



**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:** 2/8/2019    **VisitType:** Monitoring Visit    **Arrival:** 9:20 AM    **Departure:** 12:30 PM

**CCLC-39210**

**Tracey's Stay N Play**

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

**Regional Consultant**

Wakisha Newton

Phone: (404) 591-5813

Fax: (770) 359-5807

wakisha.newton@dec.al.ga.gov

**Mailing Address**

4401 Elkan Avenue  
Macon, GA

**Quality Rated:** No

| <b>Compliance Zone Designation</b> |                  |               |
|------------------------------------|------------------|---------------|
| 02/08/2019                         | Monitoring Visit | Deficient     |
| 07/17/2018                         | Licensing Study  | Good Standing |
| 02/21/2018                         | POI Follow Up    | 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 (infants-1yr) | Infants and One Year Olds | 1     | 6        | C    | 7                           | C            | NA         | NA           | Free Play  |
| Main                        | B (twos)        | Two Year Olds             | 1     | 7        | C    | 11                          | C            | NA         | NA           | Centers  |
| Main                        | C (school-age)  |                           | 0     | 0        | C    | 3                           | C            | NA         | NA           |  |
| Total Capacity @35 sq. ft.: |                 |                           | 18    |          |      | Total Capacity @25 sq. ft.: |              | 0          |              | Building @35 capacity limited by Fire Marshall Limitations |
| Total # Children this Date: |                 |                           | 13    |          |      | Total Capacity @25 sq. ft.: |              | 0          |              |  |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------|----------------------|-----------------------|
| Main     | Playground | 34                   | C                     |

**Comments**

Plan of Improvement: To Be Submitted 02/22/2019

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.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](mailto: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](mailto:qualityrated@dec.state.ga.us)

Sharon Bradley, Program Official

Date

Wakisha Newton, Consultant

Date



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**Findings Report**

**Date:** 2/8/2019      **VisitType:** Monitoring Visit      **Arrival:** 9:20 AM      **Departure:** 12:30 PM

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The following information is associated with a Monitoring Visit:

|                                 |
|---------------------------------|
| <b>Activities and Equipment</b> |
|---------------------------------|

**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 observation that the lesson plans in Room A were not dated. It was also observed that classroom B did not have lesson plans.

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**Correction Deadline: 2/8/2019**

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

**Not Met**

**Finding**

591-1-1-.12(1) requires each Employee and child in attendance to use all indoor and outdoor furniture, activity materials, and equipment in a safe and appropriate manner and in accordance with the manufacturer's instructions, recommendations, and intended use. All equipment and furniture shall be used only by the age-appropriate group of children. It was determined based on consultant observation that a one-year-old child was placed in a highchair in the infant room without any safety straps.

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**Correction Deadline: 2/8/2019**

**Recited on 2/8/2019**

**Defer**

591-1-1-.12(2)- See Rule Playground Equipment 26(6)

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**Correction Deadline: 7/31/2018**

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

**Met**

**Comment**

Center does not provide swimming activities.

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|---------------------------|
| <b>Children's Records</b> |
|---------------------------|

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**Records Reviewed: 3**

**Records with Missing/Incomplete Components: 2**

|   |         |
|---|---------|
| Child # 1   | Not Met |
| <u>"Missing/Incomplete Components"</u>  |         |
| .08(1)-Doctor, Clinic, Phone Numbers,.08(3)-Address of Release Person Missing |         |
| Child # 2   | Met     |
| Child # 3   | Not Met |
| <u>"Missing/Incomplete Components"</u>  |         |
| .08(1)-Doctor, Clinic, Phone Numbers,.08(3)-Address of Release Person Missing |         |

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**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 a review of children's records that two of the three records reviewed did not have complete release person's address or physician's telephone number.

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**Correction Deadline: 2/9/2019**

**Recited on 2/8/2019**

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|  | <b>Facility</b> |
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**591-1-1-.19 License Capacity(CR)** **Met**

**Comment**

Licensed capacity observed to be routinely met by center.

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

**Finding**

591-1-1-.25(12) requires heating and cooling equipment to be protected to prevent children from touching it. Fans, space heaters, etc. shall be positioned or installed so as to be inaccessible to the children. It was determined based on consultant observation that a fan was placed on top of a shelf in the infant classroom and was installed with the cord hanging down where children within the classroom could pull the cord and the fan could pose a falling hazard.

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**Correction Deadline: 2/8/2019**

**Recited on 2/8/2019**

**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 consultant observation that the following items in the child care center were in need of repair:

- the ceiling of the girls restroom in the infant class was chipping paint/popcorn.
  - the top of the wooden counter top beside the refrigerator in the kitchen area was chipping paint.
  - the sides of the tiles on the kitchen counter were cracked.
  - the door leading into Classroom A from the hallway was broken and loose with chipping paint.
  - the cabinet door in the girls bathroom in room A was broken and not secured on the sink.
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**Correction Deadline: 2/15/2019**

**Recited on 2/8/2019**

**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 consultant observation that several outlets were not covered as required in the classrooms and restrooms of the center.

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**Correction Deadline: 2/8/2019**

**Recited on 2/8/2019**

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**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 the red paint on the wooden fence was peeling. It was also observed that two holes were observed at the bottom of the wooden fence on the left side. It was observed that a portion of the fence on the right side was pushed in and a large gap in the fence was present.

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**Correction Deadline: 2/8/2019**

**Finding**

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation that the bear seat swing was observed to be broken in the middle. It was also observed that the plastic covering on the swings were broken and peeling.

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**Correction Deadline: 2/18/2019**

**Finding**

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on consultant observation that resilient surfacing was not adequately maintained on the center playground around the blue metal equipment, the blue and yellow metal equipment, and swings in that grass was growing through the sand.

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**Correction Deadline: 2/8/2019**

**Recited on 2/8/2019**

**Health and Hygiene**

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

**Comment**

Staff state proper knowledge of diapering procedures.

**591-1-1-.17 Hygiene(CR) Not Met**

**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 observation that the trash can in classroom A did not have a tight fitting lid or cover.

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**Correction Deadline: 2/8/2019**

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**Correction Deadline: 7/17/2018**

**Corrected on 2/8/2019**

**.17(7) - Staff stated proper handwashing practices.**

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

Met

**Comment**

The Provider currently does not dispense/administer medication.

**Policies and Procedures**

591-1-1-.21 Operational Policies & Procedures

Met

**Correction Deadline: 2/8/2019**

**Corrected on 2/8/2019**

**.21(3) - Fire Drills were observed on the date.**

**Safety**

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

Met

**Comment**

Age-appropriate discussion and/or redirection observed.

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

Not Met

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**Correction Deadline: 7/22/2018**

**Corrected on 2/8/2019**

**.36(4)(a) - A vehicle inspection was observed to be complete in September 2018.**

**Finding**

591-1-1-.36(4)(c) requires that each vehicle be equipped with a fire extinguisher maintained in working order and kept inaccessible to children. It was determined based on observation that there was not a fire extinguisher on the vehicle.

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**Correction Deadline: 2/8/2019**



**Finding**

591-1-1-.36(7)(a) requires that each vehicle contains current information including: the full names of all children to be transported, each child's pick-up location, pick-up time, delivery location, alternate delivery location if a Parent is not at home and name of person authorized to receive each child. In addition, the vehicle shall contain current information identifying the Center's name, telephone number and the name of the driver of the vehicle. It was determined based on review of the transportation documents, four of eight children transported did not have vehicle emergency documentation.

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**Correction Deadline: 2/9/2019**

**Sleeping & Resting Equipment**

**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**

**Not Met**

**Finding**

591-1-1-.30(1)(a)3 requires that each crib shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. It was determined based on observation that all four cribs in classroom A were observed to have loose fitting sheets.

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**Correction Deadline: 2/8/2019**

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**Correction Deadline: 7/17/2018**

**Corrected on 2/8/2019**

**.30(1)(d) - Adequate crib space was observed. Staff stated the cribs are moved once with children are placed down for nap.**

**Staff Records**

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

**Comment**

Criminal record checks were observed to be complete. The consultant observed all staff to have a comprehensive background check on file.

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**591-1-1-.33 Staff Training** **Met**

**Correction Deadline: 2/28/2018**

**Corrected on 2/8/2019**

**.33(6) - Training for 2018 will be reviewed during the next licensing study.**

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

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| <b>Staffing and Supervision</b> |
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)** **Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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**591-1-1-.32 Supervision(CR)** **Not Met**

**Finding**

591-1-1-.32(7) requires that children be supervised at all times and that the persons supervising in the child care area be alert, able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the chaperones and Students-in-Training, and provide timely attention to the children's actions and needs. It was determined based on observation that when the consultant entered Room B to go to the playground, the classroom was left unsupervised when the staff person left the classroom to get wipes.

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**Correction Deadline: 2/8/2019**

**Recited on 2/8/2019**