



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: 4/17/2019 **VisitType:** Licensing Study **Arrival:** 11:55 AM **Departure:** 2:30 PM

CCLC-37783

Smart Start Learning Center, LLC

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 (478) 552-8447 smartstartlearningcenter@yahoo.com

Regional Consultant

Laura Johnson

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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.
04/17/2019	Licensing Study	Good Standing	
12/20/2018	Monitoring Visit	Good Standing	
04/04/2018	POI 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
Main	A /B- 1R	Infants and One Year Olds	2	7	C	11	C	NA	NA	Nap
Main	C - School Age		0	0	C	5	C	NA	NA	
Main	D - 4's 2nd R		0	0	C	7	C	NA	NA	
Main	E-3's - 3rd L	One Year Olds and Two Year Olds	1	5	C	6	C	NA	NA	Nap, Transitioning
Total Capacity @35 sq. ft.: 29			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 12			Total Capacity @35 sq. ft.: 29							
			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	34	C

Comments

The purpose of today's visit is to conduct a licensing study.

The director stated that the do not provide routine transportation, field trips, medications, or swimming activities.

Plan of Improvement: Developed This Date 04/17/2019

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.decal.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@decal.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://decal.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.decal.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@decal.ga.gov

Nateshia Scott, Program Official

Date

Laura Johnson, Consultant

Date



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Findings Report

Date: 4/17/2019 **VisitType:** Licensing Study

Arrival: 11:55 AM

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The following information is associated with a Licensing Study:

Activities and Equipment

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

Not Met

Finding

591-1-1-.12(2) requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. It was determined based on the consultant's observation that the green book shelf in the after school classroom had sharp edges on the left hand side accessible to children.

POI (Plan of Improvement)

The Center will ensure that equipment and furniture are used by the age-appropriate group of children.

Correction Deadline: 4/30/2019

Recited on 4/17/2019

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 3

Child # 1

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing,.08(1)-Allergies and Disabilities	
Child # 4	Met
Child # 5	Met

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 out of five applications did not include the address of the person to whom the child may be released to. Additionally, it was determined based on a review of records that one out of five children's files did not include the parent's work phone number and work address. Additionally, it was determined based on a review of records that one out of five children's files did not include any allergy information for the child.

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: 4/30/2019**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 twelve children were present at the facility and only eight children were signed in with the arrival time and the signature or initials of the parent.

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: 4/17/2019**Facility****591-1-1-.06 Bathrooms****Met****Comment**

Please monitor bathrooms for necessary supplies.

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

Licensed capacity observed to be routinely met by center.

591-1-1-.25 Physical Plant - Safe Environment(CR)	Met
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Correction Deadline: 12/20/2018

Corrected on 4/17/2019

.25(13) - This citation was corrected on this date. No cleaning materials were observed accessible to the children in care.

Correction Deadline: 12/20/2018

Corrected on 4/17/2019

.25(8) - This citation was corrected on this date. All electrical outlets were covered with protective caps on this date.

591-1-1-.26 Playgrounds(CR)	Not Met
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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 the consultant's observation that two fence panels on the front left side measured were not secure at the bottom. Additionally, it was determined based on a review of records that there was a twelve by five by sixteen inch gap in at the bottom of the fencing on the left side.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 4/30/2019

Recited on 4/17/2019

Food Service

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

Center menu meets USDA guidelines.

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

Kitchen appears clean and well organized.

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR)	Not Met
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Finding

591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, non porous, 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. It was determined based on the consultant's observation that the diaper changing surface was not cleaned with a disinfectant and dried with a single-use disposable towel after a staff member diapered a child.

POI (Plan of Improvement)

The Center will ensure there is a smooth, nonporous changing surface that has a guard or rails for safety in each classroom that houses children wearing diapers. Center Staff will be trained and have adequate supplies to properly clean the diaper changing surface between each diaper change.

Correction Deadline: 4/17/2019

Recited on 4/17/2019

Correction Deadline: 12/20/2018

Corrected on 4/17/2019

.10(5) - This citation was corrected on this date. No children were observed unattended on the diaper changing station on this date.

591-1-1-.17 Hygiene(CR)

Met

Correction Deadline: 12/20/2018

Corrected on 4/17/2019

.17(7) - This citation was corrected on this date. Proper handwashing was observed throughout.

Correction Deadline: 12/20/2018

Corrected on 4/17/2019

.17(8) - This citation was corrected on this date. Proper handwashing was observed.

591-1-1-.20 Medications(CR)

N/A

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

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

Not Met

Finding

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of records that the center did not have evidence of completing a fire drill for the month of December 2018.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 4/17/2019

591-1-1-.27 Posted Notices

Met

Comment

Observed all required posted notices.

Safety

591-1-1-.05 Animals

N/A

Comment

Center does not keep animals on premises.

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

Met

Comment

Staff were observed to maintain a positive learning environment on this date.

591-1-1-.13 Field Trips(CR)**N/A****Comment**

Center does not participate in field trips at this time.

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

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Discussed SIDS and infant sleeping position.

Comment

Pleasant naptime environment observed.

Correction Deadline: 12/20/2018**Corrected on 4/17/2019****.30(1)(a)2 - This citation was corrected on this date. All crib mattresses were firm, tight-fitting without gaps on this date.**

Staff Records

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

Staff # 1

Not Met

Date of Hire: 04/21/2018

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(4)-Food Prep Training Missing 4 hrs.

Staff # 2

Not Met

Date of Hire: 08/22/2014

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 3

Not Met

Date of Hire: 05/01/2016

"Missing/Incomplete Components"

.14(2)-CPR missing

Staff # 4

Not Met

Date of Hire: 06/06/2014

"Missing/Incomplete Components"

.14(2)-CPR missing

Staff # 5

Not Met

Date of Hire: 01/08/2016

"Missing/Incomplete Components"

.14(2)-CPR missing,.31(2)(b)2.-Staff Qualifications-Education Missing

591-1-1-.09 Criminal Records and Comprehensive Background Checks(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

Correction Deadline: 12/20/2018

Corrected on 4/17/2019

.09(1)(b) - This citation was corrected on this date. The director has a satisfactory comprehensive records check determination on file.

Correction Deadline: 12/20/2018

Corrected on 4/17/2019

.09(1)(c) - This citation was corrected on this date. All staff present had a satisfactory comprehensive records check determination on file.

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

Not Met

Comment

Complete first aid kits observed in center.

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 the consultant's review that the center director did not have current evidence of CPR training in that the director just took the examination part and not compete the hands- on portion of the 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. All staff are scheduled to take a CPR and First Aid course on Friday, April 19, 2019.

Correction Deadline: 5/1/2019

Recited on 4/17/2019

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 review of records that one staff member had evidence of completing first aid training, however did not complete the hands-on portion of the CPR training. It was further determined based on the consultant's review that the cook did not have evidence of first aid and CPR training within 90 days of their hire date.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 5/1/2019

Recited on 4/17/2019

591-1-1-.33 Staff Training**Not Met****Comment**

Documentation observed of required staff training.

Correction Deadline: 1/19/2019**Corrected on 4/17/2019**

.33(3) - This citation was corrected on this date. The cook had evidence of completing the health and safety orientation training on this date.

Finding

591-1-1-.33(5) requires the Director and person with primary responsibility for food preparation to have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on the consultant's review that the cook did not have evidence of four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage.

POI (Plan of Improvement)

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

Correction Deadline: 5/17/2019**Recited on 4/17/2019**

591-1-1-.31 Staff(CR)**Not Met****Finding**

591-1-1-.31(2)(b)2. requires teachers and lead caregiver to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on a review of records that one lead teacher hired January 8, 2016, did not meet the educational requirements. Additionally, it was determined based on a review of records, that one lead teacher hired 8/22/2014, did not meet the educational requirements.

POI (Plan of Improvement)

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience. The lead teacher is expected to graduate from Georgia Military College this year with an Associates Degree.

Correction Deadline: 12/31/2019

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****Correction Deadline: 12/20/2018****Corrected on 4/17/2019**

.32(7) - This citation was corrected on this date. Appropriate supervision was observed throughout.