



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: 2/14/2018 **VisitType:** Licensing Study **Arrival:** 9:45 AM **Departure:** 12:00 PM

CCLC-39281

Little Branches Learning Center

354 Hill Farm Road Alamo, GA 30411 Wheeler County
 (912) 423-2088 christieshaw78@gmail.com

Regional Consultant

Kesha McNeal

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kesha.mcneal@dec.al.gov

Mailing Address

354 Hill Farm Rd
 Alamo, GA 30411

Quality Rated: No

Compliance Zone Designation		
02/14/2018	Licensing Study	Good Standing
07/18/2017	Monitoring Visit	Good Standing
02/27/2017	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	Infants and One Year Olds and Two Year Olds and Three Year Olds and Four Year Olds	2	17	NC	13	NC	NA	NA	Music, Diapering, Story, Free Play, Transitioning
Main	B		0	0	C	19	C	NA	NA	
Total Capacity @35 sq. ft.:			18			Total Capacity @25 sq. ft.:		0		
Total # Children this Date:			17			Total Capacity @35 sq. ft.:		18		
						Total Capacity @25 sq. ft.:		0		

Building @35 capacity limited by Centers Request

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	27	C

Comments

The center director provided one file for an employee hire since the last visit.

The center does not provide transportation, field trips, or administer medications.

A one day letter was left on this date.

The visit was emailed to the center on this date.

Plan of Improvement: Developed This Date 02/14/2018

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

Christie Shaw, Program Official

Date

Kesha McNeal, Consultant

Date



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Findings Report

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The following information is associated with a Licensing Study:

Activities and Equipment

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

Met

Technical Assistance

591-1-1-.12(2) - Please ensure that all equipment and furniture is free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. On this date the consultant observe a green and tan kitchen located in classroom B that had sharp edges.

Correction Deadline: 2/14/2018

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

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 6

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met

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

Parent agreements observed obtained/completed.

Correction Deadline: 7/18/2017**Corrected on 2/14/2018****.08(1) - Previous citation observed corrected in that the missing information was obtained.**

Facility

591-1-1-.06 Bathrooms**Met****Comment**

Bathrooms observed to be clean and well maintained.

Comment

Please monitor bathrooms for necessary supplies.

591-1-1-.19 License Capacity(CR)**Not Met****Finding**

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on the consultant's observation that the center cared for seventeen children in a space that was licensed for thirteen children.

POI (Plan of Improvement)

The Center will limit the number of children in this space to the licensed capacity.

Correction Deadline: 2/14/2018

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

591-1-1-.25(11) - Please ensure that floor coverings be tight, smooth, free of odors and washable or cleanable. On this date the consultant observed a farm oval rug that was not clean located in room A.

Correction Deadline: 3/16/2018

591-1-1-.26 Playgrounds(CR)**Not Met****Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on the consultant's observation that the fencing on the left side measured three feet, ten inches due to the pile up resilient materials. It was further determined based on the consultant's observation that the fencing located on the front right section behind the shaded canopy measured three feet, nine inches due to the pile of resilient materials.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 2/14/2018**Technical Assistance**

591-1-1-.26(6) - Please ensure that outdoor equipment is free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. On this date the consultant observed a yellow bucket swing without the safety strap.

Correction Deadline: 2/24/2018

Food Service

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

Met

Comment

Please ensure that bottles are covered and fully labeled with child's full name.

Comment

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3

Components for breakfast: Grains, Vegetables, Fruits or both, Milk

5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk

2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://dec.al.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

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

Proper diapering procedures observed.

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

Met

Comment

Proper hand washing observed throughout the center.

Comment

Staff were observed to remind children to wash hands.

Correction Deadline: 7/18/2017

Corrected on 2/14/2018

.17(7) - Previous citation observed corrected proper handwashing observed throughout.

Correction Deadline: 7/18/2017

Corrected on 2/14/2018

.17(8) - Previous citation observed corrected proper handwashing observed throughout.

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

Met

Comment

Discussed proper medication documentation and procedures. Center director stated that no medication is being dispensed.

Policies and Procedures

Finding

591-1-1-.21(1)(p) requires the Center to have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. It was determined based on the consultant's review of records that the center did not updated their emergency plan on this date.

POI (Plan of Improvement)

The Center will write or revise an emergency plan that includes all of the required items.

Correction Deadline: 2/19/2018

Safety

591-1-1-.05 Animals

Met

Comment

Center does not keep animals on premises.

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

Comment

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

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

Met

Comment

Center does not participate in field trips at this time.

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)

Not 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.

Finding

591-1-1-.30(1)(a)2 requires that a crib mattress is firm, tight-fitting without gaps, at least 2 inches thick and covered with a waterproof, washable material. Before a change of occupant, each mattress shall be cleaned with a disinfectant. It was determined based on the consultant's observation that four of five crib mattress were not at least two inches thick.

POI (Plan of Improvement)

The center will ensure that a crib mattress is firm, tight-fitting without gaps, at least

Correction Deadline: 2/14/2018

Records Reviewed: 3**Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 04/01/2011	
Staff # 2	Met
Date of Hire: 04/01/2011	
Staff # 3	Met
Date of Hire: 02/14/2018	

Staff Credentials Reviewed: 3**591-1-1-.09 Criminal Records Check(CR)****Not Met****Finding**

591-1-1-.09(1)(g) requires Provisional Employees hired on or after January 1, 2014 to have a satisfactory Preliminary Records Check Determination. A Provisional Employee cannot reside at the Center or be present at the Center while children are present for care for more than 21 days from the date of hire or first day of residency without first submitting both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on the consultant's review of records that one provisional employees hired after January 1, 2014 did not have satisfactory Preliminary Records Check Determination on file on this date,

POI (Plan of Improvement)

The Center will ensure that Provisional Employees hired on or after January 1, 2014 have a satisfactory Preliminary Records Check Determination. The Center will have a plan to ensure that Provisional Employees hired on or after January 1, 2014 submit a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site within 21 days from the date of hire or the first day of residency. The Center will not allow a provisional employee to be at the Center while children are present if this requirement is not met.

Correction Deadline: 2/14/2018**Recited on 2/14/2018****591-1-1-.14 First Aid & CPR****Met****Comment**

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

Comment

Please replace/add missing/expired item. Please ensure that the first aid kit contains the following items:scissors, tweezers, gauze pads, adhesive tape, thermometer, band-aids, assorted sizes, antibacterial ointment, insect-sting preparation, an antiseptic cleansing solution, triangular bandages, rubber gloves, protective eye wear, a protective face mask, and a cold pack. The first aid kit, together with a first aid instruction manual which must be kept with the kit at all times.

Finding

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on the consultant's review of records that a provisional employee did not have a personnel file on site on this date. It was further determined based on the consultant's review of records that an employee did not have a complete file on this date.

POI (Plan of Improvement)

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 2/28/2018**Recited on 2/14/2018**

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

Discussed staff training. Please obtain required documentation.

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)**Not Met****Finding**

591-1-1-.32(3) requires a Center with a licensed capacity of 18 or fewer children to maintain Staff-child ratios in mixed-age groups of children under three years old based on the age of the youngest child under three years of age. Where all of the children in any one group are three years of age or older, the age of the majority of the children in the group shall determine the Staff: child ratios . It was determined based on the consultant's observation that the consultant observed a ratio of 2:17. The ratio would be based off of the youngest child under three years of age, which would be an infant that would require the ratio of 3:17.

POI (Plan of Improvement)

The Center will determine and maintain Staff: child ratios as required.

Correction Deadline: 2/14/2018

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

Adequate supervision observed on this date.