



**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:** 2/5/2018    **VisitType:** Monitoring Visit    **Arrival:** 12:30 PM    **Departure:** 2:40 PM

**CCLC-47135**

**Ms. Brandi's**

1533 South Boulevard, SE Moultrie, GA 31768 Colquitt County  
 (229) 985-3899 mrsbrandischildcare@yahoo.com

**Mailing Address**

1533 South Boulevard SE  
 Moultrie, GA 31768

**Regional Consultant**

Beth Houtz

Phone: (229) 238-2130  
 Fax: (229) 238-2955  
 beth.houtz@dec.al.ga.gov

**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.
02/05/2018	Monitoring Visit	Good Standing	
08/01/2017	Licensing Study	Good Standing	
05/04/2017	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
Bld 2	Rm E -School age	Three Year Olds and Four Year Olds	1	15	C	25	C	NA	NA	Nap
		Total Capacity @35 sq. ft.: 25			Total Capacity @25 sq. ft.: 0					
Main	A Entrance		0	0	C	20	C	NA	NA	
Main	B back	One Year Olds and Two Year Olds	2	18	C	19	C	NA	NA	Nap
Main	C right front	Infants	2	7	C	7	C	NA	NA	Floor Play,Nap
Main	D right back		0	0	C	9	C	NA	NA	
		Total Capacity @35 sq. ft.: 55			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Fire Marshall Limitations		
Total # Children this Date: 40		Total Capacity @35 sq. ft.: 80			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	30	C
Main	B	5	C

**Comments**

The purpose of today's visit is a monitoring visit and to follow up on any previous rule citations. The center provides transportation but does not administer any medication.

Plan of Improvement: Developed This Date 02/05/2018

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).



**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.

#### 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.

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)

Brandi Watson, Program Official

Date

Beth Houtz, Consultant

Date



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### Findings Report

**Date:** 2/5/2018 **VisitType:** Monitoring Visit **Arrival:** 12:30 PM **Departure:** 2:40 PM

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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.

**Comment**

The center is in the process of repainting the walls in the one and two-year-old room. As a result the shelves are not currently secured to the walls. The Director stated that after the walls are painted all shelves and equipment will be re-secured to the walls.

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

Met

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 4**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met

#### 591-1-1-.08 Children's Records

Not Met

**Correction Deadline: 8/1/2017**

**Corrected on 2/5/2018**

**.08(1) - This citation was observed to be corrected on this date. All children records reviewed all had required information.**

**Correction Deadline: 8/1/2017**

**Corrected on 2/5/2018**

**.08(1)(b) - This citation was observed to be corrected on this date. all children records reviewed all the required authorization to obtain medical care on file.**

**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 the center's records, staff statements and consultant's observation that daily attendance records were not being maintained as required. Forty children were observed to be present at the center during the visit, but only thirteen children were signed in on the daily attendance logs.

**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. Staff added the child's name whose parent arrived to pick him up during the visit. Staff will ensure that all children are signed in and out daily by the parent or other authorized adult and that the times of arrival and departure are recorded.

**Correction Deadline: 2/5/2018**

**Recited on 2/5/2018**

	<b>Facility</b>
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<b>591-1-1-.19 License Capacity(CR)</b>	<b>Met</b>
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**Comment**

Licensed capacity observed to be routinely met by center.

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<b>591-1-1-.25 Physical Plant - Safe Environment(CR)</b>	<b>Met</b>
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**Correction Deadline: 8/15/2017**

**Corrected on 2/5/2018**

**.25(3) - This citation was observed to be corrected on this date. The center has repaired and repaint some of the classroom walls and has a plan to continue painting the rest. The grate covers have been cleaned.**

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<b>591-1-1-.26 Playgrounds(CR)</b>	<b>Not Met</b>
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**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

**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 one of the c-clamps on the swing set was opened and not closed as required presenting a falling hazard to children in care.

**POI (Plan of Improvement)**

The Center will repair or replace the c-clamp on the swing. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

**Correction Deadline: 2/15/2018**

**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)****Met****Comment**

Staff were observed to remind children to wash hands.

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

The Director stated that no medication is currently dispensed.

**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-.36 Transportation(CR)****Not Met****Finding**

591-1-1-.36(4)(f)1. requires that all transported children be secured in a child passenger restraining system or seat safety belt in accordance with current state and federal laws and regulations and according to manufacturer's directions. It was determined based on observation that two of the three child passenger restraining seats were not properly secured to the van seat in accordance with state and federal laws.

**POI (Plan of Improvement)**

The Center will ensure that manufacturer directions and state and federal laws are met when using child passenger restraining systems and seat safety belts.

**Correction Deadline: 2/6/2018**

**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 transportation records that two of nine records were missing written Parental authorization for routine transportation.

**POI (Plan of Improvement)**

The Center will obtain the required written parental authorization.

**Correction Deadline: 2/6/2018**

**Finding**

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on a review of transportation records that two of nine children transported on the Sunset route during the week of 1/29/2018 - 2/2/2018 did not have an emergency medical information record on the van.

**POI (Plan of Improvement)**

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

**Correction Deadline: 2/6/2018**

**Finding**

591-1-1-.36(7)(c)1 requires that children be listed individually on the passenger transportation checklist using their first and last names. It was determined based on a review of transportation records that two of nine children listed on the Sunset route did not have both the first and last name listed on the passenger transportation checklist for the week of 1/29/2018-2/2/2018.

**POI (Plan of Improvement)**

The Center will ensure that each child is listed individually by first and last name on the checklist.

**Correction Deadline: 2/6/2018**

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**

**Technical Assistance**

**Comment**

Pleasant naptime environment observed.

**Technical Assistance**

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. The Director will ensure that crib sheets are changed daily.

**Correction Deadline: 2/5/2018**

<b>Staff Records</b>
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**Records Reviewed: 13**

**Records with Missing/Incomplete Components: 1**

Staff # 1	Met
Date of Hire: 08/15/2003	
Staff # 2	Met
Date of Hire: 04/03/2017	
Staff # 3	Met
Date of Hire: 08/09/2015	
Staff # 4	Met

**Records Reviewed: 13****Records with Missing/Incomplete Components: 1**

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Staff # 5 Date of Hire: 05/23/2016	Met
Staff # 6 Date of Hire: 05/04/2017	Met
Staff # 7 Date of Hire: 03/12/2012	Met
Staff # 8 Date of Hire: 01/19/2016	Met
Staff # 9 Date of Hire: 02/02/2017	Met
Staff # 10 Date of Hire: 05/03/2017	Met
Staff # 11 Date of Hire: 04/03/2017	Met
Staff # 12 Date of Hire: 09/10/2017	Met
Staff # 13 Date of Hire: 01/08/2018	Not Met

**"Missing/Incomplete Components"**

.09-Criminal Records Check Missing,.24(1)-10 Yr. Work History Missing,.24(1)-Evidence of Orientation Missing

**Staff Credentials Reviewed: 13**

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

591-1-1-.09(1)(c) requires the Center to maintain valid evidence of a satisfactory criminal records check for the Director, each Employee and each Provisional Employee of the Child Care Learning Center for the duration of their employment plus one year, such evidence must be made immediately available to the Department upon request. It was determined based on a review of staff records that one employee hired since last visit had not obtained a satisfactory records check as required. Staff must obtain a satisfactory local check prior to being hired and present with the children, and within 21 days of the date of hire, obtain a satisfactory comprehensive background check. The employee had a satisfactory records check letter from a previous center but was outside of the portability date. A new record check determination should have been completed within 21 days of the date of hire.

**POI (Plan of Improvement)**

The Center will ensure that valid evidence of satisfactory CRC's are maintained and are immediately available to the Department for the duration of the Employees employment plus one year.

**Correction Deadline: 2/5/2018**

**Recited on 2/5/2018**

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**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.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.