



**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: 2/6/2018 **VisitType:** Monitoring Visit **Arrival:** 9:50 AM **Departure:** 11:30 AM

CCLC-39244

Ms. BJ's Group Daycare and Early Learning

511 Jefferson Street Moultrie, GA 31768 Colquitt County
(229) 985-7022 msbjs704@yahoo.com

Regional Consultant

Beth Houtz

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beth.houtz@decal.ga.gov

Mailing Address

511 jefferson st
moultrie, GA 31768

Quality Rated: No

Compliance Zone Designation		
02/06/2018	Monitoring Visit	Good Standing
07/25/2017	Licensing Study	Good Standing
02/23/2017	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	Room A	One Year Olds	1	3	C	5	C	NA	NA	Nap	
Main	Room B		0	0	C	3	C	NA	NA		
Main	Room C		0	0	C	4	C	NA	NA		
Main	Room D		0	0	C	4	C	NA	NA		
Total Capacity @35 sq. ft.:			12			Total Capacity @25 sq. ft.:		0		Building @35 capacity limited by Fire Marshall Limitations	
Total # Children this Date:			3			Total Capacity @35 sq. ft.:		12		Total Capacity @25 sq. ft.:	0

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	62	C

Comments

The purpose of today's visit is a monitoring visit and to follow up on any previous rule citations. The center does not provide transportation and does not currently dispense any medication.

Plan of Improvement: Developed This Date 02/06/2018

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

Bobbie Jackson, Program Official

Date

Beth Houtz, Consultant

Date



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Findings Report

Date: 2/6/2018 **VisitType:** Monitoring Visit **Arrival:** 9:50 AM **Departure:** 11:30 AM

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The following information is associated with a Monitoring Visit:

Activities and Equipment

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

Met

Comment

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

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

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 3

Records with Missing/Incomplete Components: 2

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

Child # 3

Not Met

"Missing/Incomplete Components"

.08(1)-Emergency Contact information Missing

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 one of the three children's records did not contain the telephone number of the release persons and one of the three records reviewed did not contain the work phone number of the child's parents.

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. Any missing information for the children who are currently enrolled will be obtained and placed in the child's record.

Correction Deadline: 2/6/2018

Recited on 2/6/2018

Finding

591-1-1-.08(1)(b) requires Center Staff to maintain a file for each child that includes parental authorizations, including, but not limited to, written authorization for the Center to obtain emergency medical care for the child when the Parent is not available. It was determined based on a review of children's records that three of three children whose records were reviewed did not have an authorization on file to obtain emergency medical care. The consultant left an example of an emergency medical authorization with the center.

POI (Plan of Improvement)

The Center will develop and follow a system to place and maintain all types of parental authorizations in these files.

Correction Deadline: 2/6/2018

Recited on 2/6/2018

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 a review of the daily sign in and out sheets that the required documentation was not being maintained correctly for daily attendance. Eleven of the 17 children present had the parent's signature already placed on the form for remaining days in the week. One of the three children who was present for care was not signed in for the current day. The center had signed the child in on the minute menu but the parent had not signed the child in on the sign in/out sheet for Tuesday, February 6, 2018.

POI (Plan of Improvement)

The Center will maintain arrival and departure records as required, will ensure the documentation includes all of the required information, and will provide the records to the Department when requested.

Correction Deadline: 2/6/2018

Recited on 2/6/2018

Evening Care

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

Comment

No evening care hours provided

Facility

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

Correction Deadline: 7/25/2017

Corrected on 2/6/2018

.19(1) - This citation was observed to be corrected on this date. There were three children present in the center.

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

Correction Deadline: 7/25/2017

Corrected on 2/6/2018

.25(12) - This citation was observed to be corrected on this date. The consultant did not observe any fans in use.

591-1-1-.25 Physical Plant-Structural/Mechanical **Met**

Correction Deadline: 7/25/2017

Corrected on 2/6/2018

.25(4) - This citation was observed to be corrected on this date. The consultant conducted the visit on a day in February and the local temperature was 60 degrees Fahrenheit.

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

Correction Deadline: 8/2/2017

Corrected on 2/6/2018

.26(8) - This citation was observed to be corrected on this date. The consultant measured the resilient surface to be the required six inches in depth.

Correction Deadline: 7/25/2017

Corrected on 2/6/2018

.26(9) - This citation was observed to be corrected on this date. All hazards previously cited had been removed or repaired.

Food Service

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

Correction Deadline: 7/25/2017

Corrected on 2/6/2018

.18(5) - This citation was observed to be corrected on this date. The consultant observed the freezer temperature to be 0 degrees Fahrenheit.

Health and Hygiene

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

Met

Correction Deadline: 8/1/2017

Corrected on 2/6/2018

.10(4) - This citation was observed to be corrected on this date. The sink was operable and a changing table was located adjacent to the sink with guard rails and a non-porous surface.

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

Met

Correction Deadline: 7/25/2017

Corrected on 2/6/2018

.17(7) - This citation was observed to be corrected on this date. During the visit all children present were napping.

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

Met

Comment

The Director stated that no medication is currently dispensed.

Policies and Procedures

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

Not Met

Finding

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of records that there was no documentation of a fire drill conducted for the month of January 2018.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 2/6/2018

Recited on 2/6/2018

591-1-1-.27 Posted Notices

Not Met

Finding

591-1-1-.27 requires each Center to post in a designated area for public viewing near the front entrance the following: the Center's current License or Permit; a copy of these rules; a copy of the current communicable disease chart; a statement allowing Parent(s) access to all child care areas upon notifying any staff member of his or her presence; names of persons responsible for the administration of the Center in the administrator's absence; the dated current week's menu for meals and snacks; emergency plans for severe weather, fire, and other emergency situations; a statement requiring visitors to check in with Staff when entering the Center; no smoking signs; and a notice provided by the Department which advises Parents of their right to review a copy of the Center's most recent licensure evaluation report upon request to the Center Director. The Center shall provide any Parent with a copy of this evaluation report upon request. It was determined based on consultant's observation that the following notices were not posted:

* The current week's menu, the menu posted was dated September 2014.

* Person in charge in director's absence

POI (Plan of Improvement)

The Center will post the notices as required and ensure they remain posted.

Correction Deadline: 2/9/2018

Recited on 2/6/2018

Safety

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

Comment

Staff were observed to maintain a positive learning environment on this date.

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

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Comment

No infants currently enrolled.

Technical Assistance

591-1-1-.30(1)(b)3 - The consultant observed the three cots not to have sheets on the bottom during use. The consultant discussed with the center staff about having the sheets on the cots. center staff showed the consultant the sheets and said that they usually do have them on the cots. The consultant reminded the staff to always utilize the sheets and to wash them at least once a week.

Correction Deadline: 2/6/2018

Staff Records

Records Reviewed: 2

Records with Missing/Incomplete Components: 1

Staff # 1 Met
Date of Hire: 10/20/2003

Staff # 2 Not Met
Date of Hire: 06/05/2007

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff Credentials Reviewed: 2

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

Correction Deadline: 7/25/2017

Corrected on 2/6/2018

.09(1)(e) - This citation was observed to be corrected on this date. All employees had a satisfactory record check determination letter.

591-1-1-.14 First Aid & CPR**Not Met****Correction Deadline: 8/24/2017****Corrected on 2/6/2018****.14(1) - This citation was observed to be corrected on this date. Only two employees and one of the employees have CPR/First Aid.****Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on observation, staff statements, and a review of records that the staff member present during the visit on February 6, 2018 is not currently trained in CPR/First Aid while children are present. The staff member had an expired CPR/First card from 2012.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 3/8/2018

591-1-1-.33 Staff Training**Met****Correction Deadline: 2/9/2018****Corrected on 2/6/2018****.33(3) - This citation was observed to be corrected on this date. All staff had the required Health and Safety Orientation training.**

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

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

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**

Center observed to maintain appropriate staff:child ratios.