



**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:** 5/5/2020    **VisitType:** Licensing Study    **Arrival:** 9:30 AM    **Departure:** 11:35 AM

**CCLC-39256**

**Guiding Light Child Care Center**

7118 Eastman Road Soperton, GA 30457 Treutlen County  
(912) 529-2012 leonorablair@yahoo.com

**Regional Consultant**

Connie Boatright

Phone: (912) 544-9701

Fax: (912) 544-9700

connie.boatright@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
05/05/2020	Licensing Study	Good Standing	
10/22/2019	Monitoring Visit	Good Standing	
02/11/2019	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	Left	One Year Olds and Two Year Olds	2	3	C	8	C	NA	NA	Free Play
Main	Right	Five Year Olds	1	1	NC	6	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 14			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Centers Request				
Total # Children this Date: 4			Total Capacity @35 sq. ft.: 14			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Only	58	C

**Comments**

The consultant placed a TC to the center director on April 28, 2020 to schedule the administrative review. During this TC, the center director reported that no medication is administered, no field trips or routine transportation is provided. The administrative review begin on May 5, 2020. The consultant placed a TC to the center director on this day requesting additional information to be uploaded in Koala by May 7, 2020.

The virtual visit was completed on June 15, 2020. Upon completion of the typed LS, the consultant placed a phone call the to center director and discussed the overall findings of the LS. The consultant requested that the center director sign the compliance determination pages and return to the consultant by COB today.

Child care operations checklist to ensure compliance with the executive order until 07-12-2020 was discussed with the center director. It was determined that the center was not recording daily child health screening and temperatures. A copy of the health screen log was emailed to the provider.

Plan of Improvement: No Plan Developed

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/RulesAndRegulations.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.

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#### 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.

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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)

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Lenora Blair, Program Official

Date

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Connie Boatright, Consultant

Date



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### Findings Report

**Date:** 5/5/2020      **VisitType:** Licensing Study      **Arrival:** 9:30 AM      **Departure:** 11:35 AM

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The following information is associated with a Licensing Study:

### Activities and Equipment

**591-1-1-.03 Activities**

**Met**

**Comment**

The center director stated GELDS lesson plans are being used in each classroom.

**Correction Deadline: 5/5/2020**

**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: 3**

Child # 1      Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

Child # 2      Not Met

"Missing/Incomplete Components"

.08(1)-Emergency Contact information Missing

Child # 3      Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

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

**Not Met**

**Comment**

Parent agreements observed obtained/completed.

**Comment**

Parent authorizations obtained/completed.

**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 the consultant's review of three child files, that one child file was missing the father's employment, employment address and employment telephone number. Additionally, a second child file was missing the father's employment address and employment telephone number. Additionally, a third child file was missing the relationship of the release to person to the child and to the parent.

**POI (Plan of Improvement)**

The center director / owner will ensure that all child files are completed thoroughly and kept up to date.

**Correction Deadline: 5/15/2020**

**Recited on 5/5/2020**

**Facility**

**591-1-1-.06 Bathrooms**

**Met**

**Comment**

Bathrooms observed to be clean and well maintained.

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

**Met**

**Comment**

Licensed capacity observed to be routinely met by center.

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

**Met**

**Comment**

Center appears clean and well maintained.

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

**Met**

**Correction Deadline: 11/1/2019**

**Corrected on 5/5/2020**

.26(6) - The previous citation was observed to be corrected. The weathered and splintered boards have been replaced and the bus has been repainted. Additionally, the rusty nails have been removed and replaced.

**Food Service**

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

**Comment**

Center menu meets USDA guidelines.

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

**Comment**

Kitchen appears clean and well organized.

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**Health and Hygiene**

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**591-1-1-.07 Children's Health** **Met**

**Correction Deadline: 10/22/2019**

**Corrected on 5/5/2020**

**.07(5) - The previous citation was observed to be corrected during this virtual visit.**

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

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Comment**

Staff stated proper hand washing techniques. The center director stated children are hand washing more frequently through out the day due to COVID-19.

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

**Comment**

The center director stated no medication is administered.

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**Safety**

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**591-1-1-.05 Animals** **Met**

**Comment**

Center does not keep animals on premises.

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

**Comment**

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

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

**Comment**

Center does not participate in field trips at this time.

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

**Comment**

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

**Comment**

Discussed SIDS and infant sleeping position.

**Comment**

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

**Staff Records**

**Records Reviewed: 3**

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

Staff # 1 Not Met  
Date of Hire: 02/10/2020  
"Missing/Incomplete Components"  
.09-Criminal Records Check Missing

Staff # 2 Not Met  
Date of Hire: 07/20/2009  
"Missing/Incomplete Components"  
.33(4)-Food Prep Training Missing 4 hrs.

Staff # 3 Met  
Date of Hire: 08/19/2009

**Staff Credentials Reviewed: 2**

**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met**

**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 staff files, Koala Outback and the providers statement that one staff member hired February 10, 2020 has a satisfactory comprehensive criminal records check determination letter on file with a portability deadline of August 21, 2020, however, the center has not ported the determination letter to this center.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will immediately 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 immediately ensure CRC rules are maintained.

**Correction Deadline: 5/7/2020**

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

**Comment**

Evidence observed of 100% of center staff certified in First Aid and CPR.

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**591-1-1-.33 Staff Training****Technical Assistance****Technical Assistance**

591-1-1-.33(4) - The center director will ensure that the cook has four hours of food prep training. The consultant observed certificates of three clock hours when four clock hours are required.

**Correction Deadline: 6/4/2020****Correction Deadline: 12/31/2019****Corrected on 5/5/2020****.33(6) - The previous citation was observed to be corrected.**

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**591-1-1-.31 Staff(CR)****Technical Assistance****Technical Assistance**

591-1-1-.31(13) - The consultant discussed with the center director the importance of recording daily health screenings and temperature checks for staff and children upon arrival as required by the Governor's Executive Order.

**Correction Deadline: 5/5/2020****Correction Deadline: 11/1/2019****Corrected on 5/5/2020****.31(2)(c) The previous citation is observed to be corrected. Two of two lead teachers have required credentials.**

<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)****Met****Comment**

Adequate supervision observed on this date.