



**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:** 1/15/2021    **VisitType:** Monitoring Visit    **Arrival:** 12:25 PM    **Departure:** 1:00 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

Phone: (706) 806-0407  
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**Mailing Address**  
Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
01/15/2021	Monitoring Visit	Good Standing
07/28/2020	Licensing Study	Good Standing
03/09/2020	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	A-infant-12	One Year Olds and Two Year Olds and Three Year Olds and Five 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**

A virtual inspection was conducted on January 15, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on August 15, 2020 was reviewed during the virtual inspection.

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/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)

Harriet Holmes, Program Official

Date

Stacey Foston, Consultant

Date



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### Findings Report

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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 Virtual Visit was conducted due to the COVID-19 pandemic. Additional cleaning and sanitizing of toys and equipment due to the COVID-19 pandemic were also discussed with the director.

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

**N/A**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 3**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met

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

**Met**

**Correction Deadline: 7/31/2020**

**Corrected on 1/15/2021**

.08(1) - The previous citation was observed to be corrected. The enrollment forms were complete for the three files reviewed.

**Correction Deadline: 7/31/2020**

Corrected on 1/15/2021

.08(1)(b) - The previous citation was observed to be corrected. The enrollment forms were complete for the three files reviewed.

## Facility

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

Met

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the Licensed capacity was observed to be met by center.

### 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 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

A Virtual Visit was conducted due to the COVID-19 pandemic. It was raining during the virtual visit and the playground was not evaluated during the visit. The Center sent pictures and the was playground observed to be clean and well maintained

## Food Service

### 591-1-1-.15 Food Service & Nutrition

Technical Assistance

#### Technical Assistance

591-1-1-.15(2) - Please ensure the new updated infant feeding form is used. Discussed revision to the written feeding plans for children under the age of 1 years old. Age-appropriate solid foods (including cereal) shall not be given to infants or children less than one (1) year of age until recommended as developmentally appropriate by the child's primary care physician and indicated in writing by the Parent(s). As soon as the feeding plan indicates that a child is ready for solid foods, the child shall be fed from individual spoons and individual containers or dishes. A child shall not be fed directly from the original baby food container if the contents are to be fed to the child at more than one (1) meal or to more than one (1) child.

**Correction Deadline: 1/15/2021**

#### Technical Assistance

591-1-1-.15(7) - Discussed new revision to restricted food rule which states: Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

**Correction Deadline: 1/15/2021**

## Health and Hygiene

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

Met

#### Comment

591-1-1-.10(1) - A Virtual Visit was conducted due to the COVID-19 pandemic. Discussed diapering procedures with the director.

**Correction Deadline: 1/15/2021**

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Discussed hand washing requirements with the director.

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

**Comment**

The Provider currently does not dispense/administer medication.

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**Safety**

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**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.

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

**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**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through on this date, the children were taking a nap. Cleaning and disinfecting of mats was discussed with the director.

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**Staff Records**

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**Records Reviewed: 8**

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

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Staff # 1	Met
Staff # 2	Met
Date of Hire: 08/05/2006	
Staff # 3	Met
Staff # 4	Met
Date of Hire: 01/01/2013	
Staff # 5	Met
Date of Hire: 05/14/2018	
Staff # 6	Met
Date of Hire: 10/17/2008	
Staff # 7	Met
Staff # 8	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-.31 Staff(CR) Met**

**Comment**

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on August 15, 2020.

**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 on this date, the Center was observed to maintain appropriate staff:child ratios.

**591-1-1-.32 Supervision(CR) Technical Assistance**

**Technical Assistance**

591-1-1-.32 - Discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Adequate supervision was observed during the virtual walkthrough on this date.