# 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: 4/29/2019 VisitType: Monitoring Visit
Arrival: 2:10 PM
Departure: 4:15 PM

## CCLC-39573

Red Trolleys Daycare Center
1212 S. Patterson Street Valdosta, GA 31601 Lowndes County (229) 469-7923 redtrolleys@gmail.com

## Regional Consultant

Beth Houtz
Phone: (229) 238-2130
Fax: (229) 238-2955 beth.houtz@decal.ga.gov

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. |
| :---: | :---: | :---: | :---: |
| 04/29/2019 | Monitoring Visit | Good Standing |  |
| 10/29/2018 | Complaint Investigation Follow Up | Good Standing | $\begin{aligned} & \text { Good Standing - Program is demonstrating an acceptable level of performance in meeting } \\ & \text { the rules. } \\ & \text { Support } \quad \text { - Program performance is demonstrating a need for improvement in meeting }\end{aligned}$ |
| 10/29/2018 | Complaint Closure | Good Standing | Deficient - Program is not demonstrating an acceptable level of performance in meetin |

Ratios/License Capacity

| Building | Room | Age Group | Staff | Children | NC/C | $\text { Max } 35$ SF. | 35 SF. <br> Comp. | $\begin{gathered} \text { Max } 25 \\ \text { SF. } \\ \hline \end{gathered}$ | 25 SF. Comp. | Notes |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Main | A - Toddlers | Two Year Olds and Three Year Olds | 1 | 10 | C | 11 | C | NA | NA | Nap,Free Play,Transitionin g |
| Main | B - Infants | Infants | 1 | 2 | C | 5 | C | NA | NA | Nap,Diapering,Tr ansitioning |
| Main | Center room | Six Year Olds and Over | 1 | 6 | NC | 0 | NC | NA | NA |  |
|  |  | Total Capacity @35 sq. ft.: 16 |  |  | Total Capacity @25 sq. ft.: 0 |  |  |  |  |  |
| Total \# Children this Date: 18 |  | Total Capacity @ 35 sq. ft.: 16 |  |  | Total Capacity @25 sq. ft.: 0 |  |  |  |  |  |

Building
Main
Playground

33 \begin{tabular}{c}
Playground <br>
Occupancy

$\quad$

Playground <br>
Compliance
\end{tabular}

## Comments

The purpose of today's visit is a monitoring visit. The consultant observed transportation during the visit.
Plan of Improvement: Developed This Date 04/29/2019

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).

- 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@decal.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://decal.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 $1 / 2$ 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.decal.ga.gov/
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-8007747 or qualityrated@decal.ga.gov
Fatimata Ba, Program Official Date
Beth Houtz, Consultant Date

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Findings Report
Date: 4/29/2019 VisitType: Monitoring Visit
Arrival: 2:10 PM Departure: 4:15 PM

CCLC-39573
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Mailing Address
Same

The following information is associated with a Monitoring Visit:

## Activities and Equipment

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

## 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.

|  | Facility |
| :--- | :--- |

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 observation that when the six after school children arrived the center was over capacity. the center is licensed for 16 children and there was a total of 18 children present.

## POI (Plan of Improvement)

The Center will limit the number of children in this space to the licensed capacity.
Correction Deadline: 4/29/2019

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

## Comment

Center appears clean and well maintained.

## 591-1-1-.26 Playgrounds(CR) <br> Met

## Comment

Playground observed to be clean and in good repair. Please monitor for active ant beds daily and treat as needed.

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

Not Met

## Comment

Proper diapering procedures observed.

## Finding

591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. It was determined based on observation that the diaper changing pads in both classrooms had small tears on the seams that exposed the inside foam preventing the changing pad from being water proof and washable as required.

## POI (Plan of Improvement)

The Center will ensure there is a smooth, nonporous changing surface that has a guard or rails for safety in each classroom that houses children wearing diapers. Center Staff will be trained and have adequate supplies to properly clean the diaper changing surface between each diaper change.

## Correction Deadline: 4/29/2019

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

Met

## Comment

Proper hand washing observed throughout the center.
591-1-1-.20 Medications(CR)

## Comment

The Provider currently does not dispense/administer medication.

## Organization

## 591-1-1-. 16 Governing Body \& License

## Not Met

## Finding

591-1-1-16(e) requires the Center to submit an application for an amended License at least 30 days in advance of the change if there is a change in the name of the program or Center, changes in the ages of the children to be served, an increase in the regular hours of operation such that the Center would be providing evening or night-time care in addition to day-time care, changes in the services provided, or additions to or changes in the use of the building by the licensed Center. If an emergency situation arises which makes it impossible to give thirty (30) days' notice, the management of the Center shall notify the Department by telephone and shall submit an application for an amended License as soon as management becomes aware of the change that will be necessitated by the emergency situation. In no case, however, shall a new owner operate the Center without first securing a new License or Permit from the Department. It was determined based on observation that the special use room was being used for after school care. The center will submit an amendment to reflect the current use of the space.
POI (Plan of Improvement)
An application for amendment and all necessary documentation will be submitted.

## Correction Deadline: 4/29/2019

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

## Comment

Age-appropriate discussion and/or redirection observed.

## Finding

591-1-1-.36(6) requires written Parental authorization for routine transportation provided by or on behalf of the Center. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined based on a review of records that there was no transportation agreements for the six children being transported on April 29, 2019 in the vehicle during transportation.

## POI (Plan of Improvement)

The Center will obtain the required written parental authorization.

## Correction Deadline: 4/30/2019

## Finding

591-1-1-.36(7)(a) requires that each vehicle contains current information including: the full names of all children to be transported, each child's pick-up location, pick-up time, delivery location, alternate delivery location if a Parent is not at home and name of person authorized to receive each child. In addition, the vehicle shall contain current information identifying the Center's name, telephone number and the name of the driver of the vehicle. It was determined based on a review of records that there was no transportation agreement in the vehicle during transportation for the six children transported on April 29, 2019.

## POI (Plan of Improvement)

The Center will ensure that the Center's information and the children's information is included on each vehicle.

## Correction Deadline: 4/30/2019

## Finding

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on observation that there was no mark to account for the load and unload of children on the transportation checklist for April 29, 2019

## POI (Plan of Improvement)

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

## Correction Deadline: 4/30/2019

## Finding

$591-1-1-36(7)$ (c ) 3 . requires that the driver or other designated person document in writing the time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on a review of records that the arrival and departure times for transportation on April 29, 2019, were not documented as required.

## POI (Plan of Improvement)

The Center will ensure that each time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

## Correction Deadline: 4/30/2019

## Finding

591-1-1-36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on observation and review of transportation documentation that immediately upon unloading, no first check of the vehicle was conducted or documented as required for April 29, 2019.

## POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

## Correction Deadline: 4/30/2019

## Finding

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on observation and a review of transportation paperwork that no second check was conducted of the vehicle on April 29, 2019, by a second designated staff person immediately upon the completion of the first check of the vehicle.

## POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 4/29/2019

## Sleeping \& Resting Equipment

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

Not Met

## Finding

591-1-1-30(1)(a)3 requires that each crib shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. It was determined based on observation that one of two cribs in use did not have tight fitting sheets as required. A flat sheet that was secured with clips was observed on the far right crib. The sheet was bunched together and not tight fitting as required. Additionally, the staff in the infant room stated that the crib sheets are changed weekly and not daily as required.

## POI (Plan of Improvement)

The center will ensure that each crib has an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant.
Correction Deadline: 4/29/2019
Staff Records
Records Reviewed: 4
Records with Missing/Incomplete Components: 1
Staff \# 1
Not Met
Date of Hire: 03/08/2019
"Missing/Incomplete Components"
.24(1)-Evidence of Orientation Missing
Staff \# 2
Met

Staff \# 3
Date of Hire: 02/08/2017

Staff \# 4
Date of Hire: 11/26/2018
Staff Credentials Reviewed: 4

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

## Comment

Criminal record checks were observed to be complete.
Comment
Director provided one file(s) for employees hired since last visit.
591-1-1-.24 Personnel Records
Technical Assistance

## Technical Assistance

591-1-1-.24(1) - The director will ensure that all employees have signed documentation of orientation as required.
Correction Deadline: 5/4/2019
591-1-1-. 31 Staff(CR)
Not 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.

## Finding

591-1-1-.31(2)(b)3.(ii)(I)-(VIII) requires the Center develop a written plan for newly hired teacher's who do not possess the educational credential or degree listed in 591-1-1-.31(2)(b)2.(i) through (xii). It was determined based on a review of records and director's statement that the two teachers in the classrooms did not have a credential and there was no professional learning plan in the staff's file describing how the employee will obtain a credential in order to meet the lead teacher requirements.

POI (Plan of Improvement)
The Center will develop a written plan for newly hired teacher's and ensure that the teacher's follow the plan.
Correction Deadline: 4/29/2019

## Staffing and Supervision

| 591-1-1-.32 Staff:Child Ratios and Group Size(CR) | Met |
| :--- | ---: |
| Comment |  |
| Center observed to maintain appropriate staff:child ratios. | Not Met |

591-1-1-.32 Supervision(CR)
Not Met

## Finding

591-1-1-32(7) requires that children be supervised at all times and that the persons supervising in the child care area be alert, able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the chaperones and Students-in-Training, and provide timely attention to the children's actions and needs. It was determined based on observation that six after school children were not supervised when they exited the vehicle used for transportation and entered the center. Additionally, the six after school children were left unsupervised in the special use area when supervision was being provided by two teachers in the adjacent classrooms and the director, who was in and out of the area and the office area.
POI (Plan of Improvement)
The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

Correction Deadline: 4/29/2019

