



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: 9/10/2018 **VisitType:** Licensing Study **Arrival:** 8:40 AM **Departure:** 12:05 PM

CCLC-4188

Kreative Minds Childcare Center

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

Regional Consultant

Melyn Smith

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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. 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.
09/10/2018	Licensing Study	Good Standing	
01/04/2018	Licensing Study	Good Standing	
07/12/2017	Complaint Investigation & Monitoring Visit	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	Three Year Olds and Four Year Olds	1	14	C	22	C	30	C	Transitioning
Main	Back Right	Two Year Olds	2	11	C	22	C	NA	NA	Centers
Main	First Right	Infants and One Year Olds	3	7	C	17	C	NA	NA	TV, Floor Play
Total Capacity @35 sq. ft.: 77			Total Capacity @25 sq. ft.: 114							
Total # Children this Date: 32			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

Plan of Improvement: Developed This Date 09/10/2018

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).



Please refer to the website, <http://www.dec.state.ga.us/CCS/RuleAndRegulations.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.

- 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

Cheryl Harvey, Program Official

Date

Melyn Smith, 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) - Please ensure all classrooms have current lesson plans available for review.

Correction Deadline: 9/10/2018

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

Not Met

Comment

A variety of equipment and toys were observed throughout the center.

Finding

591-1-1-.12(3) requires that equipment and furniture be placed so as to permit the children's freedom of movement and to minimize danger of accident and collision. It was determined, based on observation, that stacked chairs, which could pose as a tipping hazard, were observed accessible to children in the Back Left Classroom and the Back Right Classroom on this date.

POI (Plan of Improvement)

Center staff will re-position the identified equipment and/or furniture and the director will view each classroom to verify appropriate make changes, as needed, and have a system to monitor these items.

Correction Deadline: 9/10/2018

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 11

Records with Missing/Incomplete Components: 0

Child # 1

Met

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

Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met
Child # 7	Met
Child # 8	Met
Child # 9	Met
Child # 10	Met
Child # 11	Met

591-1-1-.08 Children's Records**Met****Correction Deadline: 1/5/2018****Corrected on 9/10/2018**

.08(6) - Previous citation corrected, based on observation, that complete arrival and departure records were available for review on this date.

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

Licensed capacity observed to be routinely met by center.

591-1-1-.25 Physical Plant - Safe Environment(CR)**Not Met****Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined, based on observation, that the following hazards were observed:

- 1st Right Classroom: Staff purses were observed accessible to children in an unsecured cabinet under the diaper changing surface.
- Back Left Classroom: A broom and dustpan were observed accessible to children near children's cubbies.
- Back Right Classroom: A plastic bag was observed accessible to children on the floor near the children's cubbies.
- Hallway: The boy's and girl's bathrooms in the hallway was observed to have a toilet brush under the handwashing sink accessible to children.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 9/10/2018

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

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined, based on observation, that grass was observed growing through the resilient surface under and around the swings on the Back Playground, which caused the resilient surface to no longer be resilient on this date.

POI (Plan of Improvement)

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

Correction Deadline: 9/21/2018

Food Service

591-1-1-.15 Food Service & Nutrition**Not Met****Finding**

591-1-1-.15(3) requires baby bottles and formula to be labeled with the individual child's name; supplied by the Parent daily in bottles; and refrigerated at a temperature of forty (40) degrees Fahrenheit or less. Only the current day's formula or breast milk shall be served. If formula must be provided by the Center, only commercially prepared, ready-to-feed formula shall be used. Refrigerated or frozen breast milk shall only be heated or thawed under warm running water or in a container of warm water. It was determined, based on observation, that three baby bottles were observed to not be labeled with the individual child's name on this date.

POI (Plan of Improvement)

The Center will train Staff to follow the required procedures, ensure that parents are fully informed, and will review and monitor regularly.

Correction Deadline: 9/10/2018

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)**Technical Assistance****Comment**

Proper hand washing observed throughout the center.

Technical Assistance

591-1-1-.17 - Please ensure paper towels are available for children and staff to dry their hands after handwashing.

Correction Deadline: 9/10/2018

591-1-1-.20 Medications(CR)**Not Met****Comment**

The Provider currently does not dispense/administer medication.

Finding

591-1-1-.20(4) requires the Center to keep medication in a cabinet or container that is locked or otherwise not accessible to the children and to be stored separate from cleaning chemicals, supplies or poisons. Medications requiring refrigeration shall be placed in a leak-proof container in a refrigerator that is not accessible to the children. It was determined, based on observation, that an albuterol inhaler and spacer were observed accessible to children in a child's bookbag in the Back Right Classroom on this date.

POI (Plan of Improvement)

The Center will train Staff on the safe and proper storage of medication and monitor to ensure that the rule is met.

Correction Deadline: 9/10/2018

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Not Met****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 did not conduct monthly fire drills during June, July, and August 2018 when it is required for fire drills to be conducted monthly.

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: 9/17/2018

Recited on 9/10/2018

Safety

591-1-1-.05 Animals**Met****Comment**

Animals maintained clean and appropriately caged.

591-1-1-.11 Discipline(CR)**Met****Comment**

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

591-1-1-.13 Field Trips(CR)**N/A****Comment**

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)**Not Met****Comment**

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

Finding

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined, based on review of records, that the director and one staff participating in transportation did not have current evidence of completing the two hour transportation training as required every two years.

POI (Plan of Improvement)

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 9/20/2018

Sleeping & Resting Equipment

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

Met

Comment

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 10

Records with Missing/Incomplete Components: 5

Staff # 1	Not Met
Date of Hire: 11/28/2017	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 2	Not Met
Date of Hire: 11/01/2010	
<u>"Missing/Incomplete Components"</u>	
.36(3)(a-b)-2 hrs. Transportation Training missing	
Staff # 3	Not Met
Date of Hire: 02/01/2018	
<u>"Missing/Incomplete Components"</u>	
.24(1)-Education Experience Missing,.24(1)-Evidence of Orientation Missing,.24(1)-10 Yr. Work History Missing,.24(1)-Work Experience Missing,.24(1)-SSN Missing,.24(1)-Phone Number Missing,.24(1)-DOB Missing,.24(1)-Address Missing	
Staff # 4	Met
Date of Hire: 01/16/2017	
Staff # 5	Met
Date of Hire: 12/28/2017	
Staff # 6	Not Met
Date of Hire: 11/01/2010	
<u>"Missing/Incomplete Components"</u>	
.36(3)(a-b)-2 hrs. Transportation Training missing	
Staff # 7	Met
Date of Hire: 01/16/2017	
Staff # 8	Met

Records Reviewed: 10**Records with Missing/Incomplete Components: 5**

Date of Hire: 08/06/2013

Staff # 9

Met

Date of Hire: 01/03/2017

Staff # 10

Not Met

Date of Hire: 01/31/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.09-Criminal Records Check Missing

Staff Credentials Reviewed: 10

591-1-1-.09 Criminal Records Check(CR)**Not Met****Correction Deadline: 1/4/2018****Corrected on 9/10/2018****.09(1)(a) - Previous citation corrected, based on review of records, in that all staff had satisfactory criminal records determination letters on file on this date.****Finding**

591-1-1-.09(1)(i) requires that if the Center accept a satisfactory determination letter issued by the Department for a potential Director or Employee as evidence of that individual's Satisfactory Records Check Determination, the Records Check Clearance Date must be within the preceding 12 months from the hire date, and the Center does not know or reasonably should not know that the individual's satisfactory status has not changed. It was determined, based on review of records, that one staff hired in January 2018 had a satisfactory criminal records check determination letter on file dated July 2014, which was more than twelve months before the hire date. A one-day letter was left on this date.

POI (Plan of Improvement)

The Center will ensure that each potential Employee bringing a satisfactory determination letter issued by the Department has a Satisfactory Records Check Determination that is dated within the preceding 12 months from the hire date. The Center will not employ individual's whose satisfactory status has changed.

Correction Deadline: 9/11/2018**591-1-1-.14 First Aid & CPR****Met****Comment**

Please be mindful of training expiration dates, as one staff had expired documentation for first aid and CPR training on this date.

591-1-1-.24 Personnel Records**Not Met**

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 review of records, that one staff hired in May 2018 was lacking identifying information and evidence of education and work experience 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: 9/15/2018

591-1-1-.33 Staff Training**Not Met****Finding**

591-1-1-.33(7) requires that evidence of orientation and training be documented in the Personnel file of each Staff member and be available to the Department for inspection. It was determined, based on review of records, that two staff hired in January 2018 and May 2018 were lacking evidence of orientation on this date.

POI (Plan of Improvement)

The Center will develop and implement procedures to review staff records for documentation of training and orientation, to obtain and place missing documentation in staff records, and to file such documents in staff records on an ongoing basis.

Correction Deadline: 9/14/2018

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.

Comment

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

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

Center observed to maintain appropriate staff:child ratios.

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

Staff observed to provide direct supervision and be attentive to children's needs.