



**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: 1/29/2018 **VisitType:** Licensing Study **Arrival:** 9:00 AM **Departure:** 11:40 AM

CCLC-39210

Tracey's Stay N Play

4401 Elkan Avenue Macon, GA 31206 Bibb County
(478) 788-8210 sharon31206@hotmail.com

Regional Consultant

Sondra Paster

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sondra.paster@decals.ga.gov

Mailing Address

4401 Elkan Avenue
Macon, GA

Quality Rated: No

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.
01/29/2018	Licensing Study	Good Standing	
09/06/2017	Monitoring Visit	Good Standing	
02/14/2017	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 (infants-1yr)	Infants and One Year Olds	1	6	C	7	C	NA	NA	Free Play, Floor Play, Breakfast, Diapering
Main	B (twos)	Two Year Olds and Three Year Olds	1	2	C	11	C	NA	NA	Floor Play, Free Play, Breakfast
Main	C (school-age)		0	0	C	3	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.:			18	Total Capacity @25 sq. ft.:		0	Building @35 capacity limited by Fire Marshall Limitations			
Total # Children this Date: 8			Total Capacity @35 sq. ft.:		18	Total Capacity @25 sq. ft.:		0		

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	34	C

Comments

A Plan of Improvement was left on this date and is due by February 12, 2018.

Plan of Improvement: To Be Submitted 02/12/2018

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).



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.

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.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.

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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

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

Sharon Bradley, Program Official

Date

Sondra Paster, Consultant

Date



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Findings Report

Date: 1/29/2018 **VisitType:** Licensing Study **Arrival:** 9:00 AM **Departure:** 11:40 AM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Technical Assistance

Technical Assistance

Discussed with the director that staff should be completing various activities according to lesson plan activities.

Correction Deadline: 1/29/2018

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

Met

Comment

The consultant observed no hazardous or unsecured equipment on this date.

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

Not Evaluated

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 6

Records with Missing/Incomplete Components: 1

Child # 1	Met
Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-No Record	
Child # 4	Met

Records Reviewed: 6

Records with Missing/Incomplete Components: 1

Child # 5

Met

Child # 6

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 the center was observed to be without a file for one infant enrolled on this date.

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Correction Deadline: 1/29/2018

Technical Assistance

Discussed with the director that one of five children records reviewed was observed to be missing the no liability signed parental form. The director will obtain the missing form.

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Correction Deadline: 1/29/2018

Evening Care

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

Met

Comment

The center's evening care attendance sheets display that ratios and supervision are being maintained during evening care. The consultant did not observe evening care on this date.

Facility

591-1-1-.06 Bathrooms

Not Met

Finding

591-1-1-.06(7) requires center staff to ensure bathrooms are cleaned daily with a disinfectant. It was determined based on observation that toddler bathroom was observed to have brown debris surrounding the base of the toilet on the flooring.

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Correction Deadline: 1/29/2018

591-1-1-.19 License Capacity(CR)

Met

Comment

Licensed capacity observed to be met by center.

591-1-1-.25 Physical Plant - Safe Environment(CR)

Not Met

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 observation that the following was observed:

- * The half door to the infant/one-year-old classroom was observed to off the bottom hinge resulting in sharp screws being exposed to children on this date.
 - * The bathroom toilet in next to the toddler classroom was observed to be leaking water from the base of the toilet.
 - * The consultant observed dead roaches in one of the kitchen's refrigerators and the toddler bathroom on this date.
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Correction Deadline: 1/29/2018

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

Not Met

Finding

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that four spaces on the back wall wooden fencing were observed to fencing boards that were broken which resulted in gaps and sharp edges being exposed to children on this date.

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Correction Deadline: 1/29/2018

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Correction Deadline: 9/16/2017

Corrected on 1/29/2018
The consultant observed the outdoor equipment to be secured on this date.

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Correction Deadline: 9/16/2017

Corrected on 1/29/2018
The consultant observed resilient surfacing to be maintained with six inches in depth as required on this date.

Finding
591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that exposed concrete from behind the jungle gym was observed on the outdoor play area on this date. The consultant further observed the plastic covering over the swing chain was observed to be cracking which resulted in sharp edges being exposed to children.

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Correction Deadline: 1/29/2018

Recited on 1/29/2018

Food Service

Finding

591-1-1-.15(3) requires baby bottles and formula to be labeled with the individual child's name; supplied by the Parent daily in bottles; and refrigerated at a temperature of forty (40) degrees Fahrenheit or less. Only the current day's formula or breast milk shall be served. If formula must be provided by the Center, only commercially prepared, ready-to-feed formula shall be used. Refrigerated or frozen breast milk shall only be heated or thawed under warm running water or in a container of warm water. It was determined based on observation that four bottles stored in the kitchen refrigerator were observed without any labels.

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Correction Deadline: 1/29/2018

Finding

591-1-1-.18(8) requires that containers of food be stored above the floor on clean surfaces protected from splash and other contamination. Containers for food storage other than the original container or package in which the food was obtained shall be impervious and non-absorbent, have tight-fitting lids or covers and labeled as to contents. It was determined based on observation that a container of corn was observed to be stored without a lid or a label.

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Correction Deadline: 1/29/2018

Health and Hygiene

Comment

Proper diapering procedures observed.

Finding

591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on observation that two one-year-old children were observed to not complete hand washing after being diapered on this date.

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Correction Deadline: 1/29/2018

Finding

591-1-1-.17(8) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means. It was determined based on observation that a staff in the infant/one-year-old classroom was observed to not complete hand washing prior to diapering children or between diapering of multiple children. The staff was observed to change gloves but not complete hand washing with soap and water.

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Correction Deadline: 1/29/2018

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

Not Met

Finding

591-1-1-.20(4) requires the Center to keep medication in a cabinet or container that is locked or otherwise not accessible to the children and to be stored separate from cleaning chemicals, supplies or poisons. Medications requiring refrigeration shall be placed in a leak-proof container in a refrigerator that is not accessible to the children. It was determined based on observation that medication for a vapor mist machine was observed to be sitting on a table that was accessible to children in the infant/one-year-old classroom on this date.

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Correction Deadline: 1/29/2018

Policies and Procedures

Finding

591-1-1-.21(1)(p) requires the Center to have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. It was determined based on observation that the center was observed to be without an updated written emergency preparedness plan on this date.

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Correction Deadline: 2/3/2018

Finding

591-1-1-.21(2) requires the Center to have written documentation signed by the Parents in each child's file that the Director or designee has: provided to the Parent(s) a copy of the Center's policies and procedures required by this rule; advised the Parent(s) of the safe sleep practices followed by the Center; advised the Parent(s) of the child's progress, issues relating to the child's care and individual practices concerning the child's special needs; and encouraged participation by Parent(s) in Center activities. It was determined based on observation that the center was observed to be without a signed sleep safe form for one infant enrolled on this date.

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Correction Deadline: 2/3/2018

Safety

591-1-1-.05 Animals **N/A**

Comment
Center does not keep animals on premises.

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

Comment
Age-appropriate discussion and/or redirection observed.

591-1-1-.13 Field Trips(CR) **N/A**

Comment
Center does not participate in field trips at this time.

Comment

Van inspection observed to be completed on May 16, 2017 for van with tag number PDF6037.

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Finding

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on observation that the director/driver was observed to be without updated transportation training on this date.

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Correction Deadline: 1/31/2018

Recited on 1/29/2018

Sleeping & Resting Equipment

Correction Deadline: 1/29/2018

Corrected on 1/29/2018

The center was observed to have tight-fitting sheets on four of four cribs on this date.

Staff Records

Records Reviewed: 7

Records with Missing/Incomplete Components: 4

Staff # 1 Met
Date of Hire: 11/14/2017

Staff # 2 Not Met
Date of Hire: 08/07/2016

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training

Records Reviewed: 7

Records with Missing/Incomplete Components: 4

Staff # 3 Not Met

Date of Hire: 01/01/2016

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.33(4)-1st Yr. Training - 10 hrs.

Staff # 4 Not Met

Date of Hire: 10/05/2016

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training

Staff # 5 Not Met

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training, .33(5)-10 Hrs. Annual Training

Staff # 6 Met

Date of Hire: 06/15/2005

Staff # 7 Met

Date of Hire: 01/01/2002

Staff Credentials Reviewed: 7

591-1-1-.09 Criminal Records Check(CR)

Not Met

Finding

591-1-1-.09(1)(d) requires each Employee and Center Director hired on or after January 1, 2014 to have a satisfactory Fingerprint Records Check Determination with a Records Check Clearance date that is within 12 months of their hire date. In order for the Department to issue a satisfactory Fingerprint Records Check Determination, each Employee and Director must submit both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on observation that a staff hired on November 14, 2017 was observed to have a fingerprint on file with an expired portability date of May 31, 2017.

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Correction Deadline: 1/29/2018

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

Met

Comment

Complete kits observed in center and on vehicles.

Comment

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

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 three staff were observed to be without health & safety training within 90 days of employment on this date.

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Correction Deadline: 2/8/2018

Recited on 1/29/2018

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 observation that a staff hired on January 1, 2016 was observed to be without first year 10 hours of training on this date.

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Correction Deadline: 2/28/2018

Finding

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on observation that the director and three staff were observed to be without any training hours for 2017.

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

Met

Comment

Staff observed to meet applicable laws and regulations on this date.

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

Adequate supervision observed on this date.