



**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: 1/14/2019 **VisitType:** Monitoring Visit **Arrival:** 11:40 AM **Departure:** 4:20 PM

CCLC-46843

Footprints to Scholars Learning Center

3754 Pleasantdale Road Doraville, GA 30340 DeKalb County
(470) 395-5145 footprintstoscholars@gmail.com

Regional Consultant

Chrische Walker

Phone: (770) 359-5166
Fax: (678) 891-5618
chrische.walker@decal.ga.gov

Mailing Address
Same

Quality Rated: No

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.
01/14/2019	Monitoring Visit	Good Standing	
09/05/2018	Licensing Study	Good Standing	
05/16/2018	Complaint Investigation Follow Up	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/1L	One Year Olds	1	5	C	12	C	NA	NA	Nap
Main	B/2L	Three Year Olds and Four Year Olds	2	25	C	30	C	NA	NA	Nap
Main	C - 2L - Right		0	0	C	14	C	NA	NA	Not In Use
Main	C/L Mid	PreK	1	16	C	20	C	NA	NA	Nap
Main	D/R Mid	Two Year Olds	2	18	C	21	C	NA	NA	Nap
Main	E/3R		0	0	C	21	C	NA	NA	Not In Use
Main	F/2R	PreK	2	20	C	22	C	NA	NA	Nap
Main	G/1R		0	0	C	20	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 160						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 84			Total Capacity @35 sq. ft.: 160			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG A/Front	10	C
Main	PG B/Middle	22	C
Main	PG C/Back	111	C

Comments

The purpose of today's visit was to conduct a Monitoring Visit and to follow up from the previous visit on September 5, 2018. The consultant left a copy of a Documentation of Orientation resource on this date.

On this date, the consultant observed a new Georgia Pre-K classroom at the facility on this date, Room C/L Mid. The consultant received Pre-K approval documentations from the director on this date.

Plan of Improvement: Developed This Date 01/14/2019

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).



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

Marie Louine, Program Official

Date

Chrische Walker, Consultant

Date



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Findings Report

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The following information is associated with a Monitoring Visit:

Activities and Equipment

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

Comment

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

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

Comment

Center does not provide swimming activities.

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) **Met**

Comment

No hazards observed accessible to children on this date.

Correction Deadline: 9/5/2018

Corrected on 1/14/2019

.25(13) - The previous citation has been corrected on this date. The consultant did not observe hazardous items in the lower cabinet drawers in Classroom A and in Classroom D.

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

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be 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. It was determined based on observation that the top step on the yellow and maroon climbing equipment was observed to be cracked and peeling on the middle back playground C.

POI (Plan of Improvement)

Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters. The consultant observed the rust on the maroon and yellow climbing equipment to be painted with yellow spray paint on the back middle playground. The consultant discussed with the director to continue to monitor the rust.

Correction Deadline: 1/31/2019**Recited on 1/14/2019**

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 hand washing procedures.

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

Discussed proper medication documentation and procedures.

Comment

The Provider currently does not dispense/administer medication.

Correction Deadline: 9/5/2018**Corrected on 1/14/2019**

.20(5) - The previous citation has been corrected on this date. The consultant observed no children's medication on site on this date.

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 a review of records that fire drills were not conducted and documented in September, October, November, and December of 2018.

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: 1/31/2019**Recited on 1/14/2019**

Safety

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

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

Met

Comment

A current/completed inspection was observed for vehicle with the tag number QBI9188 used in transporting children this date.

Comment

Complete documentation of transportation observed. Great job! The consultant discussed the organization of the children's medical forms and agreement forms.

Sleeping & Resting Equipment

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

Met

Comment

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 14

Records with Missing/Incomplete Components: 5

Staff # 1

Met

Date of Hire: 07/01/2016

Staff # 2

Not Met

Date of Hire: 01/19/2017

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 3

Met

Date of Hire: 08/01/2014

Staff # 4

Met

Date of Hire: 08/01/2018

Staff # 5

Not Met

Date of Hire: 02/09/2015

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 6

Not Met

Date of Hire: 08/15/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Records Reviewed: 14**Records with Missing/Incomplete Components: 5**

Staff # 7 Date of Hire: 08/08/2016	Met
Staff # 8 Date of Hire: 10/18/2018 <u>"Missing/Incomplete Components"</u> .24(1)-Evidence of Orientation Missing	Not Met
Staff # 9 Date of Hire: 04/25/2016	Met
Staff # 10 Date of Hire: 09/30/2018	Met
Staff # 11 Date of Hire: 08/01/2014	Met
Staff # 12 Date of Hire: 03/24/2017	Met
Staff # 13 Date of Hire: 04/27/2015	Met
Staff # 14 Date of Hire: 10/22/2018 <u>"Missing/Incomplete Components"</u> .24(1)-Evidence of Orientation Missing	Not Met

Staff Credentials Reviewed: 14**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Technical Assistance****Comment**

Director provided five employee files for employees hired since last visit. The consultant discussed the portability requirements for all new hires with the director on this date. The consultant also discussed with the provider that a staff member with a national determination can be present at the center as long as this person is under the constant and direct supervision of someone with a valid satisfactory comprehensive determination letter issued by the Department of Early Care and Learning.

Technical Assistance

591-1-1-.09(1)(h) - The consultant discussed with the director to ensure that every Provisional Employee requests child abuse and neglect registry information and criminal history documents from any U.S. state, territory or tribal land other than Georgia in which they have resided in the preceding five years and submit such documents to the Department in a timely manner and failure to request out-of-state information will result in the issuance of an unsatisfactory Comprehensive Records Check Determination.

Correction Deadline: 1/14/2019

Technical Assistance

591-1-1-.09(1)(j) - The consultant discussed with the director the requirements to complete the portability request in Decal Koala for new staff members.

Correction Deadline: 1/14/2019

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

Met

Comment

Complete first aid kits observed on vehicle.

591-1-1-.33 Staff Training

Not Met

Comment

Please ensure completed orientation checklists are documented and signed.

Finding

591-1-1-.33(2) requires the initial orientation to include the following subjects: the Center's policies and procedures; the portions of these rules dealing with the care, health and safety of children; the Employee's assigned duties and responsibilities; reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; emergency plans; childhood injury control; the administration of medicine; reducing the risk of Sudden Infant Death Syndrome (SIDS); hand washing; fire safety; water safety; and prevention of HIV/Aids and blood borne pathogens. It was determined based on a review of records that four new hires were missing the initial documentation of orientation, in which needed to include hire dates in files.

POI (Plan of Improvement)

The Center will provide orientation in all missing subjects to the employee(s) and will take steps to provide a complete orientation to new Employees in the future.

Correction Deadline: 1/14/2019

Comment

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

Defer

591-1-1-.33(6)-The consultant will review all staff 2018 training hours at the next regulatory visit.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 10/31/2018

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

Not Met

Finding

591-1-1-.31(2)(c) requires the Center to maintain a copy and/or written verification of the credential or degree awarded to the lead teacher that is required by these rules in the lead teacher's file, to make the document available for inspection and to provide the document to Department staff upon request. It was determined based on a review of records that one lead teacher did not have evidence of a credential or degree for a lead teacher requirement.

POI (Plan of Improvement)

The Center will review lead teacher records to ensure the required documentation is on file and will obtain and file it if not found. The director stated that the employee has enrolled in a CDA program and will complete in June 2019.

Correction Deadline: 7/1/2019

Recited on 1/14/2019

Staffing and Supervision

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

Met

Comment

Center observed to maintain appropriate staff:child ratios.

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

Met

Comment

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