



**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: 11/7/2018 **VisitType:** Licensing Study **Arrival:** 10:30 AM **Departure:** 2:30 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

Regional Consultant

Karyn Presley

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karyn.presley@dec.al.ga.gov

Mailing Address
Same

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.
11/07/2018	Licensing Study	Support	
06/26/2018	Licensing Study	Good Standing	
05/02/2018	Complaint Closure	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		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	Two Year Olds	1	3	C	10	C	NA	NA	Transitioning,Lunch
Main	C-1st Left	Two Year Olds and Three Year Olds	1	5	C	18	C	NA	NA	Lunch
Main	D- 2nd Left	One Year Olds	2	7	C	9	C	NA	NA	Lunch,Transitioning
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

Plan of Improvement: To Be Submitted 01/16/2019

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.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.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.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.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.ga.gov

Kai Kyser, Program Official

Date

Karyn Presley, Consultant

Date



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Findings Report

Date: 11/7/2018 **VisitType:** Licensing Study **Arrival:** 10:30 AM **Departure:** 2:30 PM

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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 in the first left classroom were not dated, lesson plans in the second left classroom were from August 27, 2018 and no lesson plans were available in the second right classroom.

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Correction Deadline: 11/15/2018

Recited on 11/7/2018

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

Met

Comment

Discussed the following with the provider 591-1-1-.12(6) requires that a variety of age-appropriate toys and play materials be available, stored on low, open shelves accessible to children in each room or assigned area.

Correction Deadline: 12/7/2018

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

Comment

Discussed having children's records completely filled out

Comment

Discussed the following with the provider 591-1-1-.08(6) requires the Center to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request.

Correction Deadline: 11/7/2018

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)

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 the following hazards were accessible to children: in the first left classroom a teacher's purse, with medications visible, was observed on the table, in the second left classroom a teacher's purse was observed hanging on a low cubby hook and a first aid kit containing antiseptic, alcohol pads and antibiotic ointment was observed in a child's bag hanging on a low cubby hook: .

Correction Deadline: 11/7/2018

Comment

Discussed the following with the provider 591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair.

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Correction Deadline: 11/7/2018

Comment

Discussed the following with the provider 591-1-1-.25(7) requires that doors to rooms not approved for child care, other than the kitchen doors, be latched or locked so children cannot wander into those areas. Except in School-age Centers, interior Center door locks shall permit Personnel to open the locked room from outside of the room in an emergency.

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Correction Deadline: 11/7/2018

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

Not Met

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:

- the base of the fence on the back left fence was not secured to the ground
- 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 was pulling apart exposing nails at the top
- protruding bolts were observed on the fence throughout the playground.

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Correction Deadline: 11/7/2018

Food Service

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://decal.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

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

Discussed the following rule with the provider 591-1-1-.18(6) requires that non-disposable dishes, glasses and silverware are properly cleaned by pre-rinsing, or scraping, washing, sanitizing and air drying. A three (3) compartment sink or a dishwasher with a sani-cycle or capability of maintaining a rinse water temperature of a minimum of one hundred fifty (150) degrees Fahrenheit and a two (2) compartment sink shall be available. Dishes, glasses and silverware shall be rinsed in the approved dishwasher or rinsed in a chemical sanitizer and air dried.

Correction Deadline: 11/7/2018

Health and Hygiene

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

Staff state proper knowledge of diapering procedures.

Comment

Discussed the following rule with the provider 591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel.

Correction Deadline: 11/7/2018

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

Proper hand washing observed throughout the center.
Discussed requirement to have running water in the sink by the diapering table.

Correction Deadline: 6/26/2018

Corrected on 11/7/2018

**.17(10) - Previous citation was observed to be corrected in that the potty chair was observed clean.
Reminder to keep potty chair in bathroom.**

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

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures

Met

Comment

Discussed new requirement for lock down drill every six months.

Correction Deadline: 11/12/2018

Safety

591-1-1-.05 Animals

Met

Comment

Center does not keep animals on premises.

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

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

Met

Comment

Field trip documentation observed to be complete.

591-1-1-.36 Transportation(CR)

Not Met

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 brown van did not have a fire extinguisher on the vehicle and the white van's fire extinguisher was in the red and not operable.

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Correction Deadline: 11/7/2018

Finding

591-1-1-.36(7)(c)1 requires that children be listed individually on the passenger transportation checklist using their first and last names. It was determined based on consultant's review of records that on the week of October 22, 2018 and week of October 29, 2018 there was one child listed without a last name on transportation from Powder Springs Middle School.

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Correction Deadline: 11/8/2018

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 the driver or other designated person did not document in writing, with a check or other mark/symbol each time a child entered and exited the vehicle as follows:

-October 19, 2018, one child was not accounted for during PM transportation from Varner Elementary School
-October 22, 2018 and October 23, 2018, one child was not accounted for during PM transportation from Varner Elementary School

-October 22, 2018, two children were not accounted for during PM transportation from Powder Springs Elementary School

-October 23, 2018-October 25, 2018, one child one was not accounted for during PM transportation from Powder Springs Elementary School

-October 26, 2108, seven children were not accounted for during PM transportation from Powder Springs Elementary School

-October 29, 2018 and October 30, 2018, two children were not accounted for during PM transportation from Powder Springs Elementary School

-October 31, 2018 and November 1, 2018, one child one was not accounted for during PM transportation from Powder Springs Elementary School

-October 26, 2108, one child was not accounted for during AM transportation to Cooper Middle School

-October 23, 2018-October 26, 2018, two children were not accounted for during PM transportation from Tapp Middle School

-October 22, 2018, four children were not accounted for during PM transportation from Hendricks Middle School

-October 23, 2018, two children were not accounted for during PM transportation from Hendricks Middle School

-October 24, 2018, three children were not accounted for during PM transportation from Hendricks Middle School

-October 25, 2018, seven children were not accounted for during PM transportation from Hendricks Middle School

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Correction Deadline: 11/8/2018

Sleeping & Resting Equipment

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

Not Met

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Correction Deadline: 6/26/2018

Corrected on 11/7/2018

.30(1)(a)3 - Previous citation was observed to be corrected in that no infants are kept at this time.

Finding

591-1-1-.30(1)(b)1 requires that cots and mats are of sound construction and of sufficient size to accommodate comfortably the size and weight of the child; and that mats are in good repair, washable, covered with a waterproof material and at least two inches (2") thick. It was determined based on consultants observation that nine mats in the second left classroom were one to one and a half inch and four mats in the second right classroom measured one and a half to one inch which does not meet the two inch requirement.

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Correction Deadline: 11/7/2018

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 nine mats in the second left classroom were stored with sheets touching each other.

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Correction Deadline: 11/7/2018

Staff Records

Records Reviewed: 9

Records with Missing/Incomplete Components: 6

Staff # 1	Met
Date of Hire: 03/27/2017	
Staff # 2	Met
Date of Hire: 03/29/2016	
Staff # 3	Not Met
Date of Hire: 11/05/2018	

"Missing/Incomplete Components"
.24(1)-No Record,.09-Criminal Records Check Missing

Staff # 4	Not Met
Date of Hire: 11/05/2018	
<u>"Missing/Incomplete Components"</u>	
.24(1)-No Record,.09-Criminal Records Check Missing	
Staff # 5	Met
Date of Hire: 06/26/2018	
Staff # 6	Not Met
Date of Hire: 08/20/2018	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 7	Not Met
Date of Hire: 10/27/2010	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 8	Not Met
Date of Hire: 10/01/2018	
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing	
Staff # 9	Not Met
Date of Hire: 08/01/2018	
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing,.09-Criminal Records Check Missing,.33(3)-Health & Safety Certificate	

Staff Credentials Reviewed: 9

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met

Finding

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on consultant's review of records and staff's statements two employees were present with children without submission of the records check application and without submission of fingerprints.

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Correction Deadline: 11/7/2018

Finding

591-1-1-.09(1)(b) requires the Center to ensure that every Director 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 Director 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 consultant's review of records the Director was present with a satisfactory national fingerprint from 2013 but had not submitted fingerprints for the comprehensive fingerprint.

Correction Deadline: 11/7/2018

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 consultant's review of records that one employee who left the facility and was rehired on March 8, 2018 had a satisfactory fingerprint dated February 25, 2016 that was outside the preceding twelve months of the new hire date.

Correction Deadline: 11/8/2018

Recited on 11/7/2018

Finding

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on consultant's review of records that one staff member past 90 days of hire does not have complete CPR and First Aid. Consultant discussed requirement for in person CPR.

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Correction Deadline: 12/7/2018

Finding

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on consultants review of records that two staff members do not have a personnel file available.

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Correction Deadline: 11/12/2018

Comment

Discussed the following rule with the provider .24(2) requires Personnel files to also contain daily attendance records or other employee payroll records for the Employee for the preceding six (6) month period which may be stored away from the Center provided that the Center notifies the Department of its intention to store these records off-site, provides the Department with the name, address and phone number of the custodian of these records and allows the Department, at its discretion, to have access to these records at the custodian's location immediately or access at the Center within seven (7) business days of a Department representative's request. The Department may, at its discretion, accept photocopies of the requested records which are provided within seven (7) business days of the Department representative's request for the same;.

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Correction Deadline: 11/14/2018

591-1-1-.33 Staff Training

Not Met

Comment

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined based on consultant's review of records that two staff members do not have documentation of orientation on file.

Correction Deadline: 11/7/2018

Finding

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on consultant's review of records that one staff member does not have documentation of health and safety orientation on file and is past 90 days of hire.

Correction Deadline: 12/7/2018

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

Met

Comment

Discussed the following rule 591-1-1-.31(1)(b)2 requires the Director to possess at least one of the sets of minimum academic requirements and qualifying child care experience listed in Rule 591-1-1-.31(1)(b)2.(i-xiii).

Correction Deadline: 11/7/2018

Comment

Discussed the following rule 591-1-1-.31(2)(b)3.(i) requires that newly hired teachers who do not possess the educational and qualifying child care experience requirements must enroll in a program of study to obtain one of the educational credentials and qualifying experience requirements as required by these rules within six months after employment at the Center and complete the credential or degree within 18 months after enrollment.

Correction Deadline: 11/7/2018

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.