



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: 9/18/2017 VisitType: POI Follow Up

Arrival: 11:25 AM

Departure: 12:50 PM

CCLC-35618

1-2-3 Tots Learning Center

114 West 61st Street Savannah, GA 31405 Chatham County
(912) 663-0985 trish310@bellsouth.net

Regional Consultant

Kati Cosby

Phone: (912) 544-8606

Fax: (912) 544-9425

kati.cosby@dec.al.ga.gov

Mailing Address

Same

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.
09/18/2017	POI Follow Up	Good Standing	
08/14/2017	Licensing Study	Good Standing	
01/25/2017	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-FRONT	Two Year Olds	1	3	C	34	C	NA	NA	Free Play
MAIN	B- MIDDLE	Three Year Olds	1	11	C	32	C	NA	NA	Outside
MAIN	C-BACK		0	0	C	11	C	NA	NA	
Total Capacity @35 sq. ft.: 77			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 14			Total Capacity @35 sq. ft.: 77			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
MAIN	A-TODDLER	16	C
MAIN	B-(3-12 YEARS)	28	C

Comments

Plan of Improvement: Developed This Date 09/18/2017

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.



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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.

- 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)

Yolanda Williams, Program Official

Date

Kati Cosby, Consultant

Date



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Findings Report

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The following information is associated with a POI Follow Up:

Activities and Equipment

591-1-1-.03 Activities

Not Met

Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development. The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined, based on review of record, that the Center did not maintain updated and current lesson plans.

POI (Plan of Improvement)

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

Correction Deadline: 10/2/2017

Recited on 9/18/2017

Children's Records

Records Reviewed: 7

Records with Missing/Incomplete Components: 2

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(a)-(f)-No Record,.08(g)-Immunization	
Child # 5	Not Met

"Missing/Incomplete Components"

.08(a)-(f)-No Record,.08(g)-Immunization

Child # 6 Met

Child # 7 Met

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

Previously Cited: 591-1-1-.08(a)-(f) requires 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 that includes the following information: (a) child's name, birth date, sex, address, living arrangement, name of school if applicable; (b) names of both Parents, home and work addresses, and home and work telephone numbers; (c) name(s) and addresses of the person(s) to whom the child may be released including address, telephone number, relationship to child and other identifying information; (d) name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; (e) name and telephone number of the child's primary source of health care; and (f) 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 review of children's records that the following was missing:

- Physician phone number in one of five files
- Parent work address in one of five files
- Home address in two of five files

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 review of records, that the Center did not have an enrollment record on file for two of seven children.

POI (Plan of Improvement)

Previously Cited: 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.

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: 10/3/2017**Recited on 9/18/2017**

Finding

Previously Cited: 591-1-1-.08(g) requires Center Staff to maintain a file for each child that includes evidence of age-appropriate immunizations or a signed affidavit against such immunizations for each child enrolled in the center on a form approved by the Department, and to allow no child to continue enrollment in the Center for more than thirty (30) days without such evidence.

It was determined based on review of children's records that five of five children did not have immunization records on file.

591-1-1-.08(2) requires Center Staff to maintain a file for each child that includes evidence of age-appropriate immunizations or a signed affidavit against such immunizations for each child enrolled in the center on a form approved by the Department, and to allow no child to continue enrollment in the Center for more than thirty (30) days without such evidence.

It was determined, based on review of records, that two of seven children present at the Center did not have an immunization record on file.

POI (Plan of Improvement)

Previously Cited: Center staff will have and use a plan to track immunization forms for all enrolled children and to ensure the form or affidavit are obtained from the parent or guardian within 30 days of enrollment. Parents will be informed their child cannot remain enrolled in the center without this documentation.

Center staff will have and use a plan to track immunization forms for all enrolled children and to ensure the form or affidavit are obtained from the parent or guardian within 30 days of enrollment. Parents will be informed their child cannot remain enrolled in the center without this documentation.

Correction Deadline: 10/2/2017

Recited on 9/18/2017

Facility

591-1-1-.25 Physical Plant - Safe Environment(CR)

Met

Correction Deadline: 8/14/2017

Corrected on 9/18/2017

.25(13) - Previous citation was corrected in that no hazards were observed to be accessible to children on this date.

Correction Deadline: 9/4/2017

Corrected on 9/18/2017

.25(3) - Previous citation was corrected in that the paint was observed to be in good repair on this date

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

Met

Correction Deadline: 9/4/2017

Corrected on 9/18/2017

.26(4) - Previous citation was corrected in that the fence was observed to be in good repair on this date.

Correction Deadline: 8/28/2017

Corrected on 9/18/2017

.26(9) - Previous citation was corrected in that the playground was observed to be clean and well maintained.

Health and Hygiene

591-1-1-.17 Hygiene(CR)

Met

Correction Deadline: 8/14/2017

Corrected on 9/18/2017

.17(7) - Previous citation was corrected in that the Consultant observed proper handwashing through out the Center.

Staff Records

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

Defer

Defer

591-1-1-.14(1)- Citation deferred until Center establishes a new Director. All Center Staff have updated CPR and First Aid Training.

POI (Plan of Improvement)

The Center Director and at least 50% of the caregiver Staff will complete the needed training. The Director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time and that evidence of successful completion of the training is on file available for inspection.

Correction Deadline: 9/13/2017

Correction Deadline: 8/24/2017

Corrected on 9/18/2017

.14(3) - Previous citation was corrected in that all first aid kits were observed to be complete on this date.

591-1-1-.33 Staff Training

Defer

Defer

591-1-1-.33(5)- Staff Training will be evaluated upon the completion of the 2017 calendar year.

POI (Plan of Improvement)

The center will plan and schedule the required 10 hours of ongoing training each year and follow up to ensure the training is completed.

Correction Deadline: 2/24/2017

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

Not Met

Finding

591-1-1-.31(1)(a) requires the Center to have a Director who is responsible for the supervision, operation and maintenance of the Center. The Director must be on the Center's premises. If the Director is absent from the Center at any time during the hours of the Center's operation, there shall be an officially designated person on the Center site to assume responsibility for the operation of the Center, and this person shall have full access to all records required to be maintained under these rules. It was determined, based on observation and staff statement, that the Center Director was not present for the last three visits and will be out for an undetermined amount of time.

POI (Plan of Improvement)

The Center will ensure a director, responsible for the supervision, operation and maintenance of the Center is on the premises. during operating hours. The Center will officially designate a person to assume responsibility for the operation of the Center when the director is not present who has full access to all records.

Correction Deadline: 10/18/2017

Recited on 9/18/2017

Correction Deadline: 9/4/2017

Corrected on 9/18/2017

.31(2)(b)2. - Lead Teachers are completing CDA courses to meet credential requirements.

