



**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: 10/13/2020 **VisitType:** Licensing Study

Arrival: 11:00 AM

Departure: 12:15 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.
10/13/2020	Licensing Study	Good Standing	
06/10/2020	Complaint Closure	Good Standing	
06/10/2020	Complaint Investigation & Monitoring Visit	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	10	C	15	C	NA	NA	Lunch,Outside,Transitioning
Bldg A	Rm. B- Infants	Infants	1	3	C	4	C	NA	NA	Diapering,Feeding,Nap
Bldg A	Rm. C- 1's	One Year Olds	1	7	C	8	C	NA	NA	Transitioning,Outside,Lunch
Total Capacity @35 sq. ft.: 27			Total Capacity @25 sq. ft.: 0							
Modular B- School age	Rm.A		0	0	C	9	C	NA	NA	Not In Use
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	10	C	15	C	NA	NA	Transitioning,Outside,Lunch
Total Capacity @35 sq. ft.: 15			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 30			Total Capacity @35 sq. ft.: 51			Total Capacity @25 sq. ft.: 0				


Building	Playground	Playground Occupancy	Playground Compliance
Bldg A	Playground	24	C

Comments

The Administrative Review was completed on 10-13-2020. Four new staff has been hired since the consultant's last visit. The center director stated no medication is provided, no field trips is provided. and routine transportation is provided.

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.al.ga.gov/CCS/RulesAndRegulations.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.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).

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.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@decal.ga.gov

Chelsie Diaz, Program Official

Date

Connie Boatright, 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-.03 Activities

Met

Comment

The consultant observed a variety of age appropriate activities through out the center.

Correction Deadline: 10/13/2020

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

Met

Comment

Equipment and toys was observed to be clean and in good repair.

Correction Deadline: 6/30/2020

Corrected on 10/13/2020

.12(5) - The previous citation was observed to be corrected on this date.

Correction Deadline: 6/30/2020

Corrected on 10/13/2020

.12(6) - The previous citation was observed to be corrected on this date.

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: 0

Child # 1

Met

Child # 2

Met

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

Child # 3	Met
Child # 4	Met
Child # 5	Met

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

Met

Comment

Parent agreements observed obtained/completed.

Comment

Parent authorizations obtained/completed.

Comment

Records were observed to be complete and well organized.

Facility

591-1-1-.06 Bathrooms

Met

Comment

Bathrooms observed to be clean and well maintained.

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

No hazards observed accessible to children on this date.

Correction Deadline: 6/30/2020

Corrected on 10/13/2020

.25(3) - The previous citation was observed to be corrected on this date.

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

Met

Comment

Playground observed to be clean and in good repair.

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

Kitchen appears clean and well organized.

Health and Hygiene

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

Met

Comment

Proper diapering procedures observed.

Correction Deadline: 6/30/2020

Corrected on 10/13/2020

.10(1) - The previous citation was observed to be corrected on this date.

Correction Deadline: 6/30/2020

Corrected on 10/13/2020

.10(4) - The previous citation was observed to be corrected on this date.

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

Met

Comment

Proper hand washing observed throughout the center.

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

Met

Comment

The center director stated no medication is administered.

Safety

591-1-1-.05 Animals

Met

Comment

Center does not keep animals on premises.

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

Comment

Staff were observed to maintain a positive learning environment on this date.

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

Center does not participate in field trips at this time.

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

A current/completed inspection was observed for all vehicles used in transporting children this date.

Comment

Please include address of destinations on transportation checklist.

Sleeping & Resting Equipment

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

Discussed SIDS and infant sleeping position.

Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Correction Deadline: 6/30/2020**Corrected on 10/13/2020****.30(1)(a)3 - The previous citation was observed to be corrected on this date.****Correction Deadline: 6/30/2020****Corrected on 10/13/2020****.30(1)(b)3 - The previous citation was observed to be corrected on this date.****Technical Assistance**

591-1-1-.30(4) - The center director will ensure that all cots and mats are covered when stored in the child classroom area.

Correction Deadline: 10/13/2020

Staff Records

Records Reviewed: 8**Records with Missing/Incomplete Components: 5**

Staff # 1

Met

Date of Hire: 10/07/2019

Staff # 2

Not Met

Date of Hire: 06/17/2020

"Missing/Incomplete Components"

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

Staff # 3

Met

Date of Hire: 08/10/2020

Staff # 4

Not Met

Date of Hire: 08/25/2020

"Missing/Incomplete Components"

.33(4)-Food Prep Training Missing 4 hrs.

Staff # 5

Not Met

Date of Hire: 06/10/2020

"Missing/Incomplete Components"

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

Staff # 6

Not Met

Date of Hire: 08/24/2020

"Missing/Incomplete Components"

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

Staff # 7

Met

Date of Hire: 08/05/2019

Staff # 8

Not Met

Date of Hire: 08/24/2020

"Missing/Incomplete Components"

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

Staff Credentials Reviewed: 5

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

Met

Comment

Criminal record checks were observed to be complete.

Comment

Director provided 4 file(s) for employees hired since last visit.

Correction Deadline: 5/21/2020

Corrected on 10/13/2020

.09(1)(a) - The previous citation was observed to be corrected.

Correction Deadline: 5/21/2020

Corrected on 10/13/2020

.09(1)(c) - The previous citation was observed to be corrected.

Correction Deadline: 5/21/2020

Corrected on 10/13/2020

.09(1)(j) - The previous citation was observed to be corrected.

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

Met

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training

Technical Assistance

Comment

Documentation observed of required staff training.

Correction Deadline: 6/20/2020

Corrected on 10/13/2020

.33(3) - The previous citation was observed to be corrected.

Technical Assistance

591-1-1-.33(4) - The center director will ensure that the required 4 hours of food prep training will be completed by 10-31-2020.

Correction Deadline: 11/12/2020

Correction Deadline: 5/31/2020

Corrected on 10/13/2020

.33(6) - The previous citation was observed to be completed.

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

Center observed to maintain appropriate staff:child ratios.

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

Comment

Adequate supervision observed on this date.