



**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:** 8/24/2021    **VisitType:** Licensing Study    **Arrival:** 9:35 AM    **Departure:** 10:00 AM

**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

Phone: (706) 806-0407

Fax: (706) 806-0406

stacey.foston@decals.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★ ★

<b>Compliance Zone Designation</b>		
08/24/2021	Licensing Study	Good Standing
01/15/2021	Monitoring Visit	Good Standing
07/28/2020	Licensing Study	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-infant-12	Two Year Olds and Three Year Olds and Four Year Olds and Five Year Olds	3	11	C	11	C	NA	NA	Free Play
Total Capacity @35 sq. ft.: 11			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 11			Total Capacity @35 sq. ft.: 11			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PGD	15	C

**Comments**

An Administrative Review was conducted on August 18, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on August 24, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

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.

**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)

Harriet Holmes, Program Official

Date

Stacey Foston, Consultant

Date



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

### Findings Report

**Date:** 8/24/2021    **VisitType:** Licensing Study    **Arrival:** 9:35 AM    **Departure:** 10:00 AM

**CCLC-39260**

**Small Steps Childcare Academy**

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

**Mailing Address**  
Same

**Regional Consultant**

Stacey Foston

Phone: (706) 806-0407

Fax: (706) 806-0406

stacey.foston@decal.ga.gov

The following information is associated with a Licensing Study:

### Activities and Equipment

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

N/A

**Comment**

A variety of equipment and toys were 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: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

Met

**Comment**

Parent authorizations obtained/completed.

### 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**

No hazards were observed accessible to the children during the virtual walkthrough on this date. 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**

Discussed maintenance of resilient surface. Please fluff and redistribute. Observed a variety of equipment on the playground.

---

**Food Service**

---

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

**Comment**

Center menu meets USDA guidelines.

---

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

**Comment**

Kitchen appears clean and well organized.

---

**Health and Hygiene**

---

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

**Comment**

Staff stated proper knowledge of diapering procedures.

---

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

**Comment**

During the virtual walk through on this date, handwashing supplies were observed at the sinks. Discussed hand washing requirements with the director.

---

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

**Comment**

The Provider currently does not dispense/administer medication.

---

**Policies and Procedures**

---

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

**Comment**

Program observed to complete emergency drills as required.

---

**Safety**

---

**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.

---

**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)** **Met**

**Comment**

Currently there are no infants enrolled. The children bedding was stored as required.

---

**Staff Records**

---

**Records Reviewed: 6**

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

---

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

**Staff Credentials Reviewed: 2**

---

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

**Comment**

Criminal record checks were observed to be complete.

---

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

**Comment**

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

---

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

**Comment**

Documentation observed of required staff training training for the year 2020.

---

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
---------------------------------

---

**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.