



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: 2/20/2018 **VisitType:** Monitoring Visit **Arrival:** 8:40 AM **Departure:** 12:40 PM

CCLC-47665

TOTally Kids Childcare

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

Regional Consultant

Melyn Smith

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melyn.smith@decal.ga.gov

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.
02/20/2018	Monitoring Visit	Good Standing	
09/27/2017	Initial Licensing Study	Good Standing	
07/21/2017	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
Building 1	Front - Room A - Toddler 2	Infants and One Year Olds and Two Year Olds and Three Year Olds and Four Year Olds and Six Year Olds and Over	1	18	NC	14	NC	NA	NA	Feeding,TV,Breakfast,Floor Play,Free Play
Building 1	Rear - Room B - Infant - Toddler 1		0	0	C	8	C	NA	NA	
Total Capacity @35 sq. ft.: 22			Total Capacity @25 sq. ft.: 0							
Building 2	Room C - Preschool 3 - 4		0	0	C	22	C	NA	NA	
Total Capacity @35 sq. ft.: 22			Total Capacity @25 sq. ft.: 0							
Building 3	Room D - School Age		0	0	C	19	C	NA	NA	
Total Capacity @35 sq. ft.: 19			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 18			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 consultant discussed the new Comprehensive Satisfactory Criminal Records Check deadline of October 1, 2018 on this date.

A Formal Plan of Improvement Notice Letter was left on this date.

Plan of Improvement: To Be Submitted 03/06/2018

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. 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@decalfga.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://decalfga.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.decalfga.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@decalfga.gov

Cynthia Tanksley, Program Official

Date

Melyn Smith, Consultant

Date



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Findings Report

Date: 2/20/2018 **VisitType:** Monitoring Visit

Arrival: 8:40 AM

Departure: 12:40 PM

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The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.03 Activities

Not Met

Technical Assistance

591-1-1-.03(14) - Please limit the use of media, to include television, videotaped programs or movies, and video or computer games to no more than two hours daily per child or group.

Correction Deadline: 2/20/2018

Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development. The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined, based on observation, that a current lesson plan was not available and had not been developed for the school-age classroom in Building 3 on this date.

Correction Deadline: 2/23/2018

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) **Met**

Comment

Center does not provide swimming activities.

Facility

591-1-1-.19 License Capacity(CR) **Not Met**

Finding

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined, based on observation, that the center was providing care for eighteen children in a space licensed for fourteen on this date.

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Correction Deadline: 2/20/2018

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 hand sanitizer was observed accessible to children by the sink in the Front Classroom of Building 1. It was further determined that plastic grocery bags were observed in children's cubbies and a black trash bag with blankets inside stored on a low piece of play equipment accessible to children in Building 2 on this date.

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Correction Deadline: 2/20/2018

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 one of two swings located on the Building 2 Playground was observed to have open carabiners on this date.

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Correction Deadline: 3/2/2018

Technical Assistance

591-1-1-.26(8) - Please ensure the isolated grass present in the resilient surfacing around the swings on Building 2 Playground is removed.
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Correction Deadline: 3/2/2018

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 an infant in care was observed to have a pacifier attached to their clothing by a pacifier strap on this date.
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Correction Deadline: 2/20/2018

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

Met

Comment

Staff state proper knowledge of diapering procedures.
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591-1-1-.17 Hygiene(CR)

Technical Assistance

Technical Assistance

Ensure that liquid soap is available at each sink used for hand washing, throughout the center.
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591-1-1-.20 Medications(CR)

Met

Comment

Staff stated that medication is not dispensed at this time.

Safety

591-1-1-.05 Animals

Met

Comment

Center does not keep animals on premises.

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)

Met

Comment

Center does not participate in field trips at this time.

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)

Not Met

Finding

591-1-1-.30(1)(d) requires that all sleeping and resting equipment shall be arranged to avoid obstructing access to exit doors, to provide the caregivers access to each child, and to prevent children's access to cords hanging from window treatments and other hazardous objects. To reduce the transfer of airborne diseases, sleeping and resting equipment shall be arranged as follows. There shall be a minimum of twenty-four inch (24") corridor between each row of sleeping or resting equipment. There shall be a minimum of twelve inches (12") between each piece of sleeping or resting equipment in each row of equipment. Children shall be placed on cots and mats so that one child's head is toward another child's feet in the same row. It was determined based on observation, that the cribs in the rear classroom of Building 1 were spaced less than twelve inches as required.

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Correction Deadline: 2/20/2018

Finding

591-1-1-.30(2)(c) requires that infants shall not sleep in equipment other than safety-approved cribs, such as, but not limited to, a car safety seat, bouncy seat, highchair, or swing. Infants who arrive at the Center asleep or fall asleep in such equipment, on the floor or elsewhere, shall be transferred to a safety-approved crib. It was determined, based on observation, that an infant was observed sleeping in a car safety seat and was not transferred to a safety-approved crib as required in the front classroom of Building 1.

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Correction Deadline: 2/20/2018

Staff Records

Records Reviewed: 19

Records with Missing/Incomplete Components: 19

Staff # 1 Not Met

Date of Hire: 07/21/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 2 Not Met

Date of Hire: 06/30/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 3 Not Met

Date of Hire: 07/12/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 4 Not Met

Date of Hire: 05/31/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 5 Not Met

Date of Hire: 03/25/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 6 Not Met

Date of Hire: 08/30/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 7 Not Met

Date of Hire: 09/27/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 8 Not Met

Date of Hire: 09/27/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 9	Not Met
Date of Hire: 12/12/2012	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 10	Not Met
Date of Hire: 03/20/2017	
<u>"Missing/Incomplete Components"</u>	
.14(2)-First Aid Missing,.14(2)-CPR missing,.33(3)-Health & Safety Certificate	
Staff # 11	Not Met
Date of Hire: 07/21/2017	
<u>"Missing/Incomplete Components"</u>	
.14(2)-First Aid Missing,.14(2)-CPR missing,.33(3)-Health & Safety Certificate	
Staff # 12	Not Met
Date of Hire: 08/22/2017	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 13	Not Met
Date of Hire: 06/20/2017	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate,.14(2)-CPR missing	
Staff # 14	Not Met
Date of Hire: 06/30/2017	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 15	Not Met
Date of Hire: 03/20/2017	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate,.14(2)-CPR missing	
Staff # 16	Not Met
Date of Hire: 08/12/2012	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 17	Not Met
Date of Hire: 10/30/2015	
<u>"Missing/Incomplete Components"</u>	

Records Reviewed: 19**Records with Missing/Incomplete Components: 19**

.14(2)-CPR missing,.33(3)-Health & Safety Certificate

Staff # 18

Not Met

Date of Hire: 07/21/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 19

Not Met

Date of Hire: 01/03/2017

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate

Staff Credentials Reviewed: 19

591-1-1-.09 Criminal Records Check(CR)

Met

Comment

Criminal records checks were observed to be complete.

Comment

Director provided one file for employees hired since last visit.

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

Not Met

Finding

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined, based on review of records, that four of nineteen staff hired in July, 2017, did not have evidence of completing first aid and CPR training within 90 days of their hire date. It was further determined that three of nineteen staff hired in July and September 2017 did not have evidence of completing hands-on CPR training as required.

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Correction Deadline: 3/22/2018

591-1-1-.33 Staff Training

Not Met

Finding

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined, based on review of records, that nineteen staff hired in July and September 2017 were lacking documentation of completing the Health and Safety Orientation training as required.

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Correction Deadline: 3/22/2018

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

Not Met

Finding

591-1-1-.31(11) requires the Center to have qualified and sufficient direct-care, clerical, housekeeping, maintenance and other employees to ensure full compliance with these rules without neglecting the supervision of children. It was determined, based on observation, that one staff was present caring for eighteen children present in the front classroom of Building 1 and also stepping into the kitchen to prepare breakfast when other staff were required to ensure the supervision of children was not neglected.

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Correction Deadline: 2/20/2018

Comment

The consultant observed Center staff to comply with all applicable laws and regulations on this date.

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Correction Deadline: 2/20/2018

Staffing and Supervision

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

Not Met

Finding

591-1-1-.32(2) requires the Center maintain Staff:child ratios in mixed-age groups based on the age of the youngest group of children that includes more than twenty percent of the total number of children in the mixed-age group. It was determined, based on observation, that one staff was observed providing care to two infants, three one-year-old children, one two-year-old child, three three-year-old children, one four-year-old child, and eight children aged six and over when three staff were required.

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Correction Deadline: 2/20/2018

Finding

591-1-1-.32(4) requires that children under three years old be housed in separate physical areas from older children and cannot be mixed with older children except at specified times and circumstances. It was determined, based on observation, that children under three-years-old were being housed with older children in the front classroom of Building 1 on this date.

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Correction Deadline: 2/20/2018

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

Not Met

Finding

591-1-1-.32(7) requires that children be supervised at all times and that the persons supervising in the child care area be alert, able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the chaperones and Students-in-Training, and provide timely attention to the children's actions and needs. It was determined, based on observation, that the one staff present providing care to eighteen children in the front classroom of Building 1 was observed to step into the kitchen several times to prepare breakfast for children present, leaving children unsupervised.

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Correction Deadline: 2/20/2018