



**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: 6/26/2018 **VisitType:** Licensing Study **Arrival:** 10:30 AM **Departure:** 1:10 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

Morgan Stahl

Phone: (770) 357-7042
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Quality Rated: ★

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.
06/26/2018	Licensing Study	Good Standing	
05/02/2018	Complaint Closure	Good Standing	
03/22/2018	Complaint Investigation Follow Up	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
Building 2	One room	Five Year Olds and Six Year Olds and Over	3	16	C	25	C	NA	NA	Free Play
Total Capacity @35 sq. ft.: 25			Total Capacity @25 sq. ft.: 0							
Main	B- 2nd Right	Two Year Olds	1	6	C	10	C	NA	NA	TV
Main	C-1st Left	Three Year Olds and Four Year Olds	1	11	C	18	C	NA	NA	Centers
Main	D- 2nd Left	One Year Olds	1	6	C	9	C	NA	NA	Floor Play
Main	Rm. A-1st Right	Infants	1	5	C	6	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 43			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 44			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

Plan of Improvement: Developed This Date 06/26/2018

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).



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

Kai Kyser, Program Official

Date

Morgan Stahl, 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-.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 were not available for classrooms B-2R, C-1L, D-2L, and the One room in Building 2.

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: 6/26/2018

591-1-1-.12 Equipment & Toys(CR)

Met

Comment

Equipment and furniture observed to be properly secured, as applicable.

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

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

Correction Deadline: 5/2/2018

Corrected on 6/26/2018

.08(6) - Correction of previous citation observed.

Correction Deadline: 5/2/2018

Corrected on 6/26/2018

.08(7) - Correction of previous citation observed.

Facility

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

Comment

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

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

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

591-1-1-.26 Playgrounds(CR) **Technical Assistance**

Technical Assistance

591-1-1-.26(4) - Consultant discussed maintenance of the back gate.

Correction Deadline: 6/26/2018

Food Service

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

Comment

Center menu meets USDA guidelines.

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) **Not Met**

Comment

Staff were observed to remind children to wash hands.

Finding

591-1-1-.17(10) requires that if used potty chairs be emptied in a flush toilet after each use, cleaned with a disinfectant and stored in the bathroom. If a sink is used, the sink shall also be disinfected. It was determined based on observation that a potty chair was not disinfected as required as urine was observed in the potty chair, located in the first restroom.

POI (Plan of Improvement)

The Center will instruct staff to ensure the sanitary use of potty chairs and sinks.

Correction Deadline: 6/26/2018

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

Per center Director, medication is not currently dispensed at the facility.

Correction Deadline: 6/26/2018

Organization

591-1-1-.16 Governing Body & License**Met****Comment**

2018 license observed.

Correction Deadline: 7/10/2018

Policies and Procedures

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

Consultant observed documentation of emergency drills.

Correction Deadline: 7/1/2018

Safety

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

Age-appropriate discussion and/or redirection observed.

591-1-1-.13 Field Trips(CR)**Technical Assistance****Technical Assistance**

Parental permission requirements for field trips discussed with center Director.

Correction Deadline: 6/26/2018

591-1-1-.36 Transportation(CR)**Met****Comment**

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**Not Met****Comment**

Discussed SIDS and infant sleeping position.

Finding

591-1-1-.30(1)(a)3 requires that each crib shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. It was determined based on observation and discussion with staff that crib sheets are changed once a week in classroom A-1R.

POI (Plan of Improvement)

The center will ensure that each crib has an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant.

Correction Deadline: 6/26/2018

Technical Assistance

591-1-1-.30(4) - Cot and mat storage discussed with center Director.

Correction Deadline: 6/26/2018

Staff Records

Records Reviewed: 7

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: 10/27/2010	
Staff # 4	Met
Date of Hire: 06/26/2018	
Staff # 5	Met
Staff # 6	Not Met
Date of Hire: 06/22/2018	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 7	Met
Date of Hire: 08/15/2016	

Staff Credentials Reviewed: 7

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

Not Met

Finding

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, had a preliminary records check on file ran under the incorrect purpose code.

POI (Plan of Improvement)

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.

Correction Deadline: 6/26/2018

Finding

591-1-1-.09(1)(i) requires that if the Center accept a satisfactory determination letter issued by the Department for a potential Director or Employee as evidence of that individual's Satisfactory Records Check Determination, the Records Check Clearance Date must be within the preceding 12 months from the hire date, and the Center does not know or reasonably should not know that the individual's satisfactory status has not changed. It was determined based on review of records that one employee hired June 26, 2018, had a Satisfactory Records Check Determination on file dated more than 12 months from the hire date.

POI (Plan of Improvement)

The Center will ensure that each potential Employee bringing a satisfactory determination letter issued by the Department has a Satisfactory Records Check Determination that is dated within the preceding 12 months from the hire date. The Center will not employ individual's whose satisfactory status has changed.

Correction Deadline: 6/26/2018

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

Met

Comment

CPR and first aid certification observed for all required employees.

Correction Deadline: 7/26/2018

591-1-1-.33 Staff Training

Met

Comment

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

Comment

Health and safety training as well as annual training for 2017 observed for all required staff.

Correction Deadline: 7/6/2018

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.

Correction Deadline: 3/22/2018

Corrected on 6/26/2018

.31(1)(a) Correction of previous citation observed.

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.