



**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: 1/30/2018 **VisitType:** Licensing Study **Arrival:** 9:35 AM **Departure:** 11:55 AM

CCLC-35134

First Step Learning Center

406 Carver Drive Fort Valley, GA 31030 Peach County
(478) 825-0509 firststeplearningc@att.net

Regional Consultant

Ashley Cunningham
Phone: (866) 374-9389
Fax: (866) 375-0880
Ashley.Cunningham@decalf.ga.gov

Mailing Address
Same

Quality Rated: ★ ★

Compliance Zone Designation		
01/30/2018	Licensing Study	Good Standing
07/18/2017	Monitoring Visit	Good Standing
03/13/2017	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- front right	Two Year Olds	3	8	C	10	C	NA	NA	Circle Time
Main	B1 1 Left	One Year Olds	2	8	C	8	C	NA	NA	Story
Main	B2 - front left		0	0	C	8	C	NA	NA	Not In Use
Main	C - back right	Infants and One Year Olds	2	7	C	8	C	NA	NA	Floor Play
Main	D - back left		0	0	C	17	C	NA	NA	Not In Use
Main	E1-far bck	Two Year Olds	2	9	C	13	C	NA	NA	Circle Time
Main	E2 Far bck front		0	0	C	10	C	NA	NA	Not In Use

Total Capacity @35 sq. ft.: 74

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 32

Total Capacity @35 sq. ft.: 74

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Preschool Playground	58	C
Main	Toddler	14	C

Comments

Plan of Improvement: Developed This Date 01/30/2018

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

Linda Cooper, Program Official

Date

Ashley Cunningham, 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)

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

Technical Assistance

591-1-1-.08(1)(b)

- The center has new application due to them becoming a complete early head start center. The application does not have space where parents give written authorization for the Center to obtain emergency medical care for the child when the Parent is not available. The center will add the authorization form to the application and have parents whose children are already enrolled complete the form and place it in there file.

Correction Deadline: 1/30/2018

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) **Met**

Comment

Center appears clean and well maintained.

Comment

No hazards observed accessible to children on this date.

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

Comment

Playground observed to be clean and in good repair.

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 discussed throughout the center.

591-1-1-.20 Medications(CR) **N/A**

Comment

Per the director, medication is not dispensed.

Safety

591-1-1-.05 Animals **N/A**

Comment

Center does not keep animals on premises.

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

Comment

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

591-1-1-.13 Field Trips(CR) **N/A**

Comment

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR) **N/A**

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Comment

Discussed SIDS and infant sleeping position.

Staff Records

Records Reviewed: 12

Records with Missing/Incomplete Components: 1

Staff # 1 Date of Hire: 12/01/2012	Met
Staff # 2 Date of Hire: 06/28/2015	Met
Staff # 3 Date of Hire: 05/10/2016	Met
Staff # 4 Date of Hire: 01/17/2017 <u>"Missing/Incomplete Components"</u> .33(4)-1st Yr. Training 4 Hrs. Missing	Not Met
Staff # 5 Date of Hire: 09/19/2015	Met
Staff # 6 Date of Hire: 03/01/2012	Met
Staff # 7 Date of Hire: 09/22/2015	Met
Staff # 8 Date of Hire: 10/12/2015	Met
Staff # 9 Date of Hire: 06/25/2015	Met
Staff # 10	Met
Staff # 11 Date of Hire: 07/30/2012	Met
Staff # 12 Date of Hire: 05/11/2015	Met

Staff Credentials Reviewed: 12

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

Met

Comment

Criminal records checks were observed to be complete. ALL Staff needs to have a Comprehensive Background Check on file by October 1, 2018.

591-1-1-.33 Staff Training

Not Met

Finding

591-1-1-.33(4) requires all Staff who provide any direct care to children, except independent contractors, Students-in-Training and volunteers, to obtain ten (10) clock hours of training or instruction in child care issues from an accredited school or Department-approved source. At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children. It was determined based on observation of staff files that one staff had incomplete first year training. The one staff needed four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control.

POI (Plan of Improvement)

The Center will plan and schedule training to be completed by the start of the 2018-2019 Fiscal Year.

Correction Deadline: 7/1/2018

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

Met

Comment

591-1-1-.31(13) Staff in compliance with all applicable laws and regulations in that no criminal act, as defined under Georgia law, has been committed in the presence of the children enrolled.

Correction Deadline: 1/30/2018

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.