



**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: 7/28/2020 **VisitType:** Licensing Study **Arrival:** 2:35 PM **Departure:** 3:10 PM

CCLC-39260

Small Steps Childcare Academy

1819 E. 58th Street Savannah, GA 31404 Chatham County
(912) 356-5070 haholmes@comcast.net

Regional Consultant

Stacey Foston

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Mailing Address

Same

Quality Rated: ★ ★

| 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. |
|------------------------------------|------------------|---------------|--|
| 07/28/2020 | Licensing Study | Good Standing | |
| 03/09/2020 | Monitoring Visit | Good Standing | |
| 08/19/2019 | 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 | A-infant-12 | One Year Olds and Two Year Olds and Three Year Olds and Four Year Olds | 2 | 11 | C | 11 | C | NA | NA | Nap |
| Total Capacity @35 sq. ft.: | | | 11 | | | Total Capacity @25 sq. ft.: | | | 0 | |
| Total # Children this Date: | | | 11 | | | Total Capacity @25 sq. ft.: | | | 0 | |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------|----------------------|-----------------------|
| Main | PGD | 15 | C |

Comments

An Administrative Review was conducted on July 28, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on August 11, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on July 16, 2020 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 07/28/2020

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.

- 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

Harriet Holmes, Program Official

Date

Stacey Foston, Consultant

Date



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Findings Report

Date: 7/28/2020 **VisitType:** Licensing Study **Arrival:** 2:35 PM **Departure:** 3:10 PM

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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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through a variety of equipment and toys was observed throughout the center.

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 4

Child # 1 Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers,.08(1)-Parent Names, Work Numbers

Child # 2 Met

Child # 3 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 4 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(1)-Parent Names, Work Numbers

Child # 5 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(1)-Doctor, Clinic, Phone Numbers

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 paperwork submitted for an administrative review that three children did not have the address and one child did not have the telephone number of the authorized release person(s) on enrollment forms. In addition, the child's primary health provider telephone number was missing on two forms.

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: 7/31/2020

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 paperwork submitted for an administrative review that the written authorization for the Center to obtain emergency medical care for the child when the Parent is not available was incomplete for two children.

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: 7/31/2020

Facility

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

Met

Correction Deadline: 3/9/2020

Corrected on 7/28/2020

.19(1) - The previous citation was observed to be corrected during the virtual visit.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. No hazards were observed accessible to the children during the virtual walk through . The center will be mindful to keep items that may pose a hazard inaccessible to the children.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the playground was observed to be clean.

| |
|---------------------|
| Food Service |
|---------------------|

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

Center menu meets USDA guidelines.

| |
|---------------------------|
| Health and Hygiene |
|---------------------------|

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through, the diapering area was observed to be in good condition. Discussed diapering procedures with the director.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through on August 11, 2020, handwashing supplies were observed at the sink. Discussed hand washing requirements with the director.

591-1-1-.20 Medications(CR)**N/A****Comment**

The Provider currently does not dispense/administer medication.

| |
|---------------|
| Safety |
|---------------|

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. The center's discipline policy and practices were discussed with the director.

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

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)**N/A****Comment**

Center does not provide routine transportation.

| |
|---|
| Sleeping & Resting Equipment |
|---|

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

591-1-1-.30 - A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through visit on August 11, 2020 the children were taking a nap. The Director showed the consultant how the children mats are folded with the sheets on and are stored spaced apart on large shelves. The consultant recommended that during the COVID-19 Health emergency that the children bedding and sheets should be stored in individual bags, bins or cubbies as stated in the Governor's Executive Order. The consultant also explained that if the center wants to store the children sheets on the mats then the mats can be stored individual large bags to prevent the possibility of cross contamination. The center will ensure the bags are not accessible to the children.

Staff Records

Records Reviewed: 7**Records with Missing/Incomplete Components: 0**

| | |
|---------------------------------------|-----|
| Staff # 1 Date of Hire: 08/05/2006 | Met |
| Staff # 2 | Met |
| Staff # 3 Date of Hire: 01/01/2013 | Met |
| Staff # 4 Date of Hire: 05/14/2018 | Met |
| Staff # 5 Date of Hire: 10/17/2008 | Met |
| Staff # 6 | Met |
| Staff # 7 Date of Hire: 09/04/2012 | Met |

Staff Credentials Reviewed: 2

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**Technical Assistance****Comment**

Criminal record checks were observed to be complete.

Technical Assistance

591-1-1-.09(1)(b) - Discussed rule pertaining to residents living in the Center. Discussed rule 591-1-1-.09(1)(b) that states: A Center must ensure that every Director has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center.

Correction Deadline: 7/28/2020

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

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

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

Documentation observed of required staff training for the year 2019.

Correction Deadline: 4/9/2020**Corrected on 7/28/2020**

.33(4) - The previous citation has been corrected. Observed documentation that the required food training was completed.

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

591-1-1-.31 - A Virtual Visit was conducted on August 11, 2020 due to the COVID-19 pandemic. Compliance with the Executive Order issued by the Governor on July 16, 2020 was reviewed on this date. Discussed with the Director that all children's temperature should be checked prior to them entering the classroom.

| |
|---------------------------------|
| Staffing and Supervision |
|---------------------------------|

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the Center was observed to maintain appropriate staff:child ratios.

591-1-1-.32 Supervision(CR)**Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Adequate supervision was observed during the virtual walk through on August 11, 2020.