



**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: 8/29/2018 **VisitType:** Licensing Study **Arrival:** 11:15 AM **Departure:** 2:30 PM

CCLC-49242

Brantley's Busy Bee Learning Center

4628 Bloomfield Road Macon, GA 31206 Bibb County
(478) 788-4328 allartal@yahoo.com

Regional Consultant

Brandi Mangino

Phone: (478) 314-9726
Fax: (478) 599-0169
brandi.mangino@decal.ga.gov

Mailing Address
Same

Quality Rated: ★

Compliance Zone Designation		
08/29/2018	Licensing Study	Good Standing
06/26/2018	Initial Licensing Study	Good Standing

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.

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 - 1L (1 - 2 yrs)	One Year Olds	1	4	C	6	C	NA	NA	Nap, Transitioning
Main	Room B - Front (2 yrs)	Two Year Olds	1	10	C	10	C	NA	NA	Nap
Main	Room C -2R (Infant)	Infants	1	4	C	6	C	NA	NA	Transitioning, Nap
Main	Room D - Back (3-12 yrs)	Three Year Olds and Four Year Olds	1	13	C	19	C	NA	NA	Lunch, Transitioning
Total Capacity @35 sq. ft.: 41						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 31			Total Capacity @35 sq. ft.: 41			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	28	C
Main	Playground B	38	C

Comments

Plan of Improvement: Developed This Date 08/29/2018

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@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

Latralla Brantley, Program Official

Date

Brandi Mangino, Consultant

Date



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Findings Report

Date: 8/29/2018 **VisitType:** Licensing Study **Arrival:** 11:15 AM **Departure:** 2:30 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities**Technical Assistance****Technical Assistance**

Please ensure that current week lesson plans are posted or available for viewing.

Correction Deadline: 8/29/2018

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)**Met****Comment**

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5**Records with Missing/Incomplete Components: 3**

Child # 1 Met

Child # 2 Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

Child # 3 Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities

Child # 4 Met

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

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 two of five records was observed to be missing the parent's work information, one of five was missing the address for the release person, and two of five was missing if the child had any allergies or special needs.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 8/29/2018

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)

Met

Comment

Please be mindful to keep items that pose a hazard inaccessible to children.

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

Not Met

Correction Deadline: 7/6/2018

Corrected on 8/29/2018

.26(4) - Citation observed to be corrected.

Finding

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resilient. It was determined based on consultant's observation that resilient surfacing was inadequate for the swings, red metal climber on both playgrounds, yellow wooden structure and tire climber in that grass was observed to be growing through the mulch.

POI (Plan of Improvement)

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resilient.

Correction Deadline: 9/8/2018

Technical Assistance

Consultant discussed that the yellow wooden structure was observed to be chipping paint, and the PVC pipes on the right playground need to be secured together so they do not pose a tripping hazard.

Consultant discussed the tree roots and them being covered and visible on this date.

Correction Deadline: 8/29/2018

Food Service

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

Met

Comment

Please ensure that infant feeding forms are updated regularly.

Comment

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3

Components for breakfast: Grains, Vegetables, Fruits or both, Milk

5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk

2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://decal.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

591-1-1-.18 Kitchen Operations

Technical Assistance

Technical Assistance

Consultant discussed kitchen light shields on this date.

Correction Deadline: 9/8/2018

Health and Hygiene

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

Met

Correction Deadline: 8/21/2018

Corrected on 8/29/2018

.10(2) - Citation observed to be corrected. The center has a diapering sink in Room A, and Room B sink is shared with Room B and Room C. Room B is listed as a non-diapering room and diapering requirements were discussed with the director on this date as the children in the classroom are potty trained or almost potty trained.

591-1-1-.17 Hygiene(CR)**Not Met****Finding**

591-1-1-.17(8) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means. It was determined based on consultant's observation that staff in Room A and Room C were observed to change diapers and not wash hands prior.

POI (Plan of Improvement)

The Center will ensure liquid soap and warm running water are available for handwashing, train Staff on the handwashing requirements, review the requirements with Staff periodically, and monitor handwashing.

Correction Deadline: 8/29/2018

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

Per the center director no medication has been dispensed since the center was given permission to operate.

Policies and Procedures

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 a review of records that the center had no documentation of a fire drill completed for July 2018.

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: 9/3/2018

Safety

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

Age-appropriate discussion and/or redirection observed.

591-1-1-.36 Transportation(CR)**Met****Comment**

The center director stated that no transportation has been completed since the center opened in June 2018, but they plan to start transportation in the future. Consultant and director discussed all the rules and regulations regarding transportation on this date.

Correction Deadline: 8/30/2018

Sleeping & Resting Equipment

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

Pleasant naptime environment observed.

591-1-1-.09 Criminal Records Check(CR)**Met****Comment**

The director was informed that a fingerprint background determination for any staff that had fingerprints completed before January 1, 2014 must obtain an updated fingerprint determination by October 1, 2018. The director was further informed that all staff must have a comprehensive background check determination on file no later than October 1, 2018. The consultant discussed new criminal background policies and procedures that will become effective on October 1, 2018. The director will review the upcoming changes to ensure criminal background compliance is maintained.

Correction Deadline: 8/29/2018**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 a review of records that no staff person present on the premises has current first aid and CPR training as all employees, and the center director completed the course online and did not complete the required hands on portion.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 9/28/2018**591-1-1-.24 Personnel Records****Technical Assistance****Technical Assistance**

Please ensure that evidence of orientation is completed with all staff prior to them working in the classroom.

Correction Deadline: 9/3/2018**591-1-1-.33 Staff Training****Met****Comment**

The center was given permission to operate in June 2018 so the center staff have one year from that date to complete their 10 hours of first year training, and January through December 31st thereafter.

Correction Deadline: 9/8/2018**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.

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

Center observed to maintain appropriate staff:child ratios.

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 observation that upon arrival to Room D one staff member was present and per the center supervision plan the class will be on one side of the room, or two staff will be present. The children in the classroom were throughout the room lying on mats and preparing for lunch. No second staff was continuously in the room as the director was in and out of the room bring lunch. When the staff member was at the sink area the all the children throughout the classroom are not visible.

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: 8/29/2018