



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: 9/27/2018 **VisitType:** Licensing Study **Arrival:** 9:00 AM **Departure:** 12:30 PM

CCLC-38329

Children First

401 Reed Street Waycross, GA 31501 Ware County
 (912) 584-3271 fumcpreschool2015@gmail.com

Regional Consultant

Connie Boatright

Phone: (912) 544-9701

Fax: (912) 544-9700

connie.boatright@dec.al.ga.gov

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.
09/27/2018	Licensing Study	Good Standing	
01/11/2018	Monitoring Visit	Good Standing	
07/25/2017	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	A-Afterschool	Two Year Olds	1	10	C	12	C	NA	NA	Centers,Free Play
Main	B-2/3 half day	One Year Olds	1	9	C	10	C	NA	NA	Free Play
Main	C-1K	One Year Olds	1	6	C	10	C	NA	NA	Lunch,Free Play
Main	D-Crawlers	Infants	2	9	C	14	C	NA	NA	Nap,Feeding,Free Play,Floor Play
Main	E-Infants	Infants	2	7	C	14	C	NA	NA	Nap,Feeding,Floor Play,Free Play
Main	F-4K	Two Year Olds	1	6	C	12	C	NA	NA	Centers
Main	G-2K	Two Year Olds and Three Year Olds	2	13	C	15	C	NA	NA	Outside,Lunch,Transitioning
Main	H-3K	PreK	0	5	NC	17	C	NA	NA	Circle Time,Lunch
Total Capacity @35 sq. ft.: 104			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Centers Request				
Total # Children this Date: 65			Total Capacity @35 sq. ft.: 104			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A-Infant/Toddler	20	C
Main	B-School Age	31	C
Main	C-3K/4K	31	C

Comments

This Licensing Study is the first regulatory visit for Children First this 2018 - 2019 fiscal year.

The center currently has a one - star Quality Rating.

The center carries liability insurance.

The director stated that the center no longer administered medication or provides transportation. No field trips are taken.

The consultant reviewed all staff files and finds that one staff member hired September 23, 2018 does not have a local criminal records check or a fingerprint clearance determination letter on file. A one - day letter was left with the center director. The consultant discussed effective October 1, 2018 that all staff are required to have a comprehensive satisfactory fingerprint criminal records clearance determination letter on file prior to beginning work.

Plan of Improvement: Developed This Date 09/27/2018

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).



Please refer to the website, <http://www.dec.state.ga.us/CCS/Regulations.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.state.ga.us.

- 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.state.ga.us/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

Ann Lane, Program Official

Date

Connie Boatright, 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

Not Met

Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development. The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on the consultant's observation, lead teacher's statement and center director's statement that classroom F (two-year-old) did not have a current lesson plan.

POI (Plan of Improvement)

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

Correction Deadline: 9/27/2018

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

Met

Comment

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

Correction Deadline: 1/11/2018

Corrected on 9/27/2018

.12(2) - The previous citation is observed to be corrected on this date.

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

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 6

Records with Missing/Incomplete Components: 0

Child # 1

Met

Records Reviewed: 6

Records with Missing/Incomplete Components: 0

Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met

591-1-1-.08 Children's Records

Met

Comment

Parent agreements observed obtained/completed.

Comment

Parent authorizations obtained/completed.

Comment

Records were observed to be complete and well organized.

Facility

591-1-1-.06 Bathrooms

Met

Comment

Bathrooms observed to be clean and well maintained.

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)

Technical Assistance

Technical Assistance

591-1-1-.25(13) - The center director / staff will ensure that all hazardous items are stored out of reach of the children.

Correction Deadline: 9/27/2018

Correction Deadline: 1/11/2018

Corrected on 9/27/2018

.25(8) - The previous citation is observed to be corrected on this date.

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

Technical Assistance

Technical Assistance

591-1-1-.26(6) - The center director / staff will ensure that no hazards are present on the playground area.

Correction Deadline: 10/7/2018

Food Service

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

Met

Comment

Center menu meets USDA guidelines.

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

Kitchen appears clean and well organized.

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**

Proper hand washing observed throughout the center.

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

The director stated the center is no longer administering medication.

Correction Deadline: 9/27/2018

Organization

591-1-1-.16 Governing Body & License**Met****Comment**

The center is operating on a valid license with Bright From The Start.

Correction Deadline: 10/11/2018

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 the consultant's review of the fire / tornado drill log and the center director's statement that no fire drill was held for August 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: 10/2/2018

591-1-1-.22 Parental Access**Met****Comment**

The consultant observed the parental access notice to be posted on the parent bulletin board.

Correction Deadline: 9/27/2018

591-1-1-.27 Posted Notices**Technical Assistance****Technical Assistance**

The center director will ensure that the In The absence of the Director and the Emergency Numbers notices are posted.

Correction Deadline: 9/27/2018

Safety

591-1-1-.05 Animals

Met

Comment

Center does not keep animals on premises.

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

Comment

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

591-1-1-.13 Field Trips(CR)

Met

Comment

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)

Met

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.

Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Staff Records

Records Reviewed: 17

Records with Missing/Incomplete Components: 5

Staff # 1

Not Met

Date of Hire: 09/23/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 2

Not Met

Date of Hire: 12/01/2017

"Missing/Incomplete Components"

.33(4)-1st Yr. Training - 10 hrs.,.33(4)-1st Yr. Training 2 Hrs. (Abuse) Missing,.33(4)-1st Yr. Training 4 Hrs. Missing,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate

Staff # 3

Met

Date of Hire: 06/25/2016

Staff # 4

Met

Date of Hire: 07/06/2015

Staff # 5 Met

Date of Hire: 08/02/2018

Staff # 6 Met

Date of Hire: 11/09/2015

Staff # 7 Not Met

Date of Hire: 06/25/2018

"Missing/Incomplete Components"

.33(4)-1st Yr. Training - 10 hrs.,.33(4)-1st Yr. Training 2 Hrs. (Abuse) Missing,.33(4)-1st Yr. Training 4 Hrs. Missing,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate

Staff # 8 Met

Date of Hire: 01/29/2016

Staff # 9 Met

Date of Hire: 08/07/2018

Staff # 10 Not Met

Date of Hire: 02/22/2017

"Missing/Incomplete Components"

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

Staff # 11 Met

Date of Hire: 06/25/2018

Staff # 12 Met

Date of Hire: 01/05/2015

Staff # 13 Not Met

Date of Hire: 04/09/2018

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(4)-1st Yr. Training - 10 hrs.,.33(4)-1st Yr. Training 2 Hrs. (Abuse) Missing,.33(4)-1st Yr. Training 4 Hrs. Missing

Staff # 14 Met

Date of Hire: 08/17/2015

Staff # 15 Met

Date of Hire: 07/28/2016

Staff # 16 Met

Date of Hire: 02/20/2017

Staff # 17

Met

Date of Hire: 09/10/2018

Staff Credentials Reviewed: 17

591-1-1-.09 Criminal Records Check(CR)**Not Met****Finding**

591-1-1-.09(1)(a) requires the Center to ensure that every Director, Employee and Provisional Employee of the Child Care Learning Center has a satisfactory records check determination before the individual is present at the Center or before the individual resides in a Center. It was determined based on the consultant's review of all staff files, the center director's statement and the staff's statement that one permanent employee was hired on September 23, 2018 and has not completed a local criminal records check or a fingerprint criminal records check. A one-day letter was left with the center director.

POI (Plan of Improvement)

The Center will obtain the Required Satisfactory Records Check Determination before an individual is present at the Center while any child is present for care or before residing in a Center.

Correction Deadline: 9/27/2018

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

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

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 the consultant's review of all staff files that one staff member hired June 25, 2018 has not completed the required first aid and CPR. Additionally, a employee hired April 9, 2018 has not completed the required first aid and CPR. Additionally, a employee hired December 1, 2017 has not completed the required first aid and CPR. Additionally, a employee hired February 22, 2017 has not completed the required first aid and CPR.

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: 12/31/2018**Comment**

The consultant observed the first aid kit to contain all required items.

Correction Deadline: 10/7/2018

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

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined based on the consultant's review of all staff files a employee was hired September 23, 2018 and has not completed the required orientation.

POI (Plan of Improvement)

The Center will develop and provide orientation for all new Staff prior to their staff's assignment to children or task.

Correction Deadline: 10/5/2018

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 the consultant's review of all staff files that a employee was hired on June 25, 2018 and has not completed the required health and safety training. Additionally, a employee hired December 1, 2017 has not completed the required health and safety training. Additionally, a employee hired February 22, 2017 has not completed the required health and safety training.

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: 11/30/2018

Finding

591-1-1-.33(4) requires all Staff who provide any direct care to children, except independent contractors, Students-in-Training and volunteers, to obtain ten (10) clock hours of training or instruction in child care issues from an accredited school or Department-approved source. At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children. It was determined based on the consultants review of all staff files that a staff member hired June 25, 2018 has not completed the required initial hours of training. Additionally, a employee hired April 9, 2018 has not completed the required initial hours of training. Additionally, a employee hired December 1, 2017 has not completed the required initial hours of training. Additionally, a employee hired February 22, 2018 has not completed the required initial hours of training.

POI (Plan of Improvement)

The Center will plan and schedule training and follow up to ensure that direct care Staff complete the required hours of training in the required subjects.

Correction Deadline: 11/30/2018

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

Met

Comment

Staff observed to be compliant with applicable laws and regulations.

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.