



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: 12/19/2018 **VisitType:** Licensing Study

Arrival: 9:25 AM

Departure: 2:30 PM

CCLC-499

Little Treasures Learning Center

1695 E.G. Miles Pkwy. Hinesville, GA 31313 Liberty County
 (912) 876-5750 littletreasures1ga@yahoo.com

Regional Consultant

Kimberly Stoy

Phone: (678) 747-6836
 Fax: (706) 314-7859
 kimberly.stoy@decal.ga.gov

Mailing Address
 Same

Joint with: Kesha McNeal

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.
12/19/2018	Licensing Study	Good Standing	
11/15/2018	Incident Investigation Closure	Good Standing	
10/31/2018	Incident 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
1	3yrs	Two Year Olds and Three Year Olds	2	10	C	15	C	NA	NA	Free Play
1	Toddler	One Year Olds and Two Year Olds	2	9	C	9	C	NA	NA	Free Play
1	Toddler	One Year Olds	3	13	C	13	C	NA	NA	Free Play
Total Capacity @35 sq. ft.:			37			Total Capacity @25 sq. ft.: 0				
Main	DELETE DUP		0	0	C	8	C	NA	NA	Free Play
Main	infant	Infants	1	5	C	8	C	NA	NA	Free Play
Main	Lf. Hall last class on right	One Year Olds and Two Year Olds	3	15	C	18	C	NA	NA	Outside, Free Play
Main	Pre k	PreK	2	19	C	20	C	NA	NA	Free Play
Main	Rt hall, last class on left		0	0	C	18	C	NA	NA	
Main	Rt. hall, 2nd to last rm on left	Two Year Olds and Three Year Olds and Four Year Olds	2	14	C	17	C	NA	NA	Free Play
Total Capacity @35 sq. ft.:			89			Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 85			Total Capacity @35 sq. ft.: 126			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground infant/toddler	22	C

Comments

This was the first visit of the fiscal year.

Owner stated that the facility does not provide swimming activities.

A one day letter was left on this date for four employees.

Plan of Improvement: Developed This Date 12/19/2018

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).



Please refer to the website, <http://www.dec.state.ga.us/CCS/Regulations.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.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.

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

Lisa Dowd, Program Official

Date

Kimberly Stoy, Consultant

Date

Kesha McNeal, 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-.12 Equipment & Toys(CR)

Not Met

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 consultant's observation that the black chair in the three year old classroom and the black chair in the one year old classroom were ripped causing them to not be cleaned. It was further determined that the green shelf in the 3 year old classroom was cracked on the top exposing sharp edges.

POI (Plan of Improvement)

The Center will ensure that equipment and furniture are used by the age-appropriate group of children.

Correction Deadline: 12/19/2018

Correction Deadline: 11/15/2018

Corrected on 12/19/2018

.12(4) - Previous citation was correct on this date.

591-1-1-.35 Swimming Pools & Water-related Activities(CR)

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 10

Records with Missing/Incomplete Components: 3

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)-Emergency Contact information Missing

Child # 2

Met

Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Emergency Contact information Missing	
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Emergency Contact information Missing	
Child # 5	Met
Child # 6	Met
Child # 7	Met
Child # 8	Met
Child # 9	Met
Child # 10	Met

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 three of ten enrollment records were incomplete as they were missing addresses for of the person(s) to whom the child may be released to.

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: 12/19/2018

Facility

591-1-1-.06 Bathrooms

Technical Assistance

Technical Assistance

591-1-1-.06(4) - Discussed with the Director about needing ventilation in the bathrooms.

Correction Deadline: 1/18/2019

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

Met

Comment

Licensed capacity observed to be met on this date.

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 the cleaning supplies in the 2 year old room was within reach of the children. It was further determined based on observation that there was diaper cream in a bag within reach of the children in the one year old room, diaper cream left on the changing table in the infant classroom, and a broom accessible in the Pre-K classroom.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 12/19/2018**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 observation that the Pre-K classroom had mold on the ceiling tile in the bathroom, paint chipping in the bathroom near the toilet and the doorway, a missing ceiling tile in the bathroom, and the wall near the sink in the classroom is not in good structural repair in that the sheet rock is not flushed.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 12/19/2018

591-1-1-.25 Physical Plant-Structural/Mechanical**Technical Assistance****Technical Assistance**

591-1-1-.25(4) - Discussed with Director that the screen in the two year old class needs to be replaced.

Correction Deadline: 12/19/2018

591-1-1-.26 Playgrounds(CR)**Not Met****Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that the fence on the right side of the larger playground is hazardous in that it is not secure on the bottom.

POI (Plan of Improvement)

The Center Director discussed anchoring the fence along the bottom as to not present hazards.

Correction Deadline: 12/19/2018**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 the black plastic border around the climbing structure was cracked on the right side near the storage building and on the front side near the concrete exposing sharp plastic edges. It was also determined based on observation that the black plastic border near the storage building was not secure causing a hazard to the children.

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

Correction Deadline: 12/19/2018

591-1-1-.15 Food Service & Nutrition**Not Met****Finding**

591-1-1-.15(5) requires that the Center provide a menu listing all meals and snacks to be served during the current week except for School-age Centers where the food may be provided by the Parent(s) by agreement between the School-age Center and the Parent(s). Substitutions shall be recorded on the posted menu and menus shall be retained at the Center for six (6) months. It was determined based on observation that there is not a current menu posted in the facility. The menu posted is from December 3-7, 2018.

POI (Plan of Improvement)

The Center will list all of the current week's meals and snacks and all substitutions on the menu and keep past menus on file for six months and will implement a system to monitor this.

Correction Deadline: 12/19/2018**Health and Hygiene****591-1-1-.10 Diapering Areas & Practices(CR)****Technical Assistance****Technical Assistance**

591-1-1-.10(4) - Discussed with Director about treating the floor as a changing surface when changing pull ups and ensuring that it is sanitized in between children.

Correction Deadline: 12/19/2018**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 observation that staff in the two year old classroom did not wash their hands after changing a pull up and assisting a child with using the restroom.

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: 12/19/2018**591-1-1-.20 Medications(CR)****Not Met****Finding**

591-1-1-.20(3) requires the Center to maintain a record of medication dispensed that includes the date, time and amount of medication, any noticeable adverse reaction, and the signature or initials of the person administering the medication. It was determined based on a review of medication authorization forms and record of dispensing, that the records were not completed correctly as follows:

- Medication that was dispensed on December 7, 2018 was not documented on the form for December 5-7, 2018

- A medication authorization form did not give specific dates with the entry, "until December 13, 2018"

- Medication authorized to be given on December 17, 2018, by an authorization form dated December 17-24, 2018, was not administered to the child. Additionally, the times and amounts on the same medication form was entered prior to medication being dispensed

POI (Plan of Improvement)

The Center will train Staff responsible for dispensing medication in the accurate completion and storage of the records and will implement a plan to monitor this.

Correction Deadline: 12/19/2018

Safety

591-1-1-.05 Animals **Met**

Comment

Animals maintained clean and appropriately caged.

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

Comment

Age-appropriate discussion and/or redirection observed.

591-1-1-.13 Field Trips(CR) **Met**

Comment

Field trip documentation observed to be complete.

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

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 observation that the brown van had two holes in the ceiling in the middle section above the middle row that presented a hazard as children can stick their fingers in the holes.

POI (Plan of Improvement)

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

Correction Deadline: 12/20/2018

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR) **Not Met**

Finding

591-1-1-.30(1)(a)2 requires that a crib mattress is firm, tight-fitting without gaps, at least 2 inches thick and covered with a waterproof, wash able material. Before a change of occupant, each mattress shall be cleaned with a disinfectant. It was determined based on observation that the first crib in the infant room had three mattresses stacked in causing them to not be firm or tight-fitting.

POI (Plan of Improvement)

The center will ensure that a crib mattress is firm, tight-fitting without gaps, at least

Correction Deadline: 12/19/2018

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 infant room were not spaced a minimum of twelve inches apart.

POI (Plan of Improvement)

The Center will arrange and place sleeping and resting equipment according to the requirements in the rule; will train Staff; and will monitor for continued compliance.

Correction Deadline: 12/19/2018

Records Reviewed: 26

Records with Missing/Incomplete Components: 7

Staff # 1	Met
Date of Hire: 04/24/2017	
Staff # 2	Met
Date of Hire: 07/15/2016	
Staff # 3	Met
Date of Hire: 11/25/2004	
Staff # 4	Met
Date of Hire: 12/10/2018	
Staff # 5	Met
Date of Hire: 10/22/2018	
Staff # 6	Met
Date of Hire: 12/14/2017	
Staff # 7	Not Met
Date of Hire: 12/10/2018	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing,.24(1)-Evidence of Orientation Missing	
Staff # 8	Met
Date of Hire: 12/10/2018	
Staff # 9	Met
Date of Hire: 10/23/2018	
Staff # 10	Met
Date of Hire: 10/22/2018	
Staff # 11	Met
Staff # 12	Met
Date of Hire: 12/10/2018	
Staff # 13	Met
Date of Hire: 07/20/2015	
Staff # 14	Not Met
Date of Hire: 12/10/2018	

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 15 Met
 Date of Hire: 10/06/1997

Staff # 16 Met
 Date of Hire: 12/10/2018

Staff # 17 Met
 Date of Hire: 10/02/2018

Staff # 18 Not Met
 Date of Hire: 12/10/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 19 Met
 Date of Hire: 01/01/1991

Staff # 20 Not Met
 Date of Hire: 12/10/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 21 Met
 Date of Hire: 05/15/2017

Staff # 22 Met

Staff # 23 Met

Staff # 24 Not Met
 Date of Hire: 12/10/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.09-Criminal Records Check Missing

Staff # 25 Not Met
 Date of Hire: 10/24/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 26 Not Met
 Date of Hire: 12/10/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

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

Not Met

Correction Deadline: 10/31/2018

Corrected on 12/19/2018

.09(1)(a) - Previous citation was correct on this date.

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 four employees lacked a current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center. A one day letter was left on this date for four employees.

POI (Plan of Improvement)

The Center will 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.

Correction Deadline: 12/28/2018

Recited on 12/19/2018

591-1-1-.33 Staff Training

Not Met

Finding

591-1-1-.33(2) requires the initial orientation to include the following subjects: the Center's policies and procedures; the portions of these rules dealing with the care, health and safety of children; the Employee's assigned duties and responsibilities; reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; emergency plans; childhood injury control; the administration of medicine; reducing the risk of Sudden Infant Death Syndrome (SIDS); hand washing; fire safety; water safety; and prevention of HIV/Aids and blood borne pathogens. It was determined based on a review of records that four employees did not have evidence of orientation on file.

POI (Plan of Improvement)

The Center will provide orientation in all missing subjects to the employee(s) and will take steps to provide a complete orientation to new Employees in the future.

Correction Deadline: 12/19/2018

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.

Comment

Adequate supervision observed on this date.