



**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:** 7/10/2019    **VisitType:** Monitoring Visit    **Arrival:** 10:15 AM    **Departure:** 3:00 PM

**CCLC-38550**

**Kidz Express, Inc.**

342 S. Macon St. Jesup, GA 31545 Wayne County  
 (912) 256-3668 rushmore93@hotmail.com

**Regional Consultant**

Connie Boatright

Phone: (912) 544-9701

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connie.boatright@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:**

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
07/10/2019	Monitoring Visit	Good Standing	
02/27/2019	POI Follow Up	Good Standing	
01/23/2019	Licensing Study	Support	

**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	Two Year Olds	1	12	NC	10	NC	NA	NA	Transitioning, Nap, Story		
Main	B	Infants	1	5	C	5	C	NA	NA	Lunch, Nap, Transitioning, Floor Play, Free Play		
Main	C	Three Year Olds and Four Year Olds	2	13	NC	9	NC	13	C	Centers, Transitioning, Nap, Lunch		
Main	D	One Year Olds	1	8	C	6	NC	NA	NA	Transitioning, Floor Play, Nap, Free Play, Lunch		
Total Capacity @35 sq. ft.:			30			Total Capacity @25 sq. ft.: 33						
Total # Children this Date: 38		Total Capacity @35 sq. ft.:			30			Total Capacity @25 sq. ft.:		33		Building @25 capacity limited by Fire Marshall Limitations

Building	Playground	Playground Occupancy	Playground Compliance
Main	A(Left)	31	C
Main	B (right)	9	C

### Comments

This Monitoring Visit is the first regulatory visit for Kidz Express, Inc. this 2019 - 2020 fiscal year.

The center is going to apply for the Quality Rated Program before July 31, 2019.

The center director stated no medication is administered, no field trips or routine transportation is provided.

The consultant observed two of nine staff members do not have a comprehensive criminal records clearance determination letter on file as required. A one-day letter and affidavit was left with the center director.

The consultant offered technical assistance to the center director and owner in regard to the criminal records check as well as referred to DECAL Criminal Records Unit.

Plan of Improvement: To Be Submitted 07/22/2019

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.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](mailto:qualityrated@decal.ga.gov)

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Ginger Hall, Program Official

Date

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Connie Boatright, Consultant

Date



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### Findings Report

**Date:** 7/10/2019    **VisitType:** Monitoring Visit    **Arrival:** 10:15 AM    **Departure:** 3:00 PM

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The following information is associated with a Monitoring Visit:

<b>Activities and Equipment</b>
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**591-1-1-.03 Activities****Met****Comment**

The consultant observed a variety of age appropriate activities throughout the center.

**Correction Deadline: 7/10/2019**

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

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

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

Center does not provide swimming activities.

<b>Children's Records</b>
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**591-1-1-.08 Children's Records****Not Met****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 the consultant's observation, child head count and review of the sign in and sign out sheet that thirty eight was present and twenty eight children was signed in.

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**Correction Deadline: 7/10/2019**

<b>Facility</b>
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**591-1-1-.06 Bathrooms** **Met**

**Comment**

Bathrooms observed to be clean and well maintained.

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**591-1-1-.19 License Capacity(CR)** **Not Met**

**Finding**

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on the consultant's observation, child head count and review of Koala that classroom A (the two-year-old classroom) had twelve children present when the room is licensed for ten children. Additionally, classroom C (the three and four-year-old classroom) had thirteen children present when the room is licensed for nine children.

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**Correction Deadline: 7/10/2019**

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**591-1-1-.25 Physical Plant - Safe Environment(CR)** **Not Met**

**Finding**

591-1-1-.25(11) requires that floor coverings be tight, smooth, free of odors and washable or cleanable. It was determined based on the consultant's observation that the carpet located in the front hallway by the bathroom has a four inch by a two inch hole. Additionally, the same area has a six inch by four inch hole.

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**Correction Deadline: 8/19/2019**

**Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on the consultant's observation that a dirty toilet plunger was being stored in the front bathroom and accessible to the children.

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**Correction Deadline: 7/10/2019**

**Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on the consultant's observation that two cushions located on top of two benches was ripped and exposing foam, accessible to the two-year-children and poses a potential choking hazard.

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**Correction Deadline: 7/10/2019**

**Finding**

591-1-1-.25(8) requires protective caps on all unused electrical outlets within children's reach and requires that electrical outlets in use be made inaccessible to children. It was determined based on the consultant's observation that two electrical plug outlets was accessible to the children and not covered in the three and four-year-classroom.

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**Correction Deadline: 7/10/2019**

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

**Met**

**Comment**

Playground observed to be clean and in good repair.

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)**

**Met**

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Not Met**

**Comment**

Proper hand washing observed throughout the center.

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**Finding**

591-1-1-.17(6) requires garbage and organic waste to be stored in containers that are lined with plastic liners and have tight-fitting covers. Trash and garbage shall be removed from the building daily or as often as necessary to maintain the premises in a clean condition. It was determined based on the consultant's observation that a trash can was located in the front child bathroom and accessible to the children with no lid. Additionally, a trash can was located in the three and four-year-old classroom with no lid and accessible to the children.

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**Correction Deadline: 7/19/2019**

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

**Comment**

The center director stated no medication is administered.

<b>Safety</b>
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**591-1-1-.05 Animals** **Met**

**Comment**

Center does not keep animals on premises.

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

**Comment**

Age-appropriate discussion and/or redirection observed.

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

**Comment**

Center does not participate in field trips at this time.

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

**Comment**

Center does not provide routine transportation.

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)** **Met**

**Comment**

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed.

**Staff Records****Records Reviewed: 8****Records with Missing/Incomplete Components: 4**

Staff # 1 Not Met

Date of Hire: 07/06/2010

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 2 Met

Date of Hire: 08/11/2008

Staff # 3 Met

Date of Hire: 06/08/2011

Staff # 4 Not Met

Date of Hire: 07/09/2019

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 5 Not Met

Date of Hire: 01/22/2018

"Missing/Incomplete Components"

.24(1)-Education Experience Missing

Staff # 6 Not Met

Date of Hire: 01/22/2018

"Missing/Incomplete Components"

.24(1)-Education Experience Missing

Staff # 7 Met

Date of Hire: 09/08/2018

Staff # 8 Met

Date of Hire: 03/01/2008

**Staff Credentials Reviewed: 7**



**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 the consultant's review of all staff files and the center director's statement that one employee hired July 6, 2010 has not submitted a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. Additionally, a third employee hired July 9, 2019 has not submitted a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. A one day letter and affidavit was left with the center director.

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**Correction Deadline: 7/10/2019**

**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 the consultant's review of all staff files, review of Koala Outback and the center director's statement that one employee was hired July 6, 2010 does not have a valid and current satisfactory Comprehensive Records Check Determination on file as required and was present at the center with children present. Additionally, a second employee hired July 9 2019 does not have a valid and current satisfactory Comprehensive Records Check Determination on file as required and was present at the center with children present. A one day letter and affidavit was left with the center director.

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**Correction Deadline: 7/10/2019**

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**591-1-1-.24 Personnel Records**

**Finding**

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on the consultant's review of all staff files that one staff member hired July 9, 2019 and present during this visit did not have a personnel file.

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**Correction Deadline: 7/15/2019**

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

**Comment**  
Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)** **Not Met**

**Finding**  
591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20;and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined based on the consultant's observation that one staff member was present with twelve two-year-old children when staff to child ratio is one staff member to ten children.

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**Correction Deadline: 7/10/2019**

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

**Comment**  
Adequate supervision observed on this date.