



**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:** 9/5/2019    **VisitType:** Complaint Investigation & Monitoring Visit    **Arrival:** 10:35 AM    **Departure:** 3:25 PM

**CCLC-47665**

**TOTally Kids Childcare**

2428 Wheelless Road Augusta, GA 30906 Richmond County  
 (706) 798-5202 tanksley.cynthia@yahoo.com

**Mailing Address**  
 Same

**Regional Consultant**

Kaycee Purvis

Phone: (770) 357-4915

Fax: (404) 478-8085

kaycee.purvis@dec.al.ga.gov

Joint with: Melyn Smith

**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.
09/05/2019	Complaint Investigation & Monitoring Visit	Support	
09/05/2019	Complaint Closure	Good Standing	
01/23/2019	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
Building 1	Front - Room A - Toddler 2	One Year Olds and Two Year Olds	2	11	C	14	C	NA	NA	Music, Free Play
Building 1	Rear - Room B - Infant - Toddler 1	Infants	1	2	C	8	C	NA	NA	Floor Play
Total Capacity @35 sq. ft.: 22			Total Capacity @25 sq. ft.: 0							
Building 2	Room C - Preschool 3 - 4	Three Year Olds and Four Year Olds	2	10	C	22	C	NA	NA	Transitioning, Lunch
Total Capacity @35 sq. ft.: 22			Total Capacity @25 sq. ft.: 0							
Building 3	Room D - School Age	Five Year Olds and Six Year Olds and Over	1	16	C	19	C	NA	NA	Transitioning, Lunch
Total Capacity @35 sq. ft.: 19			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 39			Total Capacity @35 sq. ft.: 63			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Building 1	Infant - Toddler	52	C
Building 2	Preschool - School-Age	34	C
Building 3	Playground 3 - SA	20	C

### Comments

The investigation remains open on this date, pending additional information. Upon completion the finding will be reviewed with the provider and a final copy of the report will be sent.

Plan of Improvement: To Be Submitted 09/19/2019

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.al.ga.gov/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.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).

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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Cynthia Tanksley, Program Official

Date

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Melyn Smith, Consultant

Date

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Kaycee Purvis, Consultant

Date



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### Findings Report

**Date:** 9/5/2019 **VisitType:** Complaint Investigation & Monitoring Visit **Arrival:** 10:35 AM **Departure:** 3:25 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**

Equipment and furniture observed to be properly secured, as applicable.

**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)**

**Not Met**

**Correction Deadline: 1/23/2019**

**Corrected on 9/5/2019**

**.25(11) - Correction of previous citation in that the consultant did not observe any torn rugs on this date.**

**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 consultant's observation that the following potential hazards were observed accessible to children on this date:

-Classroom C: A box of gloves was located on the shelf outside the bathroom accessible to children. Three plastic bags were located in three different children's cubbies accessible to children. A plunger was located in the the boys bathroom accessible to children.

-Classroom D: A stapler, screw driver, and box of staples were located in a drawer in the desk accessible to children. A plunger was located in the bathroom accessible to children.

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**Correction Deadline: 9/5/2019**

**Recited on 9/5/2019**

**Technical Assistance**

591-1-1-.25(17) - Please be sure to remove all poisonous and/or hazardous plants and shrubs from the playground and the route to the playground.

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**Correction Deadline: 9/5/2019**

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**Correction Deadline: 2/6/2019**

**Corrected on 9/5/2019**

.25(3) - Correction of previous citation in that the consultant observed the premises clean, free of debris, and in good repair on this date.

**Technical Assistance**

591-1-1-.25(3) - Please ensure that staff clean exhaust fans in bathrooms daily.

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**Correction Deadline: 9/5/2019**  
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**Correction Deadline: 1/23/2019**  
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**Corrected on 9/5/2019**

**.25(8) - Correction of previous citation in that the consultant observed protective caps in all classrooms on this date.**

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

**Not Met**

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.  
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**Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that there were four active ant beds on the right side playground. It was further determined that there were eight active ant beds and bees on the left side playground on this date. It was further determined that there was a nail protruding from the base of the metal awning and a two and a half inch gap from the ground to the base of the metal awning on this date.  
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**Correction Deadline: 9/12/2019**  
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<b>Food Service</b>
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**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 staff statement and observation that three cans of powdered formula were observed in the classroom. Staff stated that bottles are prepared at the center instead of being ready to feed as required.

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Correction Deadline: 9/5/2019

**Health and Hygiene****591-1-1-.07 Children's Health**

Not Met

**Finding**

591-1-1-.07(5) requires Center Staff to not permit children to wear around their necks or attach to their clothing pacifiers or other hazardous items. It was determined based on observation that two children in the infant room had pacifiers attached to their clothing by the use of pacifier straps on this date.

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Correction Deadline: 9/5/2019

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

Met

Correction Deadline: 1/23/2019

Corrected on 9/5/2019

.10(4) - Correction of previous citation in that the consultant observed all diaper changing pads to be smooth and nonporous on this date.

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

Met

Correction Deadline: 1/23/2019

Corrected on 9/5/2019

.17(7) - Correction of previous citation in that the consultant observed warm running water on this date.

Correction Deadline: 1/23/2019

Corrected on 9/5/2019

.17(8) - Correction of previous citation in that the consultant observed warm running water on this date.

Correction Deadline: 1/23/2019

Corrected on 9/5/2019

.20(4) - Correction of previous citation in that the consultant did not observe any medication accessible to children on this date.

<b>Safety</b>
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## 591-1-1-.11 Discipline(CR)

Technical Assistance

## Technical Assistance

591-1-1-.11 - Please be sure to remind staff not to use time out with children under the age of three years old.

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

Not Met

## 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 Staff #12, 14, and 17 did not have current evidence of completing the two hour transportation every two years as required.

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Correction Deadline: 9/15/2019

## Finding

591-1-1-.36(4)(b) requires that the interior of a transportation vehicle be clean, in safe repair and free of hazardous items, objects and/or other non-essential items which could cause injury. It was determined that the following hazards were observed on the brown van (vehicle tag RKD8831) used for routine transportation:

-Five bottles of antifreeze, a bottle of brake fluid, jumper cables, and three bottles of motor oil were stored in the back of the van accessible to children.

- There were tears in the upholstery of the second and fourth seats of the van, and the inner foam was exposed and accessible to children.

-There were tears in the upholstery of the armrest of the first row of seats and the inner foam was exposed and accessible to children.

-The rear passenger door was inoperable and could not be opened from the interior or the exterior of the van.

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**Correction Deadline: 9/19/2019**

**Recited on 9/5/2019**

**Finding**

591-1-1-.36(4)(c) requires that each vehicle be equipped with a fire extinguisher maintained in working order and kept inaccessible to children. It was determined based on consultant's observation that there was no fire extinguisher in the brown van used for routine transportation with vehicle tag number RKD8831 on this date.

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**Correction Deadline: 9/5/2019**

**Recited on 9/5/2019**

**Finding**

591-1-1-.36(7)(a) requires that each vehicle contains current information including: the full names of all children to be transported, each child's pick-up location, pick-up time, delivery location, alternate delivery location if a Parent is not at home and name of person authorized to receive each child. In addition, the vehicle shall contain current information identifying the Center's name, telephone number and the name of the driver of the vehicle. It was determined based on review of records that the arrival and departure times to and from the center were not documented during routine transportation for Willis Foreman Elementary School, Dorothy Haines Elementary School, Wheelless Road Elementary School, Jamestown Elementary School, Diamond Lakes Elementary School, Spirit Creek Elementary School, Glenn Hills Elementary School, and Glenn Hills Middle School the week of August 12, 2019 and the week of August 19, 2019.

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**Correction Deadline: 9/6/2019**

**Finding**

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on review of records that the load and unload of children was not documented during routine transportation on August 12, 2019 to and from Wheelless Road Elementary.

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**Correction Deadline: 9/6/2019**

**Finding**

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on review of records that the first check of the vehicle was not documented for morning and afternoon routine transportation to and from A. Bryanmerry Elementary School on August 16, 2019.

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**Correction Deadline: 9/6/2019**

**Finding**

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on a review of records that a second check of the vehicle was not documented during the week of August 12, 2019 to and from A. Bryanmerry Elementary School, Willis Foreman Elementary School, Jamestown Elementary School, Diamond Lakes Elementary School, Spirit Creek Elementary School, Glenn Hills Elementary School, and Glenn Hills Middle School.

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**Correction Deadline: 9/5/2019**

**Finding**

591-1-1-.36(8) restricts a child's travel time to forty-five minutes on each trip between the Center and destination unless accompanied by the Parent and excluding field trips. It was determined based on review of records that children's travel time exceeded 45 minutes for routine transportation during the week of August 12, 2019 for Jamestown Elementary School, Glenn Hills Middle School, Glenn Hills Elementary School, and Diamond Lakes Elementary School. It was further determined that children's travel time exceeded 45 minutes for routine transportation during the week of August 19, 2019 for Dorothy Haines Elementary School, Wheelless Road Elementary School, Willis Foreman Elementary School, Diamond Lakes Elementary School, Spirit Creek Elementary School, Glenn Hills Elementary, and Glenn Hills Middle School.

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**Correction Deadline: 9/6/2019**

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

**Met**

**Comment**

Discussed SIDS and infant sleeping position.

<b>Staff Records</b>
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**Records Reviewed: 17**

**Records with Missing/Incomplete Components: 4**

Staff # 1	Met
Date of Hire: 08/22/2019	
Staff # 2	Met
Date of Hire: 08/22/2012	
Staff # 3	Met
Date of Hire: 10/30/2015	
Staff # 4	Met
Date of Hire: 01/03/2017	
Staff # 5	Met
Date of Hire: 03/12/2018	
Staff # 6	Met
Date of Hire: 07/31/2019	
Staff # 7	Met
Date of Hire: 10/10/2018	
Staff # 8	Not Met
Date of Hire: 11/18/2015	
<u>"Missing/Incomplete Components"</u>	
.36(3)(a-b)-2 hrs. Transportation Training missing	
Staff # 9	Met
Date of Hire: 12/12/2012	

Staff # 10	Met
Date of Hire: 05/31/2017	
Staff # 11	Not Met
Date of Hire: 07/12/2017	
<u>"Missing/Incomplete Components"</u>	
.36(3)(a-b)-2 hrs. Transportation Training missing	
Staff # 12	Met
Date of Hire: 03/25/2017	
Staff # 13	Met
Date of Hire: 06/20/2017	
Staff # 14	Not Met
Date of Hire: 10/16/2018	
<u>"Missing/Incomplete Components"</u>	
.36(3)(a-b)-2 hrs. Transportation Training missing	
Staff # 15	Not Met
Date of Hire: 08/13/2018	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 16	Met
Date of Hire: 03/14/2018	
Staff # 17	Met
Date of Hire: 06/22/2017	

**Staff Credentials Reviewed: 9**

<b>591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)</b>	<b>Not Met</b>
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**Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that Staff #19 did not submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required.

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**Correction Deadline: 9/5/2019**

**Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of records that Staff # 19 did not have a valid and current satisfactory Comprehensive Records Check Determination on file on this date.

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**Correction Deadline: 9/5/2019**

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<b>591-1-1-.33 Staff Training</b>	<b>Defer</b>
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**Defer**

591-1-1-.33(6)-Citation is deferred and will be reviewed at the next licensing study due to calendar year 2019 not being complete.

**Correction Deadline: 2/22/2019**

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<b>591-1-1-.31 Staff(CR)</b>	<b>Met</b>
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**Comment**

Staff observed to be compliant with applicable laws and regulations.

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

Adequate supervision observed on this date.

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<b>591-1-1-.32 Supervision(CR)</b>	<b>Met</b>
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**Comment**

Center observed to maintain appropriate staff:child ratios.