



**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:** 3/29/2018    **VisitType:** POI Follow Up    **Arrival:** 8:10 AM    **Departure:** 10:25 AM

**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

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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.
03/29/2018	POI Follow Up	Support	
03/01/2018	POI Follow Up	Support	
02/01/2018	Licensing Study	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	Two Year Olds	1	1	C	8	C	NA	NA	Free Play
Main	C- Infants		0	0	C	10	C	NA	NA	
Main	Rm. A	Four Year Olds	1	3	C	9	C	NA	NA	Music
Total Capacity @35 sq. ft.: 27						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 4			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: Developed This Date 03/29/2018

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).

	<p><b>Reminder:</b> All employees of child care programs must be fingerprinted before <b>January 1, 2017</b>. For instructions and to submit records check applications online, please visit <a href="http://www.decalkoala.com">www.decalkoala.com</a>. You are encouraged not to wait and to complete the process as soon as possible.</p>
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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.

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**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@decals.ga.gov](mailto:CCSRefutations@decals.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://decals.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.

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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.decals.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@decals.ga.gov](mailto:qualityrated@decals.ga.gov)

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Courtney Wilkinson, Program Official

Date

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Laura Swann, Consultant

Date



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### Findings Report

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The following information is associated with a POI Follow Up:

### Children's Records

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 5**

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Allergies and Disabilities	
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing	
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Allergies and Disabilities,.08(1)-Emergency Contact information Missing,.08(1)(a)-Name of both parents,.08(1)(a)-Home Address Missing,.08(1)(a)-Home Number Missing	
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Doctor, Clinic, Phone Numbers	
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Doctor, Clinic, Phone Numbers	

**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 five children's files that the following information was missing:

- One file was missing father's work number and address
- One file was missing father's information.
- Two files were missing doctor's name and number.
- Two files were missing special needs and accommodations information.

**POI (Plan of Improvement)**

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: 3/29/2018**

**Recited on 3/29/2018**

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

**Corrected on 3/29/2018**

**.08(1)(b) - Correction observed on this date. Provider had children's files at the center on this date.**

**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 the following dates were missing the listed information:

- March 12, 2018, three children's names were listed with no parent signature, arrival or departure times.
- March 13, 2018, three children's names were listed with no parent signature, arrival or departure times.
- March 21, 2018, one child had no parental signature or time for departure.
- March 22, 2018, one child had no parental signature or time for departure.
- March 25, 2018, One child had no parental signature or time for departure.

**POI (Plan of Improvement)**

The Center will maintain arrival and departure records as required, will ensure the documentation includes all of the required information, and will provide the records to the Department when requested.

**Correction Deadline: 3/29/2018**

**Recited on 3/29/2018**

**Facility**

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

**Corrected on 3/29/2018**

**.26(4) - Correction was observed on this date.**

**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 playhouse had spider webs on the inside and four exposed protruding screws.

**POI (Plan of Improvement)**

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters. The center will clean the playhouse and ensure screws are flush with the equipment.

**Correction Deadline: 3/30/2018**

**Recited on 3/29/2018**

**Correction Deadline: 3/29/2018**

**Corrected on 3/29/2018**

**.26(9) - Correction observed on this date.**

<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition**

**Met**

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

**Corrected on 3/29/2018**

**.15(5) - Correction was observed on this date. Menus were available.**

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

**Met**

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

**Corrected on 3/29/2018**

**.17(7) - Correction was observed on this date. Children were observed to wash their hands as required.**

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

**Corrected on 3/29/2018**

**.17(8) - Correction was observed on this date. Staff was observed to wash their hands as required.**

<b>Policies and Procedures</b>
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**591-1-1-.27 Posted Notices**

**Met**

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

**Corrected on 3/29/2018**

**.27 - Correction was observed on this date. Posted notices were current on this date.**

<b>Staff Records</b>
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**Records Reviewed: 4**

**Records with Missing/Incomplete Components: 3**

Staff # 1

Not Met

Date of Hire: 04/01/2015

**Records Reviewed: 4****Records with Missing/Incomplete Components: 3**"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate

Staff # 2

Not Met

Date of Hire: 06/01/2014

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate

Staff # 3

Met

Date of Hire: 06/03/2014

Staff # 4

Not Met

Date of Hire: 05/13/2016

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate

**Staff Credentials Reviewed: 4****591-1-1-.09 Criminal Records Check(CR)****Met****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.

**591-1-1-.14 First Aid & CPR****Not Met****Finding**

591-1-1-.14(1) requires the Center Director and, at any given time, at least fifty percent (50%) of the caregiver Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Center shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on a review of records and staff statements that documentation for current First Aid/CPR training could not be provided for three of four staff. Director provided documentation for one staff that had current 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. Director stated training is scheduled for April 3, 2018.

**Correction Deadline: 3/30/2018****Recited on 3/29/2018****591-1-1-.24 Personnel Records****Met****Correction Deadline: 3/1/2018**

Corrected on 3/29/2018

.24(1) - Correction was observed on this date. Four staff had files at the center.

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

**Not Met**

**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 a review of records that no health and safety training was completed as required by four of four staff by July 1, 2017.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

**Correction Deadline: 3/30/2018**

**Recited on 3/29/2018**

**Defer**

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

**POI (Plan of Improvement)**

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

**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 for one of four staff.

**POI (Plan of Improvement)**

The Center will develop and implement procedures to review staff records for documentation of training and orientation, to obtain and place missing documentation in staff records, and to file such documents in staff records on an ongoing basis. Consultant reviewed with the provider that orientation forms must be filled out completely and can't be placed in the file blank.

**Correction Deadline: 3/30/2018**

**Recited on 3/29/2018**

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

**Met**

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

Corrected on 3/29/2018

.32(4) - Correction observed on this date. Children under three years old were separated from older children on this date.