



**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:** 1/4/2018    **VisitType:** Licensing Study    **Arrival:** 12:20 PM    **Departure:** 3:45 PM

**CCLC-4188**

**Kreative Minds Childcare Center**

2542 Milledgeville Rd. Augusta, GA 30904 Richmond County  
 (706) 364-5627 kreativeminds2@aol.com

**Regional Consultant**

Ruby Norman

Phone: (770) 405-7959

Fax: (404) 591-5187

laura.davis@dec.al.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★

<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.
01/04/2018	Licensing Study	Good Standing	
07/12/2017	Complaint Investigation & Monitoring Visit	Good Standing	
07/12/2017	Complaint Closure	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
Building 2	Building 2		0	0	C	25	C	27	C	
Total Capacity @35 sq. ft.: 25			Total Capacity @25 sq. ft.: 114							
Building 3	Building 3		0	0	C	12	C	NA	NA	
Total Capacity @35 sq. ft.: 12			Total Capacity @25 sq. ft.: 114							
Main	2nd Right		0	0	C	16	C	NA	NA	
Main	Back Left	Six Year Olds and Over	1	13	C	22	C	30	C	Nap
Main	Back Right	Two Year Olds and Three Year Olds and Four Year Olds	2	21	C	22	C	NA	NA	Nap
Main	First Right	Infants and One Year Olds	1	6	C	17	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 77			Total Capacity @25 sq. ft.: 114							
Total # Children this Date: 40			Total Capacity @35 sq. ft.: 114			Total Capacity @25 sq. ft.: 114				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG- Back Playground	58	C
Main	PG- Front Playground	21	C

**Comments**

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.

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.al.ga.gov](mailto: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.

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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)



#### 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](mailto:qualityrated@dec.al.ga.gov)

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Cheryl Harvey, Program Official

Date

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Ruby Norman, Consultant

Date



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### Findings Report

**Date:** 1/4/2018 **VisitType:** Licensing Study **Arrival:** 12:20 PM **Departure:** 3:45 PM

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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) - Please ensure that all classrooms have a current lesson plan posted.

**Correction Deadline: 1/4/2018**

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

**Met**

**Correction Deadline: 7/12/2017**

**Corrected on 1/4/2018**

.12(4) - Correction of previous citation, the television was removed from the table in the back right side of the classroom.

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

**Met**

**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

**Finding**

591-1-1-.08(6) requires the Center to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was determined based on a review of record that some children that were present at the center were not signed in by a parent or guardian on this date.

**POI (Plan of Improvement)**

The Center will maintain arrival and departure records as required, will ensure the documentation includes all of the required information, and will provide the records to the Department when requested.

**Correction Deadline: 1/5/2018**

**Recited on 1/4/2018**

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

**Correction Deadline: 7/12/2017**

**Corrected on 1/4/2018**

**.19(1) Correction of previous citation, the license capacity for each classroom was met on this date.**

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

**Correction Deadline: 7/12/2017**

**Corrected on 1/4/2018**

**.25(13) - Correction of previous citation, no hazards were observed on this date.**

**591-1-1-.26 Playgrounds(CR)****Met**

**Correction Deadline: 7/12/2017**

**Corrected on 1/4/2018**

**.26(9) - Correction of previous citation, the spikes were not protruding by the piping near the swing set and around the climbing structure on this date.**

**Health and Hygiene****591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Staff state proper knowledge of diapering procedures.

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

Staff stated proper knowledge of when hand washing occurs.

**591-1-1-.20 Medications(CR)****Met****Comment**

Director stated that no medication is dispensed at this time.

**Policies and Procedures**

**Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on review of records that the center the did not have documentation for completing tornado and other emergency drills for every six months required.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

**Correction Deadline: 1/11/2018**

**Recited on 1/4/2018**

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

Met

**Comment**

Staff stated proper knowledge of appropriate discipline.

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

Met

**Comment**

Complete documentation of transportation observed.

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

Met

**Comment**

Pleasant naptime environment observed.

**Staff Records**

**Records Reviewed: 11**

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

Staff # 1	Met
Date of Hire: 11/28/2017	
Staff # 2	Met
Staff # 3	Met
Date of Hire: 11/01/2010	
Staff # 4	Met
Staff # 5	Met
Staff # 6	Met
Date of Hire: 01/16/2017	
Staff # 7	Met
Date of Hire: 11/01/2010	

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**Records Reviewed: 11****Records with Missing/Incomplete Components: 0**

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Staff # 8	Met
Date of Hire: 01/16/2017	
Staff # 9	Met
Date of Hire: 08/06/2013	
Staff # 10	Met
Date of Hire: 01/03/2017	
Staff # 11	Met
Date of Hire: 09/22/2017	

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**Staff Credentials Reviewed: 11**

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**591-1-1-.09 Criminal Records Check(CR)****Not Met****Finding**

591-1-1-.09(1)(a) requires the Center to ensure that every Director, Employee and Provisional Employee of the Child Care Learning Center has a satisfactory records check determination before the individual is present at the Center or before the individual resides in a Center. It was determined based on a review of records that two staff did not have a satisfactory records check determination complete.

**POI (Plan of Improvement)**

The Center will obtain the Required Satisfactory Records Check Determination before an individual is present at the Center while any child is present for care or before residing in a Center.

**Correction Deadline: 1/4/2018**

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**591-1-1-.24 Personnel Records****Met****Correction Deadline: 7/13/2017****Corrected on 1/4/2018**

.24(2) - Correction of previous citation, director uses a daily sign in and out sheet for staff as well as time clock for staff that is available for review.

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**591-1-1-.33 Staff Training****Met****Correction Deadline: 8/11/2017****Corrected on 1/4/2018**

.33(3) - Correction of previous citation, all staff had health and safety training complete and on file as required.

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

Staff are in compliance with applicable laws and regulations.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Met****Correction Deadline: 7/12/2017**

Corrected on 1/4/2018

.32(2) - Correction of previous citation, all classrooms were in ratio on this date.

Correction Deadline: 7/12/2017

Corrected on 1/4/2018

.32(2) - Correction of previous citation, all classrooms were in ratio on this date.

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

Met

**Comment**

Adequate supervision observed on this date.