



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: 6/10/2020 **VisitType:** Monitoring Visit **Arrival:** 9:40 AM **Departure:** 1:00 PM

CCLC-50597

Step by Step Child Care and Learning Center

130 East Stuart Avenue Lyons, GA 30436 Toombs County
 (912) 314-3200 chelsiediaz@yahoo.com

Regional Consultant

Connie Boatright
 Phone: (912) 544-9701
 Fax: (912) 544-9700
 connie.boatright@decal.ga.gov

Mailing Address
 Same

Quality Rated: No

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.
06/10/2020	Complaint Closure	Good Standing	
06/10/2020	Complaint Investigation & Monitoring Visit	Good Standing	
05/21/2020	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
Bldg A	Rm. A- 2's	Two Year Olds	1	9	C	15	C	NA	NA	Lunch
Bldg A	Rm. B- Infants	Infants	1	5	C	4	NC	NA	NA	Nap
Bldg A	Rm. C- 1's	One Year Olds	1	5	C	8	C	NA	NA	Lunch
Total Capacity @35 sq. ft.: 27			Total Capacity @25 sq. ft.: 0							
Modular B-School age	Rm.A	Six Year Olds and Over	1	9	C	9	C	NA	NA	Homework
Total Capacity @35 sq. ft.: 9			Total Capacity @25 sq. ft.: 0							
Modular C-Preschool	Rm. A- 3yrs-4yrs	Three Year Olds and Four Year Olds	1	8	C	15	C	NA	NA	Lunch
Total Capacity @35 sq. ft.: 15			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 36			Total Capacity @35 sq. ft.: 51			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Bldg A	Playground	24	C

Comments

This complaint was received during COVID-19. Due to COVID-19 and the Governor's Order, a Monitoring Visit was not completed with this complaint. Child / Staff Ratio was based upon the sign in and sign out sheets of all classrooms on 03-31-2020. A findings of this complaint was discussed via phone with the center director and signature pages was requested on this date.

Plan of Improvement: No Plan Developed

Any rule violation which subjects a child to injury or life-threatening situation or any rule violations previously cited but not corrected, may result in the imposition of an adverse enforcement action. Serious or continued noncompliance may also jeopardize participation in one or more DECAL program(s).



Please refer to the website, <http://www.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

Chelsie Diaz, Program Official

Date

Connie Boatright, Consultant

Date



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Findings Report

Date: 6/10/2020 **VisitType:** Monitoring Visit **Arrival:** 9:40 AM **Departure:** 1:00 PM

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The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.03 Activities

Met

Comment

Due to COVID-19, a MV was not completed in conjunction with the CI and this rule was not assessed.

Correction Deadline: 6/10/2020

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

Defer

Defer

591-1-1-.12(5)-Due to COVID-19, a MV was not completed in conjunction with the CI and this rule was not assessed. This rule will be deferred to the next on site visit.

POI (Plan of Improvement)

The Center will provide required equipment as noted.

Correction Deadline: 7/27/2019

Defer

591-1-1-.12(6)-Due to COVID-19, a MV was not completed in conjunction with the CI and this rule was not assessed. This rule will be deferred to the next on site visit.

POI (Plan of Improvement)

The Center director will ensure there is a variety of age-appropriate toys and play materials in each room for each age group. that are stored on low, open shelves accessible to children.

Correction Deadline: 7/27/2019

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

Met

Comment

Due to COVID-19, a MV was not completed in conjunction with the CI and this rule was not assessed.

Children's Records

Child # 1

Met

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

Met

Comment

591-1-1-.08(6) The consultant observed arrival and departure records for March 31, 2020.

Correction Deadline: 6/10/2020

Facility

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

Met

Comment

Due to COVID-19, a MV was not completed in conjunction with the CI and this rule was not assessed.

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

Defer

Defer

591-1-1-.25(3)- Due to COVID-19, a MV was not completed in conjunction with the CI and this rule was not assessed. This rule will be deferred to the next on site visit.

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: 7/5/2019

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

Defer

Defer

591-1-1-.26(4)- Due to COVID-19, a MV was not completed in conjunction with the CI and this rule was not assessed. This rule will be deferred to the next on site visit.

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: 7/5/2019

Defer

591-1-1-.26(9)-Due to COVID-19, a MV was not completed in conjunction with the CI and this rule was not assessed. This rule will be deferred to the next on site visit.

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: 7/5/2019

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>

591-1-1-.18 Kitchen Operations

Met

Comment

Due to COVID-19, a MV was not completed in conjunction with the CI and this rule was not assessed.

Health and Hygiene

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

Defer

Defer

591-1-1-.10(1)-Due to COVID-19, a MV was not completed in conjunction with the CI and this rule was not assessed. This rule will be deferred to the next on site visit.

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. The spouse was installing the exhaust fan during the visit.

Correction Deadline: 7/5/2019

Defer

591-1-1-.10(4)- Due to COVID-19, a MV was not completed in conjunction with the CI and this rule was not assessed. This rule will be deferred to the next on site visit.

POI (Plan of Improvement)

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

Correction Deadline: 7/5/2019

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

Met

Comment

Due to COVID-19, a MV was not completed in conjunction with the CI and this rule was not assessed.

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

Met

Comment

Due to COVID-19, a MV was not completed in conjunction with the CI and this rule was not assessed.

Safety

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

Met

Comment

Due to COVID-19, a MV was not completed in conjunction with the CI and this rule was not assessed.

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

Due to COVID-19, a MV was not completed in conjunction with the CI and this rule was not assessed.

Sleeping & Resting Equipment

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

591-1-1-.30(1)(b)3- Due to COVID-19, a MV was not completed in conjunction with the CI and this rule was not assessed. This will be deferred to the next site visit.

POI (Plan of Improvement)

The Center will ensure that sheets are marked for individual use or washed daily and that marked sheets are washed at least weekly.

Correction Deadline: 6/27/2019**Defer**

591-1-1-.30(1)(b)4- Due to COVID-19, a MV was not completed in conjunction with the CI and this rule was not assessed. This will be deferred to the next site visit.

POI (Plan of Improvement)

The Center will ensure that a light cover is available for each child and will meet the requirements for laundering.

Correction Deadline: 6/27/2019

Staff Records

Records Reviewed: 2**Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 10/07/2019

Staff # 2

Met

Date of Hire: 08/05/2019

Staff Credentials Reviewed: 6

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

Criminal record checks were observed to be complete.

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

591-1-1-.14(3)- Due to COVID-19, a MV was not completed in conjunction with the CI and this rule was not assessed. This will be deferred to the next site visit.

POI (Plan of Improvement)

Center Staff will provide any missing first aid kits, add any missing items to each first aid kit and will develop and use a plan for checking the kits and replacing missing items in each kit in the future. First aid kits and instruction manuals will be stored so that they kits are not accessible to children but are easily accessible to Center Staff.

Correction Deadline: 7/7/2019

591-1-1-.24 Personnel Records**Defer****Defer**

591-1-1-.24(1)- Due to COVID-19, a MV was not completed in conjunction with the CI and this rule was not assessed. This will be deferred to the next site visit.

POI (Plan of Improvement)

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 7/2/2019

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

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

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

The consultant reviewed the sign in and sign out sheets for 03-31-2020 and observed that appropriate staff / child ratio was documented for this day.

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

Due to COVID-19, a MV was not completed in conjunction with the CI and this rule was not assessed.