



**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: 10/10/2019 **VisitType:** Monitoring Visit

Arrival: 9:00 AM

Departure: 12:10 PM

CCLC-37401

CGTC Early Childhood Learning Center

3300 Macon Tech Drive Macon, GA 31206 Bibb County
(478) 757-3492 bcopeland@centralgatech.edu

Mailing Address

80 Cohen Walker Drive
Warner Robins, GA 31088

Regional Consultant

Charlene Story

Phone: (770) 405-7942

Fax: (770) 408-0759

charlene.story@dec.al.gov

Joint with: Sondra Paster

Quality Rated: ★ ★

Compliance Zone Designation		
10/10/2019	Monitoring Visit	Good Standing
03/12/2019	Monitoring Visit	Good Standing
08/08/2018	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		
Main	A (3-5 years)	Three Year Olds and Five Year Olds and PreK	2	7	C	22	C	NA	NA	Centers		
Main	B		0	0	C	27	C	37	C			
Total Capacity @35 sq. ft.:			21		Total Capacity @25 sq. ft.:		0		Building @35 capacity limited by Fire Marshall Limitations			
Total # Children this Date:			7		Total Capacity @35 sq. ft.:		21		Total Capacity @25 sq. ft.:		0	

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	23	C

Comments

A criminal records check one day letter was left.

Plan of Improvement: Developed This Date 10/10/2019

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

Brett Copeland, Program Official

Date

Charlene Story, Consultant

Date

Sondra Paster, Consultant

Date



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Findings Report

Date: 10/10/2019 **VisitType:** Monitoring Visit

Arrival: 9:00 AM

Departure: 12:10 PM

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The following information is associated with a Monitoring Visit:

Activities and Equipment

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

Met

Comment

Equipment and furniture was observed to be properly secured on this date.

591-1-1-.35 Swimming Pools & Water-related Activities(CR)

Met

Comment

Center does not provide swimming activities on this date.

Facility

591-1-1-.19 License Capacity(CR)

Met

Comment

Licensed capacity was observed to be met by center on this date.

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

Met

Comment

Please be mindful to keep items that pose a hazard inaccessible to children. It was observed by staff that a bottle of sanitizer and soap and water were down within children's reach. Center staff removed immediately and stored hazards in proper storage area.

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

Technical Assistance

Technical Assistance

Consultant discussed grass growing in the wood chip area near the borders to the right corner and the back left corner. Center will ensure playground maintenance is obtained as needed.

Correction Deadline: 10/10/2019

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR)**N/A****Comment**

It was observed by the consultant that there were no diapering children enrolled in the program on this date.

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

Staff stated proper hand washing steps.

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

Center staff stated to the consultant that the center had not administered medication since previous visit which was conducted on March 12, 2019.

Safety

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

Staff were observed to maintain a positive learning environment on this date. Staff also discussed with consultant about using redirection when disciplining a child.

591-1-1-.36 Transportation(CR)**N/A****Comment**

Center does not provide routine transportation on this date.

Sleeping & Resting Equipment

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

Center does not provide care for infants.

Staff Records

Records Reviewed: 8**Records with Missing/Incomplete Components: 7**

Staff # 1

Not Met

Date of Hire: 09/04/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Dissatisfied

Staff # 2

Not Met

Date of Hire: 07/24/2016

"Missing/Incomplete Components"

.09-Criminal Records Check Dissatisfied

Staff # 3

Not Met

Date of Hire: 10/01/2019

"Missing/Incomplete Components"

.09-Criminal Records Check Dissatisfied

Records Reviewed: 8**Records with Missing/Incomplete Components: 7**

Staff # 4 Date of Hire: 08/22/2017	Met
Staff # 5 Date of Hire: 08/20/2019 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Dissatisfied	Not Met
Staff # 6 Date of Hire: 09/04/2018 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Dissatisfied	Not Met
Staff # 7 Date of Hire: 06/03/2019 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Dissatisfied	Not Met
Staff # 8 Date of Hire: 07/25/2016 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Dissatisfied	Not Met

Staff Credentials Reviewed: 0**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met****Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on review of records that staff member #1, hired on September 4, 2018, Staff member #2, hired on July 24, 2016, staff member #6, hired on September 4, 2018, staff member #7, hired on June 3, 2019 and staff member #9, hired on July 25, 2016 did not have satisfactory Criminal Records Check electronically ported over to the current facility. Staff criminal records were within portability guidelines.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will ensure CRC rules are maintained.

Correction Deadline: 10/10/2019

Finding

591-1-1-.09(1)(k) requires that for portability for Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination or a satisfactory Comprehensive Records Check Determination letter issued by the Department for a Student-in-Training if the individual's Records Check Clearance Date is within the preceding 24 months from the hire date, the Center has verified and maintains evidence on file at the Center that the Student-in-Training is currently enrolled in a high school recognized by the Department of Education or an early education curriculum through an accredited school of higher education, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on review of records that two Student-in-Training staff member #6, hired on August 20, 2019 and staff member #3, hired on October 1, 2019, had not electronically ported the satisfactory comprehensive background check.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that only the most recently issued determination letter is electronically ported for Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination or a satisfactory Comprehensive Records Check Determination letter issued by the Department for a Student-in-Training if the individual's Records Check Clearance Date is within the preceding 24 months from the hire date, the Center has verified and maintains evidence on file at the Center that the Student-in-Training is currently enrolled in a high school recognized by the Department of Education or an early education curriculum through an accredited school of higher education, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will ensure CRC rules are maintained.

Correction Deadline: 10/10/2019

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

Met

Comment

Staff observed to be compliant with applicable laws and regulations on this date.

Staffing and Supervision

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

Met

Comment

Staff observed to provide direct supervision and be attentive to children's needs on this date.

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

Met

Comment

Center was observed to maintain appropriate staff:child ratios on this date.