



**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: 12/11/2018 **VisitType:** Complaint Investigation Follow Up **Arrival:** 2:00 PM **Departure:** 6:00 PM

CCLC-36694

1st Step Learning Academy L.L.C

3217 New MacLand Road Suite 120 & 130 Powder Springs, GA 30127
Cobb County
(678) 401-2379 1ststeplearningacademy1@gmail.com

Mailing Address
Same

Regional Consultant

Angelia Boykins
Phone: (678) 717-6025
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Quality Rated: ★

Compliance Zone Designation		
12/11/2018	Complaint Investigation Follow Up	Deficient
11/07/2018	Licensing Study	Support
06/26/2018	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
Building 2	One room		0	0	C	25	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 25			Total Capacity @25 sq. ft.: 0							
Main	B- 2nd Right		0	0	C	10	C	NA	NA	Not In Use
Main	C-1st Left	Infants and One Year Olds and Two Year Olds and Three Year Olds and Four Year Olds	3	15	NC	18	C	NA	NA	Snack
Main	D- 2nd Left		0	0	C	9	C	NA	NA	Not In Use
Main	Rm. A-1st Right		0	0	C	6	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 43			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 15			Total Capacity @35 sq. ft.: 68			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground-Back of Center	29	C

Comments

The purpose of today's visit was to conduct a follow visit and a complaint investigation. One day letter discussed with the provider and will be emailed for signature. The consultants printer stopped working and the center under staffed and could not assist with printing documents.

Plan of Improvement: Developed This Date 12/11/2018

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.al.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@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).

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

Kai Kyser, Program Official

Date

Angelia Boykins, Consultant

Date



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Findings Report

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Follow Up

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The following information is associated with a Complaint Investigation 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 observation that lesson plans in the first left and the first right classrooms were not dated and lesson plans in the second left classroom were dated August 27, 2018.

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: 12/11/2018

Recited on 12/11/2018

Facility

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

Not Met

Finding

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on consultant observation that a diaper bag with medication and hair products was observed accessible to children on the table in the first left classroom .

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 12/11/2018

Recited on 12/11/2018

Finding

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on consultant observation that the following fencing hazards were observed:

- on the back gate there was a three and a half to four inch gap from the fence post to the gate and a three and a half inch gap at the base of the gate to the ground
- the right gate to the gas meter does not securely close and only measured three and a half feet tall
- the wall of the building to the gate post measured four to eight inches and from the base of the gate to the ground measured six inches
- the fencing on the left around the additional gas meters is pulling apart exposing nails at the top
- protruding bolts were observed on the fence throughout the playground

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 12/11/2018

Recited on 12/11/2018

Safety

Finding

591-1-1-.36(4)(c) requires that each vehicle be equipped with a fire extinguisher maintained in working order and kept inaccessible to children. It was determined based on consultant observation that the transportation vehicle ending in tag number 6823 had a fire extinguisher that was expired and in the red.

POI (Plan of Improvement)

The center will ensure that each vehicle has a working fire extinguisher and that the fire extinguisher is kept out of reach of children.

Correction Deadline: 12/11/2018

Recited on 12/11/2018

Correction Deadline: 11/8/2018

Corrected on 12/11/2018

.36(7)(c)1 - The consultant observed corrected on this date the names of children listed for transportation by first and last names.

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 consultant's review of records that on December 11, 2018, the center did not have a passenger transportation checklist for children picked up from Varner and Compton Elementary Schools.

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: 12/11/2018

Recited on 12/11/2018

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 consultants observation that on December 11, 2018, the center did not conduct a second check immediately after transporting children.

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: 12/11/2018

Sleeping & Resting Equipment

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

Not Met

Correction Deadline: 11/7/2018

Corrected on 12/11/2018

.30(1)(b)1 - Corrected on this date.

Finding

591-1-1-.30(4). requires that if cots and mats are stored in the children's activity room or area, they shall be stored to prevent children's access to them and to allow maximum use of play space. When storage is available and used for the storage of cots and mats that allows the cots, mats and any bedding to be stored without touching any other cots, mats or bedding, the bedding may be left on the cot or mat. When such storage is not available for the cots and mats, each child's bedding shall be kept separate from other children's bedding and stored in containers marked for individual use, such as, but not limited to, bins, cubbies, or bags. It was determined based on consultant's observation that the mats in the second left classroom were stored with sheets touching each other.

POI (Plan of Improvement)

The Center will store cots and mats so children do not have access to them and they don't take up play space and will store them so each child's bedding is separate from the others.

Correction Deadline: 12/11/2018

Recited on 12/11/2018

Staff Records

Records Reviewed: 6

Records with Missing/Incomplete Components: 1

Staff # 1 Met

Date of Hire: 03/27/2017

Staff # 2 Met

Date of Hire: 03/29/2016

Staff # 3 Met

Date of Hire: 11/05/2018

Records Reviewed: 6

Records with Missing/Incomplete Components: 1

Staff # 4

Met

Date of Hire: 10/27/2010

Staff # 5

Not Met

Date of Hire: 12/10/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 6

Met

Date of Hire: 10/01/2018

Staff Credentials Reviewed: 6

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

Not Met

Correction Deadline: 12/11/2018

Corrected on 12/11/2018

.09(1)(a) - The consultant observed satisfactory fingerprint letters for all employees except one.

Finding

Previously Cited: 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 review of records that one Provisional Employee hired June 22, 2018, has a preliminary records check on file ran under the incorrect purpose code.

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on review of records that one employee hired on December 10, 2018, had not received a satisfactory comprehensive records check determination from the department.

POI (Plan of Improvement)

Previously Cited: 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. The Provisional Employee will obtain a preliminary records check ran under purpose code "W." A criminal records check one day letter was left on this date.

The Center will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required.

Correction Deadline: 12/11/2018

Recited on 12/11/2018

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

Met

Correction Deadline: 12/7/2018

Corrected on 12/11/2018

.14(2) - corrected on this date. Only 2 new employees did not have CPR/1st aid

591-1-1-.24 Personnel Records

Met

Correction Deadline: 12/11/2018

Corrected on 12/11/2018

.24(1) - corrected on this date.

591-1-1-.33 Staff Training

Met

Correction Deadline: 12/7/2018

Corrected on 12/11/2018

.33(3) - corrected on this date.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Not Met

Finding

591-1-1-.32(4)(b) allows children who turn three years old during the regular school year to remain with two year old for the remainder of the school year but requires agreement from the older child's Parent(s) for the continued placement. It was determined based on the consultants observation that the first classroom on the left side housed (4) four-year-old children with (4) infants, (1) one-year-old, and (2) three-year-old children.

POI (Plan of Improvement)

The Center will secure parental permission and keep it on file.

Correction Deadline: 12/11/2018