



**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:** 9/18/2017    **VisitType:** Licensing Study    **Arrival:** 10:45 AM    **Departure:** 4:00 PM

**CCLC-39624**

**Monroe County**

525 Highway 83 South Forsyth, GA 31029 Monroe County  
 (478) 994-5271 shill@maconbibbeoc.com

**Regional Consultant**

Ashley Cunningham

Phone: (866) 374-9389

Fax: (866) 375-0880

Ashley.Cunningham@dec.al.ga.gov

**Mailing Address**

Same

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
09/18/2017	Licensing Study	Good Standing	
06/13/2017	Monitoring Visit	Good Standing	
03/06/2017	Initial 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- 1st Right	Infants and One Year Olds	2	5	C	21	C	NA	NA	Transitioning
Main	B- 2nd Right	One Year Olds and Two Year Olds	2	7	C	21	C	NA	NA	Art, Transitioning, Free Play
Main	C- 3rd Right	Three Year Olds	2	14	C	21	C	NA	NA	Transitioning
Main	D- 4th Right	Three Year Olds and Four Year Olds	2	16	C	21	C	NA	NA	Centers

Total Capacity @35 sq. ft.: 84

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 42

Total Capacity @35 sq. ft.: 84

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A- Right (Head Start)	92	C
Main	Playground B- Left (Early Head Start)	13	C

**Comments**

Center does home transportation

Plan of Improvement: Developed This Date 09/18/2017

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](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.



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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.

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**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.ga.gov](mailto:CCSRefutations@dec.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.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.

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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)

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Twana Williams, Program Official

Date

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Ashley Cunningham, 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-.03 Activities**

**Technical Assistance**

**Technical Assistance**

591-1-1-.03(2) - Per the director, the center was closed last week due to the hurricane storm. Staff will ensure that lesson plans are completed and posted at the next regulator visit. Consultant did observed the staff to be interacting with children learning.

**Correction Deadline: 9/18/2017**

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

**Met**

**Comment**

Observed-Variety Throughout Center

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

**N/A**

**Comment**

No Swimming Activities Provided

### 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

**Technical Assistance**

591-1-1-.08(1) - Please ensure that child's records have the following information: 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

**Correction Deadline: 9/18/2017**

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

**Correction Deadline: 4/5/2017**

**Corrected on 9/18/2017**

**.06(4) - Previous citation corrected in that proper ventilation was working in the bathrooms.**

**591-1-1-.19 License Capacity(CR)****Met****Comment**

Licensed Capacity Routinely Met

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

Observation-Center Clean/Well Maintained

**Comment**

Reminder-Keep Hazards Inaccessible. Please be mindful of items kept in cabinet drawers.

**591-1-1-.26 Playgrounds(CR)****Technical Assistance****Comment**

Observation-Clean/Good Repair

**Correction Deadline: 3/20/2017**

**Corrected on 9/18/2017**

**.26(4) - Previous citation corrected in that the fence was at a required four feet.**

**Technical Assistance**

591-1-1-.26(9) - Per the director, the center was closed last week due to the hurricane storm. The consultant observed three active ant beds on Playground A and the staff were supervising the children to stay away from them. The center will ensure to treat all ant beds on a as needed basis.

**Correction Deadline: 9/18/2017**

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

Meals for the center are prepared at the elementary school across the street and brought over the center. The meals are transported in warming bags and the milk in coolers.

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

Kitchen Appears Clean/Well Organized

## Health and Hygiene

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

Met

#### Comment

Staff Stated Proper Knowledge

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

Met

#### Comment

Observed-Proper Hand Washing Throughout

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

N/A

#### Comment

Per the director, medication is not dispensed.

## Policies and Procedures

### 591-1-1-.21 Operational Policies & Procedures

Met

#### Comment

591-1-1-.21(3) - A fire/tornado drill form was left on this date.

**Correction Deadline: 9/23/2017**

### 591-1-1-.27 Posted Notices

Technical Assistance

#### Technical Assistance

591-1-1-.27 - Please ensure that you post in a designated area for public viewing near the front entrance the following: the dated current menu for meals and snack and emergency plans for severe weather, fire, and other emergency situations.

**Correction Deadline: 9/18/2017**

## Safety

### 591-1-1-.05 Animals

N/A

#### Comment

No Animals Kept

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

Met

#### Comment

Observed-Discussion/Redirection

#### Comment

Observed-Positive Learning Environment

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

N/A

#### Comment

No Field Trips at This Time

### 591-1-1-.36 Transportation(CR)

Technical Assistance

#### Comment

Paperwork discussed

#### Comment

Vehicle had fire extinguisher and first aid kit

**Technical Assistance**

591-1-1-.36(7)(c) - Please ensure that you use the correct transportation form when transporting children to and from home. The consultant left on on site.

**Correction Deadline: 9/19/2017**

**Sleeping & Resting Equipment****591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

Correct number of mats; disinfecting discussed

**Comment**

Discussed-SIDS/Infant Sleeping Position

**Staff Records****Records Reviewed: 13****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Staff # 2	Met
Date of Hire: 09/16/2015	
Staff # 3	Met
Staff # 4	Met
Date of Hire: 08/03/2017	
Staff # 5	Met
Date of Hire: 07/20/2017	
Staff # 6	Met
Date of Hire: 12/01/2012	
Staff # 7	Met
Date of Hire: 03/16/2015	
Staff # 8	Met
Date of Hire: 10/15/2015	
Staff # 9	Met
Date of Hire: 10/19/2015	
Staff # 10	Met
Date of Hire: 03/06/2017	
Staff # 11	Met
Staff # 12	Met
Date of Hire: 03/06/2017	

**Records Reviewed: 13**

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

Staff # 13

Met

Date of Hire: 09/18/2014

**Staff Credentials Reviewed: 13**

**591-1-1-.09 Criminal Records Check(CR)**

**Met**

**Comment**

Criminal Records Check complete

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

**Met**

**Comment**

Observed-50% Certified First Aid & CPR

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

**Met**

**Comment**

591-1-1-.31(13) - Staff in compliance with law.

**Correction Deadline: 9/18/2017**

**Staffing and Supervision**

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

**Met**

**Comment**

Observed-Appropriate Staff:Child Ratios

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

**Met**

**Comment**

Observed-Adequate Supervision