground observed to be clean and in good repair. Consultant discussed rusting of swing chains, broken plastic little Tykes toys and caring for peeling paint on equipment.

**Correction Deadline: 4/21/2017**

**Corrected on 12/26/2018**

**.26(4) - Previous citation corrected. Center will ensure to add fencing material to the top of the fence to meet the required four feet minimum.**

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**Food Service**

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**591-1-1-.15 Food Service & Nutrition****Met****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>

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**591-1-1-.18 Kitchen Operations****Met****Comment**

Kitchen appears clean and well organized.

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**Health and Hygiene**

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

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

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

Proper hand washing discussed throughout the center.

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

Documentation for medication dispensing observed complete.

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**Safety**

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

**Comment**

Center does not keep animals on premises.

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

**Comment**

Staff were observed to maintain a positive learning environment on this date.

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

**Comment**

Center does not participate in field trips at this time.

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

**Comment**

Complete documentation of transportation observed.

**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 staff files that three staff responsible for transportation had expired 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: 1/5/2019**

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<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)** **Met**

**Comment**

Discussed SIDS and infant sleeping position.

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

**Records with Missing/Incomplete Components: 3**

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Staff # 1 Not Met

Date of Hire: 05/12/2010

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 2 Met

Date of Hire: 03/07/2016

Staff # 3 Not Met

Date of Hire: 05/20/1972

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing

**Records Reviewed: 9**

**Records with Missing/Incomplete Components: 3**

Staff # 4 Date of Hire: 10/03/2011	Met
Staff # 5 Date of Hire: 03/05/2018	Met
Staff # 6 Date of Hire: 05/14/2018	Met
Staff # 7 Date of Hire: 08/09/2010 <u>"Missing/Incomplete Components"</u> .36(3)(a-b)-2 hrs. Transportation Training missing	Not Met
Staff # 8 Date of Hire: 12/17/2018	Met
Staff # 9 Date of Hire: 05/01/1972	Met

**Staff Credentials Reviewed: 9**

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

**Comment**

Criminal record checks were observed to be complete.

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

**Comment**

Evidence observed of 100% of center staff certified in First Aid and CPR.

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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.

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Correction Deadline: 2/28/2018**

**Corrected on 12/26/2018**

**.31(2)(b)2. - Previous citation corrected in that staff are enrolled in CDA programs.**

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)** **Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

**Comment**

Adequate supervision observed on this date.