



**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:** 7/26/2019    **VisitType:** Complaint Investigation Follow Up    **Arrival:** 12:45 PM    **Departure:** 3:10 PM

**CCLC-38204**

**Trinity Learning Center**

1255 Martin Luther King Jr. Drive Eastman, GA 31023 Dodge County  
 (478) 374-7671 trinitylearningcenter1@gmail.com

**Regional Consultant**

Sharelle Cross

Phone: (770) 357-7044

Fax: (770) 357-7043

sharelle.cross@dec.al.gov

**Mailing Address**  
 Same

**Quality Rated:** ★

<b>Compliance Zone Designation</b>		
07/26/2019	Complaint Investigation Follow Up	Good Standing
06/13/2019	POI Follow Up	Good Standing
05/07/2019	Licensing Study	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
1	A	One Year Olds and Two Year Olds	2	17	C	27	C	NA	NA	Nap
1	B	Infants	1	6	C	17	C	NA	NA	Nap
			Total Capacity @35 sq. ft.: 44		Total Capacity @25 sq. ft.: 0					
2	C	Six Year Olds and Over	2	22	C	44	C	NA	NA	Outside
2	D	Three Year Olds and Four Year Olds	2	18	C	34	C	NA	NA	Nap
			Total Capacity @35 sq. ft.: 50		Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Insufficient Toilets/Sinks			
Total # Children this Date: 63			Total Capacity @35 sq. ft.: 94			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
1	A	30	C
1	B	25	C
1	C	38	C
1	D	31	C

**Comments**

Plan of Improvement: Developed This Date 07/26/2019

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.al.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.

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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@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.

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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).

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)

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MARTHA WIGGINS, Program Official

Date

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Sharelle Cross, Consultant

Date



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### Findings Report

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The following information is associated with a Complaint Investigation Follow Up:

**Staff Records**

**Records Reviewed: 9**

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

Staff # 1	Met
Date of Hire: 03/29/2019	
Staff # 2	Met
Date of Hire: 08/09/2016	
Staff # 3	Met
Date of Hire: 06/18/1998	
Staff # 4	Met
Date of Hire: 12/19/2016	
Staff # 5	Met
Date of Hire: 01/01/2006	
Staff # 6	Met
Date of Hire: 05/31/2017	
Staff # 7	Not Met
Date of Hire: 06/03/2019	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 8	Met

Date of Hire: 11/09/2015

Staff # 9

Met

Date of Hire: 01/29/2018

**Staff Credentials Reviewed: 3**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of staff files that a 16-year-old employee who was hired on June 3, 2019, did not have a criminal records check as required. The staff member was observed supervising the school aged children with another employee on this date.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure the staff member receives a criminal records check within one business day and ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. 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 update consultant with one business day regarding the status of the employee.

**Correction Deadline: 7/26/2019****Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of staff files, that a staff member who was hired on June 13, 2019, did not have a criminal records check on file as required.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will obtain a criminal records check on this employee and ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. 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 update consultant of the employees status within one business day to ensure the CRC rules are maintained.

**Correction Deadline: 7/26/2019**