



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: 4/15/2019 **VisitType:** Complaint Investigation Follow Up **Arrival:** 7:25 AM **Departure:** 11:00 AM

CCLC-38704

Tot's Learning Academy III

11710 Largo Drive, Unit C Savannah, GA 31419 Chatham County
 (912) 441-2198 natashacollins59@yahoo.com

Mailing Address
 Same

Regional Consultant

Tiffany Carter

Phone: (404) 478-8047

Fax: (404) 478-8048

tiffany.carter@decals.ga.gov

Joint with: Tasha McDonald

Quality Rated: ★ ★

Compliance Zone Designation		
04/15/2019	Complaint Investigation Follow Up	Good Standing
03/12/2019	Licensing Study	Good Standing
08/17/2018	Monitoring Visit	Good Standing

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
Main	A		0	0	C	11	C	NA	NA	Floor Play, Nap
Main	B	Infants	2	6	C	19	C	NA	NA	Nap, Floor Play
Main	Room C		0	0	C	23	C	NA	NA	
Main	Room D	Five Year Olds	1	6	C	17	C	NA	NA	Free Play
Main	Room E	Three Year Olds and Four Year Olds	1	2	C	24	C	NA	NA	Free Play
Total Capacity @35 sq. ft.: 94						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 14						Total Capacity @35 sq. ft.: 94				
						Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	26	C

Comments

04/15/2019: The purpose of the visit was to conduct a complaint investigation and to follow up on the previous visit.

Plan of Improvement: Developed This Date 04/15/2019

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.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.dec.state.ga.us/>
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.state.ga.us

Natasha Collins, Program Official

Date

Tiffany Carter, Consultant

Date

Tasha McDonald, Consultant

Date



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

Findings Report

Date: 4/15/2019 **VisitType:** Complaint Investigation Follow Up **Arrival:** 7:25 AM **Departure:** 11:00 AM

CCLC-38704

Tot's Learning Academy III

11710 Largo Drive, Unit C Savannah, GA 31419 Chatham County
(912) 441-2198 natashacollins59@yahoo.com

Mailing Address
Same

Regional Consultant

Tiffany Carter

Phone: (404) 478-8047

Fax: (404) 478-8048

tiffany.carter@dec.al.ga.gov

Joint with: Tasha McDonald

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

Children's Records

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

Met

Correction Deadline: 3/12/2019

Corrected on 4/15/2019

.08(1) - Previous citation was corrected.

Staff Records

Records Reviewed: 12

Records with Missing/Incomplete Components: 0

Staff # 1

Met

Date of Hire: 06/05/2017

Staff # 2

Met

Date of Hire: 10/25/2018

Staff # 3

Met

Date of Hire: 11/14/2018

Staff # 4

Met

Date of Hire: 05/31/2018

Staff # 5

Met

Date of Hire: 09/02/2002

Staff # 6

Met

Records Reviewed: 12

Records with Missing/Incomplete Components: 0

Date of Hire: 02/28/2017

Staff # 7 Met

Date of Hire: 02/15/2013

Staff # 8 Met

Date of Hire: 10/16/2017

Staff # 9 Met

Date of Hire: 02/11/2019

Staff # 10 Met

Date of Hire: 07/26/2018

Staff # 11 Met

Date of Hire: 01/25/2016

Staff # 12 Met

Date of Hire: 05/08/2017

Staff Credentials Reviewed: 12

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

Not Met

Finding

591-1-1-.09(i) requires that for a Provisional Employee to become a permanent Employee, the individual must have a satisfactory Comprehensive Records Check Determination. It was determined based on review of records that two provisional staff members did not have a comprehensive record check determination on file on this date with a hire date of January 25, 2016 and March 19, 2019. It was further determined, based on consultant observation two provisional staff members were left alone to care for children with only a satisfactory fingerprint determination.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that Provisional Employees obtain a satisfactory Comprehensive Records Check Determination in order to become an Employee. 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 ensure CRC rules are maintained.

Correction Deadline: 4/15/2019

Finding

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on review of records that one provisional staff member with a hire date of January 25, 2016 was not electronically ported on this date.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. 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 ensure CRC rules are maintained.

Correction Deadline: 4/15/2019

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 employee hired in September of 2018 did not complete the health and safety training within the first 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: 4/29/2019

Recited on 4/15/2019

Defer

591-1-1-.33(6)-Unable to check 2019 training until January 1, 2020.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 4/11/2019