



**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:** 5/23/2019 **VisitType:** POI Follow Up

**Arrival:** 1:40 PM

**Departure:** 5:20 PM

**CCLC-48494**

**Small Wonders Early Learning Center**

170 North Hammond Drive Monroe, GA 30655 Walton County  
(770) 267-5023 hillmanwl@yahoo.com

**Regional Consultant**

Valarie Musselwhite

Phone: (770) 357-9988

Fax: (678) 302-2440

valarie.musselwhite@decal.ga.gov

**Mailing Address**

Same

**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.
05/23/2019	POI Follow Up	Deficient	
04/08/2019	Monitoring Visit	Support	
02/07/2019	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
Main	A - 1R	One Year Olds and Two Year Olds	3	15	C	15	C	NA	NA	Nap
Main	B - 2R	Infants	2	9	C	21	C	NA	NA	Nap,Feeding
Main	C - 3R	Two Year Olds and Three Year Olds	2	22	NC	21	NC	NA	NA	Nap
Main	D - 3L		0	0	C	20	C	NA	NA	
Main	E - 2L	Three Year Olds and Four Year Olds	1	19	NC	20	C	NA	NA	Nap
Main	F - 1L		0	0	C	15	C	NA	NA	
Total Capacity @35 sq. ft.: 112			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 65			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground - Left Side	21	C
Main	Playground - Right Side	21	C

**Comments**

The consultant and director discussed transportation documentation requirements, required trainings, ratios, and supervision. The consultant observed all staff to have comprehensive satisfactory criminal record checks on file.

Plan of Improvement: To Be Submitted 06/06/2019

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/RuleAndRegulations.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.

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#### 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](mailto: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.

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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](mailto:qualityrated@dec.state.ga.us)

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FERRIS HILLMAN, Program Official

Date

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Valarie Musselwhite, Consultant

Date



Bright from the Start Georgia Department of Early Care and Learning  
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### Findings Report

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The following information is associated with a POI Follow Up:

### Activities and Equipment

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

Not Met

Correction Deadline: 4/8/2019

Corrected on 5/23/2019

.12(1) - Correction of previous citation in that the consultant observed safety straps in use during snack time.

#### Finding

591-1-1-.12(2) requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. It was determined based on an observation that several toys were inoperable in Classroom A and Classroom B. It was further determined that the refrigerator in the infant room lacked a safety latch to prevent the infants from having access to the inside of the refrigerator.

Correction Deadline: 6/7/2019

Recited on 5/23/2019

**Records Reviewed: 2**
**Records with Missing/Incomplete Components: 2**

Child # 1

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

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**591-1-1-.08 Children's Records**
**Not Met**
**Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records that one child's file was missing addresses of release persons and one child's file was missing a physician's phone number.

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**Correction Deadline: 5/24/2019**
**Recited on 5/23/2019**

**Facility**

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**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 an observation that Classroom C housed 22 children when only licensed for 21 children.

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**Correction Deadline: 5/23/2019**

**Recited on 5/23/2019**

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

**Not Met**

**Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on an observation that the entrance to the center was damaged and the center did not have a visual representation or notice that parents and guests should use an alternate entrance for a safer route.

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**Correction Deadline: 5/23/2019**

**Finding**

591-1-1-.25(6) requires each child's personal items to be kept in individually labeled cubbies, lockers or racks separated from articles used by other children. The spaces shall be accessible to the children to whom they are assigned. It was determined based on an observation that Classroom E lacked a specified space to accommodate the children's outer garments and personal items.

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**Correction Deadline: 5/10/2019**

**Recited on 5/23/2019**

**Technical Assistance**

591-1-1-.25(9) - Consultant and director discussed person on site without a legitimate reason.

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**Correction Deadline: 5/23/2019**

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**591-1-1-.26 Playgrounds(CR)****Not Met****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 an observation that there was one large active ant bed on the left playground.

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**Correction Deadline: 5/24/2019**

**Recited on 5/23/2019**

<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition****Not Met****Finding**

591-1-1-.15(2)(a) requires Center Personnel to hold and feed infants less than six months of age and older children who cannot hold their own bottles or sit alone. Baby bottles shall never be propped; the infant's head shall be elevated while feeding. It was determined based on an observation that a one-year-old child in Classroom A had a bottle while lying flat on their back on their mat during rest time.

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**Correction Deadline: 5/23/2019**

**Recited on 5/23/2019**

<b>Safety</b>
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**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 a review of records that staff responsible for transportation duties did not have current documentation of training on file.

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**Correction Deadline: 5/24/2019**

**Recited on 5/23/2019**

**Finding**

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. It was determined based on director statement that the center did not have the annual safety check of the vehicle available to be reviewed.

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**Correction Deadline: 5/29/2019**

**Recited on 5/23/2019**

**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 an observation that six of twenty three seat belts were not properly secured for appropriate use during afternoon transportation.

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**Correction Deadline: 5/24/2019**

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**Correction Deadline: 4/9/2019**

**Corrected on 5/23/2019**

**.36(7)(b) - Correction of previous citation in that the consultant observed emergency medical information on file.**



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 director statement that the center did not have transportation documentation, for routine school transportation conducted between April 9, 2019 and May 23, 2019, available to be reviewed.

**Recited on 5/23/2019**

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 director statement that the center did not have transportation documentation, for routine school transportation conducted between April 9, 2019 and May 23, 2019, available to be reviewed.

**Recited on 5/23/2019**

591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on director statement that the center did not have transportation documentation, for routine school transportation conducted between April 9, 2019 and May 23, 2019, available to be reviewed.

**Correction Deadline: 5/23/2019**

**Recited on 5/23/2019**

**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 director statement that the center did not have transportation documentation, for routine school transportation conducted between April 9, 2019 and May 23, 2019, available to be reviewed.

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**Correction Deadline: 5/23/2019**

**Recited on 5/23/2019**

**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 director statement that the center did not have transportation documentation, for routine school transportation conducted between April 9, 2019 and May 23, 2019, available to be reviewed.

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**Correction Deadline: 5/23/2019**

**Recited on 5/23/2019**

<b>Sleeping &amp; Resting Equipment</b>
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**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 mats in Classroom A were not placed so that there was a twenty-four inch corridor between each row and twelve inch corridor between each piece of resting equipment.

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**Correction Deadline: 5/23/2019**

**Recited on 5/23/2019**

<b>Staff Records</b>
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**Correction Deadline: 5/31/2019**

**Corrected on 5/23/2019**

**.14(2) - Correction of previous citation in that the consultant observed staff to have current First Aid and CPR training.**

**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 a review of records that six of eleven staff did not have documentation of the required health and safety orientation training.

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**Correction Deadline: 6/21/2019**

**Recited on 5/23/2019**

**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 an observation that the center does not have a enough staff to carry out the daily duties of the child care center and remain in compliance.

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**Correction Deadline: 6/7/2019**

**Defer**

591-1-1-.31(2)(c)- Citation deferred until the original deadline of July 31, 2019.

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**Correction Deadline: 7/31/2019**

<b>Staffing and Supervision</b>
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**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 a staff:child ratio of 1:22 was observed in Classroom C. This included seventeen two-year-old children and five three-year-old children, a ratio of 3:22 was required. Additionally, it was determined that a staff:child ratio of 1:19 was observed in Classroom E. This included four three-year-old children and fifteen four-year-old children, a ratio of 2:19 was required. It was further determined that a staff:child ratio of 1:15 was observed in classroom A, when a staff person took a child to the front of the building to their guardian. This included thirteen one-year-old children and two two-year-old children, a ratio of 2:15 was required.

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**Correction Deadline: 5/23/2019**

**Recited on 5/23/2019**

**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 an observation that one staff left 19 children alone in Classroom E to open the entry door for the consultant. It was further determined, that a school aged child got off the school bus, walked about 20 feet, and stood outside of the side entrance until the director let the child into the building.

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**Correction Deadline: 5/23/2019**