



**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:** 11/28/2018 **VisitType:** Initial Licensing Study **Arrival:** 9:30 AM **Departure:** 4:15 PM

**CCLC-50130**

**The Mills Academy**

2545 Jolly Road College Park, GA 30349 Fulton County  
 (404) 768-1530 themillsacademy18@gmail.com

**Mailing Address**

2545 jolly rd  
 atlanta, GA 30349

**Regional Consultant**

Neli Todorova

Phone: (770) 359-5167

Fax: (678) 891-5630

neli.todorova@decal.ga.gov

Joint with: Lisa Chandler

**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.
11/28/2018	Initial Licensing Study	Good Standing	
			<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.

**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-1L-Infants & 1's	Infants	1	6	C	17	C	NA	NA	Nap,Free Play,Floor Play
Main	B-2L- 2's	Two Year Olds	1	6	C	19	C	NA	NA	Diapering,Free Play
Main	C-3L Back- 3's & 4's	Three Year Olds and Four Year Olds	2	6	C	37	C	52	C	Transitioning,Free Play
Main	D-3R Back-3's, 4's & ASP		0	0	C	35	C	49	C	
Main	E- 2R-2's		0	0	C	22	C	NA	NA	
Main	F -1R-Caferteria		0	0	C	0	C	NA	NA	

Total Capacity @35 sq. ft.: 130

Total Capacity @25 sq. ft.: 159

Total # Children this Date: 18

Total Capacity @35 sq. ft.: 130

Total Capacity @25 sq. ft.: 159

Building	Playground	Playground Occupancy	Playground Compliance
Main	Large	66	C
Main	Small	12	C

**Comments**

The purpose of the visit is to conduct an Initial Licensing Study for a Change of Ownership.

Plan of Improvement: Developed This Date 12/05/2018

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/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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Tenisha Booker, Program Official

Date

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Lisa Chandler, Consultant

Date

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Neli Todorova, Consultant

Date



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### Findings Report

**Date:** 11/28/2018 **VisitType:** Initial Licensing Study

**Arrival:** 9:30 AM

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The following information is associated with a Initial Licensing Study:

### Activities and Equipment

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

Met

#### Comment

On this date, Consultant observed equipment, furniture and toys throughout the Center, to be non - hazardous, fully - secured, and not able to cause injury from tipping, falling, or being pulled or pushed over.

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

Met

#### Comment

On this date, the Center Director/Administrator stated that the program will not participate in Swimming activities. Consultant discussed Swimming requirements with Center Director/Administrator, prior to the visit and on this date. Consultant also stated to Center Director/Administrator that prior to participating in Swimming activities, in water two (2) feet in depth or greater, the Center is required to contact the assigned Bright from the Start: Regional Consultant, to discuss and review Swimming Rules.

### Children's Records

**Records Reviewed: 5**

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

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Special Care Procedures

Child # 3

Not Met

"Missing/Incomplete Components"

.08(1)-Emergency Contact information Missing

Child # 4

Met

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)-Emergency Contact information Missing,.08(1)-Allergies and Disabilities

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

Discussed with the Owner to ensure that the enrollment forms are completed in their entirety.

**Correction Deadline: 11/28/2018****Facility****591-1-1-.06 Bathrooms****Met****Comment**

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

**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)****Not Met****Comment**

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

**Finding**

591-1-1-.25(11) requires that floor coverings be tight, smooth, free of odors and washable or cleanable. It was determined based on consultant's observations that the floor under the refrigerator in the Infant classroom had tears and was not smooth and washable. Additionally it was determined that the floor in the bathroom in classroom B-2L had missing pieces on the left side of the left toilet.

**POI (Plan of Improvement)**

Floors will be maintained to be safe and sanitary.

**Correction Deadline: 2/28/2019****Finding**

591-1-1-.25(17) requires that the Center premises be free of plants and shrubs which are poisonous or hazardous. It was determined based on consultant's observations that there were vines with thorns and plants growing on the Large Playground fence.

**POI (Plan of Improvement)**

The harmful item will be removed.

**Correction Deadline: 11/28/2018****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 consultant's observations that there were protruding and rusting bolts at the base of the toilets in classroom B-2L. It was also determined that the cabinet walls under the sink in classroom D-3R Back were separating from the base. It was additionally determined that there was dust accumulated on the vents and blinds in all classrooms and the screens on the windows used for ventilation in classroom A-1L and B-2L had tears in them. It was also determined that there was no heating in classroom D-3R and two of the toilets were not operating. It was also determined that there were bugs crawling on the left wall behind the cribs in classroom A-1L and a dead moth was observed in one of the cribs.

**POI (Plan of Improvement)**

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

**Correction Deadline: 2/25/2019**

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**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 consultant's observations that part of the fence on the right side of the Large playground was falling. Additionally it was determined that there were protruding bolts on the gate of the Small Playground. It was also determined that there were gaps that measured at approximately four and a half inches between the railing of the Large Playground.

**POI (Plan of Improvement)**

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

**Correction Deadline: 12/28/2018**

**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 consultant's observation that there was peeling paint on the inside of the tunnel structure, on the tricycles and on the train and animal bouncers on springs.

**POI (Plan of Improvement)**

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

**Correction Deadline: 12/28/2018**

**Technical Assistance**

Discussed anchoring the three feet tall slide structure on the Small playground or removing it.

**Correction Deadline: 12/8/2018**

**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 resiliency. It was determined based on consultant's observation and measurements that the two climbing structures on the Large playground did not have six feet resilient surface around them at six inches of depth.

**POI (Plan of Improvement)**

The Center will remove the boards around the play structures and will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

**Correction Deadline: 12/28/2018**

**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 consultant's observations that there were exposed tree roots and edges of concrete (located under the tree on the left side). on the large Playground. It was also determined that there were tree branches, pieces of wood and acorns on the ground of the Large Playground.

**POI (Plan of Improvement)**

The Center will keep the playground hazard free. Consultant discussed with the provider that acorns and oak leaves are on the Georgia Poison Plant list.

**Correction Deadline: 12/5/2018**

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

**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 consultant's observations that there were three Infants with pacifiers attached to their clothing.

**POI (Plan of Improvement)**

The Center will instruct Staff regarding this safety requirement.

**Correction Deadline: 11/28/2018**

**591-1-1-.10 Diapering Areas & Practices(CR)****Not Met****Finding**

591-1-1-.10(1) requires Centers first licensed after March 1, 1991, and Centers that are renovated after March 1, 1991, to provide ventilation in the diapering areas with functioning exhaust fans and a duct system or by the required amount of window space provided by operable windows when open. It was determined based on consultant's observations that the exhaust vent in classroom A-1L was not operating and there were no operable screened windows as required. Additionally it was determined that there were no exhaust vents and no operable screened windows in diapering rooms B-2L and E-2R.

**POI (Plan of Improvement)**

The responsible person(s) at the center will ensure that the exhaust fans and duct systems are functioning or that the required amount of operable window space is provided in each diapering area.

**Correction Deadline: 12/28/2018**

**Technical Assistance**

Discussed with the Director that staff and children needs 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 mean.

**Correction Deadline: 11/28/2018**

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

Per Director's statement the center does not administer medication at this time.

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

Age-appropriate discussion and/or redirection observed.

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

The Center Director and Owner stated that the Center will not provide Field Trips at this time. Consultant discussed with Center Director and Owner, all requirements needed in order to transport and conduct field trips with children. Consultant also stated to Center Director and Owner that prior to providing Transportation and/or Field Trips, the Center is required to complete and maintain documentation of current CPR and First - Aid Training, as well as two (2) clock hours of Transportation Training, regarding the Center Director and all Center Staff participating in any aspect of Transportation, and ensure all Transportation/Field Trip regulations, checklists/forms and vehicle requirements are met. Further, Consultant stated to Center Director and Owner, that prior to providing Transportation and/or Field Trips, the Center is required to contact the assigned Bright from the Start: Regional Consultant, to discuss and review all Field Trip requirements.

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

The vehicle had an approved fire extinguisher and first aid kit on this date.

**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 review of records that there was no evidence of transportation training for the Director and the driver.

**POI (Plan of Improvement)**

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

**Correction Deadline: 12/8/2018**



**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 review of records that there was no evidence of current inspection for the 12 passenger van with license plate PJI 8833.

**POI (Plan of Improvement)**

The Center will obtain the annual vehicle inspection.

**Correction Deadline: 12/3/2018**

**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 review of records that there were no booster seats on the 12 passenger van as required by state and federal law.

**POI (Plan of Improvement)**

The Center purchased the booster seats while the consultant was at the center and installed them before the next transportation.

**Correction Deadline: 11/29/2018**

**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 review of records that there was no documentation of second check for the week of 11/5/2018.

**POI (Plan of Improvement)**

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

**Correction Deadline: 11/28/2018**

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Not Met****Comment**

Discussed SIDS and infant sleeping position.

**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 consultant's observation that an Infant was left asleep in a seat.

**POI (Plan of Improvement)**

The Center will only place infants in safe cribs to sleep and will transfer them to a safe crib when the infants are asleep in other equipment.

**Correction Deadline: 11/28/2018**

**Technical Assistance**

591-1-1-.30(4) - Discussed covering the mats so they are not accessible to the children and ensuring that there are no tears in the mats and they are at least two inches thick.

**Correction Deadline: 11/28/2018**

<b>Staff Records</b>
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**Records Reviewed: 7**

**Records with Missing/Incomplete Components: 4**

Staff # 1

Not Met

Date of Hire: 09/28/2017

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate,.36(3)(a-b)-2 hrs. Transportation Training missing, .14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate,.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 2

Met

Date of Hire: 02/05/2015

Staff # 3

Met

Date of Hire: 10/01/2018

Staff # 4

Not Met

Date of Hire: 09/20/2017

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing, .31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 5

Not Met

Date of Hire: 01/01/1993

"Missing/Incomplete Components"

.14(2)-First Aid Missing,.14(2)-CPR missing, .14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 6

Met

Date of Hire: 10/01/2018

Staff # 7

Not Met

Date of Hire: 10/01/2018

"Missing/Incomplete Components"

.31(1)(b)2.-Director Qualifications-Education Missing,.14(2)-First Aid Missing,.14(2)-CPR missing,.36(3)(a-b)-2 hrs. Transportation Training missing

**Staff Credentials Reviewed: 7**

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

**Met**

**Comment**

Comprehensive Criminal record checks were observed to be complete for seven staff.

**Comment**

Complete first aid kits observed in center and on vehicles.

**Finding**

591-1-1-.14(1) requires the Center Director and, at any given time, at least fifty percent (50%) of the caregiver Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Center shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on review of records that there was no evidence of CPR /first aid training for the director. Additionally, it was determined that less than 50% of staff had evidence of the training.

**POI (Plan of Improvement)**

The Center Director and at least 50% of the caregiver Staff will complete the needed training. The Director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time and that evidence of successful completion of the training is on file available for inspection.

**Correction Deadline: 12/28/2018**

**Finding**

591-1-1-.14(1)(a) requires, in a Center that provides transportation, that either the driver or another Staff person present on the vehicle have current evidence of successful completion of a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid offered by certified or licensed health care professionals or trainers and which dealt with the provision of emergency care to infants and children. It was determined based on review of records that there was no person on the vehicle with current CPR/First Aid training.

**POI (Plan of Improvement)**

The Center will verify proof of CPR/1st aid training and schedule Staff so that there is always a staff person on the vehicle with this training.

**Correction Deadline: 11/28/2018**

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**591-1-1-.33 Staff Training****Met****Comment**

Discussed: Health and Safety and First aid/CPR is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

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**591-1-1-.31 Staff(CR)****Not Met****Comment**

Staff observed to be compliant with applicable laws and regulations.

**Finding**

591-1-1-.31(1)(b)2 requires the Director to possess at least one of the sets of minimum academic requirements and qualifying child care experience listed in Rule 591-1-1-.31(1)(b)2.(i-xiii). It was determined based on review of records that the Director had the 40 Hour Director Training but no evidence of 5 years of experience as a Director.

**POI (Plan of Improvement)**

The Center will ensure that the Director meets the minimum education and work requirements and secure the necessary documentation.

**Correction Deadline: 4/30/2019**

**Finding**

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on review of records that one Lead Teacher hired in 2017 did not have the required credentials on file.

**POI (Plan of Improvement)**

Staff is currently enrolled in CDA classes. The Director will maintain record of the training.

**Correction Deadline: 11/30/2020**

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Technical Assistance**

**Comment**

A supervision plan was created on this date for:

- Classroom A- due to the shape of the room
- Classroom B and E- second staff during diapering
- Playground for the area on the side of the Building on the Large Playground.
- Bathroom use for classroom C (going to classroom D)

**Technical Assistance**

Please ensure that there is watchful oversight at all times.