



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: 3/7/2018 **VisitType:** Licensing Study **Arrival:** 11:15 AM **Departure:** 2:15 PM

CCLC-38029

Funfield Learning Cottage

20 Fairfield Rd. Villa Rica, GA 30180 Carroll County
 (770) 834-6743 angie@villaricachildcare.com

Regional Consultant

Laura Swann

Phone: (706) 855-3454

Fax: (706) 434-7641

laura.swann@decal.ga.gov

Mailing Address

Same

Quality Rated: ★ ★

Compliance Zone Designation		
03/07/2018	Licensing Study	Good Standing
11/01/2017	POI Follow Up	Good Standing
09/28/2017	Monitoring Visit	Support

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
Building 2	Building 2-Prek	Three Year Olds and Four Year Olds	1	13	C	20	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 20			Total Capacity @25 sq. ft.: 0							
Main	A- Middle Front (Preschool)	Three Year Olds	1	6	C	20	C	NA	NA	Free Play
Main	B-Front Right	Infants and One Year Olds	1	4	C	10	C	NA	NA	Floor Play
Main	D- 2nd Left (1's)	One Year Olds and Two Year Olds	1	7	C	13	C	NA	NA	Nap
Main	Rm. C- 1st Left(1'S)	Three Year Olds and Four Year Olds	1	3	C	7	C	NA	NA	Free Play
Total Capacity @35 sq. ft.: 50			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 33			Total Capacity @35 sq. ft.: 70			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance

Comments

Plan of Improvement: Developed This Date 03/07/2018

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. 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.

- 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

Angela Smith, Program Official

Date

Laura Swann, Consultant

Date



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Findings Report

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities**Technical Assistance****Technical Assistance**

591-1-1-.03(2) - Please ensure current lesson plans are posted in all the classrooms.

Correction Deadline: 3/7/2018

591-1-1-.12 Equipment & Toys(CR)**Met****Comment**

A variety of equipment and toys were observed throughout the center.

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**

Records were observed to be complete and well organized.

Facility

591-1-1-.06 Bathrooms**Met****Comment**

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

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)**Met****Correction Deadline: 11/1/2017****Corrected on 3/7/2018****.25(13) - Correction observed on this date. No hazards accessible to children in care.**

591-1-1-.26 Playgrounds(CR)**Met****Comment**

Playground observed to be clean and in good repair.

Food Service

591-1-1-.15 Food Service & Nutrition**Not Met****Finding**

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined based on observation that three infants did not have updated feeding plans.

POI (Plan of Improvement)

The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis that will include center staff involved with enrollment and those working in the infant classrooms.

Correction Deadline: 3/7/2018**Technical Assistance**

591-1-1-.15(3) - Please ensure all bottles are labeled with child's name daily.

Correction Deadline: 3/7/2018

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

Please ensure that all food items are stored in airtight containers.

Health and Hygiene

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

Comment

Proper diapering procedures observed.

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

Comment

Staff were observed to remind children to wash hands.

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

Comment

No medications administered per the director.

Safety

591-1-1-.05 Animals **Not Evaluated**

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) **Not Evaluated**

Comment

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR) **Not Evaluated**

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Comment

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 11

Records with Missing/Incomplete Components: 1

Staff # 1 Met

Date of Hire: 08/19/2016

Staff # 2 Met

Date of Hire: 01/15/2014

Staff # 3 Met

Date of Hire: 02/12/2018

Staff # 4 Met

Date of Hire: 08/21/2017

Records Reviewed: 11**Records with Missing/Incomplete Components: 1**

Staff # 5 Met
Date of Hire: 10/27/2017

Staff # 6 Not Met
Date of Hire: 08/28/2017

"Missing/Incomplete Components"
.33(3)-Health & Safety Certificate

Staff # 7 Met
Date of Hire: 08/22/1966

Staff # 8 Met
Date of Hire: 08/18/2017

Staff # 9 Met

Staff # 10 Met
Date of Hire: 05/22/2017

Staff # 11 Met
Date of Hire: 03/03/2016

Staff Credentials Reviewed: 11**591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Criminal records checks were observed to be complete.

Comment

Director provided three file(s) for employees hired since last visit.

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

Evidence observed of 50% of center staff certified in First Aid and CPR.

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 one staff hired August 28, 2017, had not completed the health and safety training within 90 days of employment.

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: 4/6/2018

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

Met

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

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

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