



**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:** 10/30/2019 **VisitType:** Licensing Study

**Arrival:** 9:00 AM

**Departure:** 3:30 PM

**CCLC-48035**

**Tracey's Stay-N-Play**

153 Evergreen Street Warner Robins, GA 31093 Houston County  
 (478) 225-2015 rickjones30909@gmail.com

**Mailing Address**

725 Maddox Rd  
 Griffin, GA 30224

**Regional Consultant**

Charlene Story

Phone: (770) 405-7942

Fax: (770) 408-0759

charlene.story@dec.al.ga.gov

Joint with: Lisa Prather

**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.
10/30/2019	Licensing Study	Support	
06/05/2019	Complaint Closure	Good Standing	
05/30/2019	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	Room A (Infants)		0	0	C	10	C	NA	NA	
Main	Room B (1 & 2 year old)	One Year Olds and Two Year Olds	1	10	NC	15	C	NA	NA	Centers, Free Play
Main	Room C (3 year old)	Three Year Olds and Four Year Olds	1	6	C	18	C	NA	NA	Free Play, Transitioning
Main	Room D		0	0	C	27	C	NA	NA	
Total Capacity @35 sq. ft.: 70						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 16			Total Capacity @35 sq. ft.: 70			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	59	C

**Comments**

Plan of Improvement: No Plan Developed

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.decal.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@decal.ga.gov](mailto:CCSRefutations@decal.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://decal.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.decal.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@decal.ga.gov](mailto:qualityrated@decal.ga.gov)

Rick Jones, Program Official \_\_\_\_\_ Date \_\_\_\_\_

Charlene Story, Consultant \_\_\_\_\_ Date \_\_\_\_\_

Lisa Prather, 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**

**Not Met**

**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 Classrooms C and D did not have current lesson plans on file.

**POI (Plan of Improvement)**

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

**Correction Deadline: 10/30/2019**

**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.

### Children's Records

**Records Reviewed: 5**

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

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

**Records Reviewed: 5**

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

Child # 4

Met

Child # 5

Met

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

**Met**

**Comment**

Consultant discussed with provider about ensuring all areas are filled out and completed on all children's paperwork,

**Facility**

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**591-1-1-.06 Bathrooms**

**Met**

**Comment**

Please monitor bathrooms for necessary supplies.

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**591-1-1-.19 License Capacity(CR)**

**Met**

**Comment**

Licensed capacity observed to be met by center on this date.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)**

**Technical Assistance**

**Comment**

Consultant discussed with Provider about being mindful to keep items that pose a hazard inaccessible to children.

**Technical Assistance**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Consultant discussed with Provider about the door to the boys bathroom in Classroom C needing repair. The wood at the bottom of the door was chipping and could be a potential hazard to the children. The consultant also discussed that beside the door knob of the inside of the girls bathroom in Classroom C also had chipping wood that could pose a hazard to the children.

**Correction Deadline: 10/30/2019**

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

**Technical Assistance**

**Technical Assistance**

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. The consultant discussed with the provider about exposed tree roots around the tree in the middle of the playground back by the fence had exposed tree roots that could be a potential tripping hazard for the children.

**Correction Deadline: 10/30/2019**

**Food Service**

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**591-1-1-.15 Food Service & Nutrition**

**Met**

**Comment**

Center menu meets USDA guidelines.

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**591-1-1-.18 Kitchen Operations**

**Met**

**Comment**

Please ensure that all food items that are stored in containers, other than the original container, should be labeled with name of contents.

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

**Not Met**

**Comment**

Consultant discussed proper requirements for diapering with the provider on this date. Consultant presented provider with diapering procedures hand out.

**Finding**

591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, non porous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disintegrate and dried with a singleness disposable towel. It was determined based on consultant's observation, that staff did not sanitize the changing table before getting ready to change a child.

**POI (Plan of Improvement)**

The Center will ensure there is a smooth, non porous changing surface that has a guard or rails for safety in each classroom that houses children wearing diapers. Center Staff will be trained and have adequate supplies to properly clean the diaper changing surface between each diaper change.

**Correction Deadline: 10/30/2019**

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.17 Consultant discussed with provider that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon reentering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after tittering and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means.

**Correction Deadline: 10/30/2019**

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

**N/A**

**Comment**

The Provider currently does not dispense/administer medication.

**Organization**

**591-1-1-.37 Inspections & Investigations**

**Not Met**

**Finding**

591-1-1-.37(e) requires the Center shall not make or condone any Staff to make a false or misleading statement to the Department in connection with any authorized investigation or inspection being conducted by the Department. It was determined based on review of documentation and further verification of dates and times that the center provided false information of fire and tornado drills for the months of January, July, and October of 2019.

**POI (Plan of Improvement)**

The Center will not make, or condone Staff to make false or misleading statements to the Department.

**Correction Deadline: 10/30/2019**

**Policies and Procedures**

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**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 provide valid proof that fire and tornado drills were conducted during the months of January, July, and October of 2019.

**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: 11/4/2019**

<b>Safety</b>
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**591-1-1-.05 Animals****Met****Comment**

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

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**591-1-1-.13 Field Trips(CR)****Technical Assistance****Technical Assistance**

591-1-1-.13 - Consultant discussed with provider to ensure field trip forms are fully completed.

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

591-1-1-.36(4)(a) - requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. Consultant discussed with provider the importance of ensuring that an annual vehicle safety inspection certification is completed each year and signed by a Licensed Mechanic.

**Correction Deadline: 11/4/2019****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 based on consultant's observation that the back left side window was shattered and broken glass pieces were observed to be on the back seat and floor of the bus.

**POI (Plan of Improvement)**

The center will maintain that all transportation vehicles are clean, in safe repair, and free from hazards.

**Correction Deadline: 10/31/2019****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 transportation records, four of thirteen children were missing a completed transportation agreement.

**POI (Plan of Improvement)**

The Center will ensure that the Center's information and the children's information is included on each vehicle.

**Correction Deadline: 10/31/2019**

**Technical Assistance**

591-1-1-.36(7)(b) - 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. Consultant discussed with provider to ensure each child that rides the bus have a completed emergency medical information record.

**Correction Deadline: 10/31/2019**

**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 transportation records the following was observed:

\*On October 30, 2019 one child was marked loaded and unloaded of the afternoon route from Tucker Head Start to Tracey's Stay 'n Play II. The current time was 10:00 AM and the route did not start until 3:15 PM.

\*On October 30, 2019 five children were missing a check or symbol for loading the van at Tracey's Stay'n Play and unloading the van at Westside Elementary for the morning route.

\*On October 29, 2019 one child was missing a check or symbol for loading the van at Parkwood Elementary and unloading the van at Tracey's Stay n' Play during the afternoon route. Also observed by consultant were missing checks or mark for October 30, 2019 for loading the van at Tracey's Stay n' Play and being dropped off at Parkwood Elementary during the morning route.

\*On October 29, 2019 one child was missing a check or mark for the afternoon route from CB Watson Elementary to Tracey's Stay n' Play.

**POI (Plan of Improvement)**

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

**Correction Deadline: 10/31/2019**

**Sleeping & Resting Equipment**

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

**Comment**

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

**Staff Records**

**Records Reviewed: 3** **Records with Missing/Incomplete Components: 0**

Staff # 1 Met  
Date of Hire: 12/18/2018

Staff # 2 Met

Date of Hire: 01/25/2019

Staff # 3

Met

Date of Hire: 08/01/2016

**Staff Credentials Reviewed: 0**

**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**

**Met**

**Comment**

Criminal record checks were observed to be complete on this date.

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

**Met**

**Comment**

Complete first aid kits observed in center on this date.

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

**Met**

**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)**

**Not Met**

**Technical Assistance**

The consultant discussed staff:child ratios.

**Correction Deadline: 10/30/2019**

**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 in Classroom B there was a staff:child ratio of 1:10 among nine one-year-olds and one two-year-old. A ratio of 1:8 was required.

**POI (Plan of Improvement)**

The Center will provide adequate staff when there is a mixed-age group.

**Correction Deadline: 10/30/2019**

**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 consultant's observation that while the staff member in Classroom B was preparing lunch in the kitchen, the staff member in Classroom C was standing in the doorway of Classrooms B and C providing oversight to children in both classrooms.

**POI (Plan of Improvement)**

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

**Correction Deadline: 10/30/2019**