



**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:** 3/1/2018    **VisitType:** POI Follow Up    **Arrival:** 10:35 AM    **Departure:** 1:15 PM

**CCLC-37103**

**Caring and Sharing Learning Center**

105 Mimosa Terrace LaGrange, GA 30241 Troup County  
(706) 443-6787 caringandsharing305@gmail.com

**Regional Consultant**

Laura Swann

Phone: (706) 855-3454

Fax: (706) 434-7641

laura.swann@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
03/01/2018	POI Follow Up	Support	
02/01/2018	Licensing Study	Good Standing	
07/19/2017	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	B-2's		0	0	C	8	C	NA	NA	
Main	C- Infants		0	0	C	10	C	NA	NA	
Main	Rm. A	One Year Olds and Two Year Olds and Three Year Olds	2	9	C	9	C	NA	NA	Transitioning
Total Capacity @35 sq. ft.:			27			Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 9			Total Capacity @35 sq. ft.: 27			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	12	C
Main	Special Use Area (Car Port Area)	2	C

**Comments**

Plan of Improvement: To Be Submitted 03/15/2018

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](http://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](mailto: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](mailto:qualityrated@dec.al.ga.gov)

Courtney Wilkinson, Program Official

Date

Laura Swann, Consultant

Date



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 Atlanta, GA 30334  
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**Findings Report**

**Date:** 3/1/2018      **VisitType:** POI Follow Up      **Arrival:** 10:35 AM      **Departure:** 1:15 PM

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The following information is associated with a POI Follow Up:

**Activities and Equipment**

**591-1-1-.03 Activities**

**Met**

**Correction Deadline: 2/1/2018**

**Corrected on 3/1/2018**

.03(13) - Correction observed on this date.

**Correction Deadline: 2/1/2018**

**Corrected on 3/1/2018**

.03(2) - Lesson plans were posted. Consultant reviewed with the director the need for the lesson plans to be dated and have specific activities planned for daily activities.

**Children's Records**

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 4**

Child # 1 <u>"Missing/Incomplete Components"</u> .08(1)-Allergies and Disabilities	Not Met
Child # 2 <u>"Missing/Incomplete Components"</u> .08(1)-Allergies and Disabilities	Not Met
Child # 3	Met
Child # 4 <u>"Missing/Incomplete Components"</u> .08(1)-Parent Names, Work Numbers,.08(1)-Allergies and Disabilities	Not Met

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

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

**Not Met**

**Finding**

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 a review of records that three of five were missing a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities, two of five did not have the father's information

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**Correction Deadline: 3/1/2018**

**Recited on 3/1/2018**

**Finding**

591-1-1-.08(1)(b) requires Center Staff to maintain a file for each child that includes parental authorizations, including, but not limited to, written authorization for the Center to obtain emergency medical care for the child when the Parent is not available. It was determined based on a review of records and staff statements that one child's file present was available on this date. Nine children present had no file or authorization available. The director stated the other children's files were at her home.

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**Correction Deadline: 3/1/2018**

**Recited on 3/1/2018**

**Finding**

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. It was determined based on a review of records that sign in/out sheets for March 1, 2018, only had children's name written in, there were no parent signatures for any children, two children that were present were not written in on the sign in/out sheet, did not have the arrival and departure times for any children. Additionally, the sign in/out sheets for February 27th and February 28th had no parent signatures or times recorded for four of twelve children.

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**Correction Deadline: 3/1/2018**

**Recited on 3/1/2018**

<b>Facility</b>
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**591-1-1-.25 Physical Plant - Safe Environment(CR)**

**Met**

**Correction Deadline: 2/5/2018**

**Corrected on 3/1/2018**

**.25(3) - Correction observed on this date.**

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**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 observation that the following hazards were present:  
The wooden gate was not attached on the bottom.  
The metal gate would not stay closed.  
Protruding bolts were observed throughout the fencing.

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**Correction Deadline: 3/1/2018**

**Recited on 3/1/2018**

**Finding**

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation that the blue child-size card table had a bent leg, the playhouse had spider webs on the inside and four exposed protruding screws. the ride-on red radio flyer's front wheel would not turn, the red tricycle and the five child-size chairs had areas of rust and the green and yellow ride-on car had broken tires on front and back of the right side

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**Correction Deadline: 3/1/2018**

**Recited on 3/1/2018**

**Finding**

Previously Cited: 591-1-1-.26(8) requires the playground to be kept clean, free of litter and hazards. It was determined based on observation that there was a turtle sand box filled with standing water observed in the outdoor play area.

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that the following hazards were present:  
The stair railing had one wooden slat unattached on the right side top with exposed protruding nails.  
The lattice in front of stairs had four exposed protruding screws.  
The stairs leading to the playground had nine exposed protruding nail heads.

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**Correction Deadline: 3/2/2018**

**Recited on 3/1/2018**

	<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition** **Not Met**

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**Correction Deadline: 2/1/2018**

**Corrected on 3/1/2018**

**.15(2) - No infants enrolled on this date.**

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**Correction Deadline: 2/1/2018**

**Corrected on 3/1/2018**

**.15(3) - Correction observed on this date. Parents will bring in prepared bottles.**

**Finding**

591-1-1-.15(5) requires that the Center provide a menu listing all meals and snacks to be served during the current week except for School-age Centers where the food may be provided by the Parent(s) by agreement between the School-age Center and the Parent(s). Substitutions shall be recorded on the posted menu and menus shall be retained at the Center for six (6) months. It was determined based on observation that no menus were available.

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**Correction Deadline: 3/1/2018**

**Recited on 3/1/2018**

<b>Health and Hygiene</b>
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**591-1-1-.17 Hygiene(CR)**

**Not Met**

**Finding**

591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based upon observation that five children did not wash their hands when moving from classroom A to classroom C.

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**Correction Deadline: 3/1/2018**

**Recited on 3/1/2018**

**Finding**

591-1-1-.17(8) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means. It was determined based on observation that staff did not wash their hands when moving from classroom A to classroom C.

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**Correction Deadline: 3/1/2018**

**Recited on 3/1/2018**

<b>Policies and Procedures</b>
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**591-1-1-.21 Operational Policies & Procedures** **Met**

**Correction Deadline: 2/6/2018**

**Corrected on 3/1/2018**

**.21(3) - Correction observed on this date. Fire drill was conducted in February.**

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**591-1-1-.27 Posted Notices** **Not Met**

**Finding**

591-1-1-.27 requires each Center to post in a designated area for public viewing near the front entrance the following: the Center's current License or Permit; a copy of these rules; a copy of the current communicable disease chart; a statement allowing Parent(s) access to all child care areas upon notifying any staff member of his or her presence; names of persons responsible for the administration of the Center in the administrator's absence; the dated current week's menu for meals and snacks; emergency plans for severe weather, fire, and other emergency situations; a statement requiring visitors to check in with Staff when entering the Center; no smoking signs; and a notice provided by the Department which advises Parents of their right to review a copy of the Center's most recent licensure evaluation report upon request to the Center Director. The Center shall provide any Parent with a copy of this evaluation report upon request. It was determined based on observation the following posted notices were not present: a copy of the rules, current menu and emergency plans.

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Correction Deadline: 3/1/2018

Recited on 3/1/2018

**Sleeping & Resting Equipment**

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

Met

Correction Deadline: 2/1/2018

Corrected on 3/1/2018

.30(2) - Correction observed on this date.

Correction Deadline: 2/1/2018

Corrected on 3/1/2018

.30(2)(c) - Correction observed on this date.

**Staff Records**

Records Reviewed: 4

Records with Missing/Incomplete Components: 4

Staff # 1

Not Met

Date of Hire: 04/01/2015

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.24(1)-Phone Number Missing,.33(6)-Training Documentation Missing

Staff # 2

Not Met

Date of Hire: 06/01/2014

"Missing/Incomplete Components"

.24(1)-No Record,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate,.33(6)-Training Documentation Missing

Staff # 3

Not Met

Date of Hire: 06/03/2014

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.33(6)-Training Documentation Missing

Staff # 4

Not Met

Date of Hire: 05/13/2016

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.33(6)-Training Documentation Missing

**Staff Credentials Reviewed: 4**

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

Technical Assistance

**Comment**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit

**Comment**

Criminal records checks were observed to be complete.

**Technical Assistance**

591-1-1-.09(1)(c) - Please ensure criminal records checks are available at the center.

**Correction Deadline: 3/1/2018**

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

**Defer**

**Defer**

591-1-1-.14(1)-Defer until March 3, 2018.

**Correction Deadline: 3/1/2018**

**Recited on 1/1/0001**

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**591-1-1-.24 Personnel Records**

**Not Met**

**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 a review of records that one of four staff did not have a personnel file at the center.

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**Correction Deadline: 3/1/2018**

**Recited on 3/1/2018**

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**591-1-1-.33 Staff Training**

**Not Met**

**Defer**

591-1-1-.33(3)-Defer until March 3-2018.

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**Correction Deadline: 3/1/2018**

**Recited on 1/1/0001**

**Defer**

591-1-1-.33(6)-Defer until December 31, 2018.

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**Correction Deadline: 12/31/2018**

**Finding**

591-1-1-.33(7) requires that evidence of orientation and training be documented in the Personnel file of each Staff member and be available to the Department for inspection. It was determined based on a review of records there was no evidence of orientation or training for two of four staff for 2017.

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**Correction Deadline: 3/1/2018**

**Recited on 3/1/2018**

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Not Met**

**Finding**

591-1-1-.32(4) requires that children under three years old be housed in separate physical areas from older children and cannot be mixed with older children except at specified times and circumstances. It was determined based on observation that upon consultant's arrival at 9:00 a.m., older children were mixed with children under three years old in classroom A. There was one infant, three one-year-olds, one two-year-old, and four three-year-olds.

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**Correction Deadline: 3/1/2018**

**Recited on 3/1/2018**

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**591-1-1-.32 Supervision(CR)**

**Met**

**Correction Deadline: 2/1/2018**

**Corrected on 3/1/2018**

.32(7) - Correction observed on this date. Consultant reviewed active supervision with the director and left a hand out. about active supervision.