



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: 8/30/2017 **VisitType:** Licensing Study **Arrival:** 8:40 AM **Departure:** 12:15 PM

CCLC-39074

Buck Melton Community Center

150 Sessions Drive Macon, GA 31201 Bibb County
 (478) 751-2311 irichmond@maconbibbeoc.com

Mailing Address

1680 Broadway, Suite B
 Macon, GA 31201

Regional Consultant

Sondra Paster

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sondra.paster@dec.al.gov

Joint with: Valarie Musselwhite

Compliance Zone Designation		
08/30/2017	Licensing Study	Good Standing
02/08/2017	Monitoring Visit	Good Standing
08/31/2016	Licensing Study	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	Three Year Olds	2	17	C	21	C	NA	NA	Story,Breakfast
Main	B	Three Year Olds	2	16	C	21	C	NA	NA	Story,Breakfast
Main	C	Three Year Olds	2	16	C	20	C	NA	NA	Breakfast
Main	D	PreK	2	20	C	22	C	NA	NA	Breakfast,Music

Total Capacity @35 sq. ft.: 80

Total Capacity @25 sq. ft.: 0

Building @35 capacity limited by Building Department

Total # Children this Date: 69

Total Capacity @35 sq. ft.: 80

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	39	C

Comments

A criminal record check 1 day letter was left with center supervisor on this date.

Plan of Improvement: Developed This Date 08/30/2017

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.



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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@decga.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://decga.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)

Ilynda Richmond, Program Official

Date

Sondra Paster, Consultant

Date

Valarie Musselwhite, 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-.12 Equipment & Toys(CR)

Met

Comment

The consultant observed no hazardous equipment on this date.

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

N/A

Comment

No Swimming Activities Provided

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 3

Child # 1	Met
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(c)-Address of Release Person Missing	
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(c)-Address of Release Person Missing	
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(c)-Address of Release Person Missing	
Child # 5	Met

591-1-1-.08 Children's Records**Not Met****Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on observation that three of five children records were observed to have release person addresses missing.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 8/30/2017

Facility

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

Observation-Clean and Well Maintained

591-1-1-.19 License Capacity(CR)**Met****Comment**

Licensed Capacity Routinely Met

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

591-1-1-.25(13) requires that hazardous equipment, materials and supplies be inaccessible to children. It was determined based on an observation that the following hazards were observed as follows:

- * Classroom A - plastic bags in drawer accessible to children, sheets in plastic bag on floor, teacher bags containing lotion and belongings accessible to children in unlocked filing cabinet, and baby wipes "keep out of reach of children" on counter.
- * Classroom B - baby wipes that stated "keep out of reach of children" on counter, plastic bags in lower unlocked cabinets, and lotion on unlocked drawer.
- * Classroom C - baby wipes that stated "keep out of reach of children" on counter accessible to children.
- * Classroom D - baby wipes that stated "keep out of reach of children" on counter and white out on shelf accessible to children.
- *Children's Restrooms - baby wipes that stated "keep out of reach of children".

POI (Plan of Improvement)

To ensure the safe storage of hazardous items, the center will ensure staff keep hazards inaccessible to children at all times.

Correction Deadline: 8/30/2017**Recited on 8/30/2017**

Finding

591-1-1-.25(7) requires that doors to rooms not approved for child care, other than the kitchen doors, be latched or locked so children cannot wander into those areas. Except in School-age Centers, interior Center door locks shall permit Personnel to open the locked room from outside of the room in an emergency. It was determined based on an observation that the hallway door leading to the laundry room was unlocked and had laundry detergent in the floor accessible to children.

POI (Plan of Improvement)

The Center will routinely check that doors to unapproved rooms remain latched or locked and that Staff can open the locked rooms in an emergency.

Correction Deadline: 8/30/2017

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

Observation-Clean/Good Repair

Food Service

591-1-1-.15 Food Service & Nutrition**Met****Comment**

Menu Meets USDA Guidelines as the consultant observed cheese grits, sausage links, apple juice and milk being served for breakfast on this date.

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

Small Kitchen observed Clean/Well Organized that is used to store milk and juices. The center does not prepare food at this location as food is catered.

Health and Hygiene

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

The center does not provide care to children that require diapering services.

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

Observed-Proper Hand Washing Throughout

591-1-1-.20 Medications(CR)**Not Met****Finding**

591-1-1-.20(1) requires Personnel to obtain specific written authorization from the child's physician or parent in order to dispense prescription or non-prescription medications, except for first aid. Such authorization will include when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent. It was determined based on observation that the parental authorization form was observed to be missing dosage, the dates to be given and the time of day medication was to be dispensed.

POI (Plan of Improvement)

The Center will train Staff to obtain and review parental authorizations to ensure the authorization contains complete information. The designated person(s) will monitor daily.

Correction Deadline: 8/30/2017

Finding

591-1-1-.20(3) requires the Center to maintain a record of medication dispensed that includes the date, time and amount of medication, any noticeable adverse reaction, and the signature or initials of the person administering the medication. It was determined based on observation that the dispensing documentation did not display any noticeable adverse action.

POI (Plan of Improvement)

The Center will train Staff responsible for dispensing medication in the accurate completion and storage of the records and will implement a plan to monitor this.

Correction Deadline: 8/30/2017

Safety

591-1-1-.05 Animals	Met
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Comment

No Animals Kept

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

Observed-Discussion/Redirection

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

No Field Trips at This Time

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

No Routine Transportation Provided

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)	N/A
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Comment

Center does not provide care for infants.

Staff Records

Records Reviewed: 14

Records with Missing/Incomplete Components: 3

Staff # 1	Met
Date of Hire: 07/20/2017	
Staff # 2	Met
Date of Hire: 07/27/2017	
Staff # 3	Met
Date of Hire: 06/26/2017	
Staff # 4	Met
Date of Hire: 09/24/2015	
Staff # 5	Not Met

Records Reviewed: 14**Records with Missing/Incomplete Components: 3**

Date of Hire: 02/12/2016

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 6

Met

Date of Hire: 08/13/2015

Staff # 7

Met

Date of Hire: 03/03/2017

Staff # 8

Met

Date of Hire: 05/14/2007

Staff # 9

Not Met

Date of Hire: 08/08/2014

"Missing/Incomplete Components"

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

Staff # 10

Met

Date of Hire: 11/07/2008

Staff # 11

Not Met

Date of Hire: 01/24/1994

"Missing/Incomplete Components"

.33(2)-Health & Safety Certificate,.33(3)-1st Yr. Training - 10 hrs.

Staff # 12

Met

Date of Hire: 07/20/2017

Staff # 13

Met

Date of Hire: 08/23/1983

Staff # 14

Met

Date of Hire: 08/20/2001

Staff Credentials Reviewed: 14**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 observation that a family service worker that was hired on February 12, 2016 was observed to be present without a satisfactory fingerprint determination.

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: 8/30/2017

591-1-1-.14 First Aid & CPR

Not Met

Finding

591-1-1-.14(1) requires the Center Director and, at any given time, at least fifty percent (50%) of the caregiver Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Center shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on observation that 4 out of 13 staff obtained First Aid and CPR training on this date. The director was observed to be without First Aid and CPR training on this date.

POI (Plan of Improvement)

The Center Director and at least 50% of the caregiver Staff will complete the needed training. The Director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time and that evidence of successful completion of the training is on file available for inspection.

Correction Deadline: 9/29/2017

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 observation that the director was observed to be without 10 hours of first year training for the 2016/2017 annual hire date.

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: 9/29/2017

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 observation that the director was observed to be without health and safety 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: 9/29/2017

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

Met

Comment

Lead staff education requirements

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Met

Comment

Observed-Appropriate Staff:Child Ratios

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

Met

Comment

Observed-Adequate Supervision