



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: 5/21/2019 **VisitType:** Complaint Investigation & Initial Licensing Study **Arrival:** 11:00 AM **Departure:** 7:30 PM

CCLC-51246

Family Literacy Connection

722 Corn Avenue Albany, GA 31701 Dougherty County
 (229) 888-2414 sandy@familyliteracyconnection.com

Regional Consultant

Jennifer Salies

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jennifer.salies@decals.ga.gov

Mailing Address

Same

Quality Rated: ★

Compliance Zone Designation		
05/21/2019	Complaint Closure	Good Standing
05/21/2019	Complaint Investigation & 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	A- 3's & 4's	Three Year Olds and Four Year Olds	2	9	C	21	C	NA	NA	Art	
Main	B - 1's & 2's	One Year Olds and Two Year Olds	3	8	C	21	C	NA	NA	Lunch	
Main	C- Afterschool	Five Year Olds and Six Year Olds and Over	1	7	C	21	C	NA	NA	Centers	
Main	D- Afterschool	Five Year Olds and Six Year Olds and Over	1	9	C	21	C	NA	NA	Centers	
Main	E- Afterschool	Six Year Olds and Over	1	8	C	21	C	NA	NA	Centers	
Main	F- 6wks- 18mths	Infants and One Year Olds	2	8	NC	9	C	NA	NA	Floor Play,Lunch	
Total Capacity @35 sq. ft.:			76			Total Capacity @25 sq. ft.:		0		Building @35 capacity limited by Fire Marshall Limitations	
Total # Children this Date:			49			Total Capacity @35 sq. ft.:		76		Total Capacity @25 sq. ft.:	0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A- All ages	263	C

Comments

Final Renewable license not issued on this date. Pending Fire Marshal Inspection and follow-up visit to be determined. Consultant discussed the new Criminal Background Check requirements and left a One (1) day letter for those who do not have a Criminal Background check completed by the Department of Early Care and Learning. Further Consultant requested that the Chief Executive Officer attend an Office Conference, date to be determined, with the plan of improvement, notarized.

Plan of Improvement: To Be Submitted 05/31/2019

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.decal.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@decal.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://decal.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

Typhani Roberson, Program Official

Date

Jennifer Salies, Consultant

Date



Bright from the Start Georgia Department of Early Care and Learning
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Findings Report

Date: 5/21/2019 **VisitType:** Complaint Investigation & Initial Licensing Study **Arrival:** 11:00 AM **Departure:** 7:30 PM

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The following information is associated with a Complaint Investigation & Initial Licensing Study:

Activities and Equipment

591-1-1-.12 Equipment & Toys(CR)	Not Met
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Correction Deadline: 5/18/2018

Corrected on 5/21/2019

.12(2) - Consultant observed dramatic play areas to have doors and sinks on this date.

Finding

591-1-1-.12(4) requires that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. It was determined based on consultant's observation that there were computer screens, not anchored, and could be easily tipped over.

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Correction Deadline: 5/31/2019

Finding

591-1-1-.12(5) requires Center Staff to provide table space for each child who is able to sit at a table unassisted and an appropriately sized chair or bench for each child who is not an infant and who is able to use a chair or bench. It was determined based on consultant's observation that the chairs in classroom C were not the appropriate size for ages of children in the classroom. The chairs were the size for three (3) year old children when school age children were housed in the classroom.

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Correction Deadline: 7/1/2019

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: 2

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers	
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing	

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 consultant's review of children's records that two (2) of five (5) records did not have complete addresses for the parent's work, parent's information, and the address to whom the child may be released.

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Correction Deadline: 5/31/2019

Recited on 5/21/2019

Facility

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

Met

Comment

Renewable License not issued on this date due to pending Fire Marshal Inspection and follow-up inspection for citations.

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 consultant's observation that in classrooms A and D, teachers had supplies out and accessible to the children. Items included: tape dispenser, stapler, hole punch, and white out. Items were put away once it was brought to the teachers attention.

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Correction Deadline: 5/31/2019

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 observation, that in classroom A, two (2) lights were missing shields and shields were broken.

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Correction Deadline: 5/31/2019

Finding

591-1-1-.25(8) requires protective caps on all unused electrical outlets within children's reach and requires that electrical outlets in use be made inaccessible to children. It was determined based on observation that outlets in classrooms A, B, C, D, and E were not covered.

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Correction Deadline: 5/31/2019

Recited on 5/21/2019

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 observation, that in the back left corner of the playground there were four (4) protruding bolts more than two (2) threads and a gap measuring five (5) inches between the fence poles. Further, there lacked a four (4) foot fence around the air conditioning units on the playground.

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Correction Deadline: 7/1/2019

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 chipped paint and rust on the slide equipment and the monkey bars. It was further observed, sharp exposed metal on the top right side of the slide structure on the stairs, accessible to children.

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Correction Deadline: 7/1/2019

Recited on 5/21/2019

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Correction Deadline: 5/28/2018

Corrected on 5/21/2019

.26(7) - Consultant observed all equipment to be anchored on this date.

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, that there was no resilient surfacing around the fall zones of the slide and the monkey bars, when six (6) inches is required.

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Correction Deadline: 5/31/2019

Food Service

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

Technical Assistance

Technical Assistance

591-1-1-.15(1) - Please ensure that all food served, whether catered or prepackaged is not expired.

Correction Deadline: 5/31/2019

Health and Hygiene

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 observation, that classrooms B and F were not opening the windows during diaper changing times.

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Correction Deadline: 7/1/2019

Finding

591-1-1-.10(2) requires Centers first licensed after March 1, 1991, and Centers that renovate existing plumbing facilities, to have a hand washing sink with running heated water located adjacent to the diapering area. Flush sinks shall not be used for hand washing. Cleansing procedures in other facilities shall be approved by the Department. It was determined based on consultant's observation, that there was no sink in classroom B. Staff stated that they walk the children across the hall to the bathroom to wash their hands.

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Correction Deadline: 5/31/2019

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

Comment

Proper hand washing observed throughout the center.

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

Comment

Discussed proper medication documentation and procedures.

Safety

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

Comment

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

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

Comment

Center does not provide routine transportation. Consultant discussed transportation requirements if/when the facility decides to incorporate transportation. The center will contact their regional consultant and complete the required two (2) hour transportation training prior to transporting children.

Sleeping & Resting Equipment

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

Comment

Discussed SIDS and infant sleeping position. Nine (9) of nine (9) cribs were present meeting safety compliance with Consumer Product Safety Commission (CPSC) and American Society of Testing and Materials International (ASTM) safety standards as they were manufactured in 2014.

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Finding

591-1-1-.30(2) requires the Center to provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants. Center Staff shall place an infant to sleep on the infant's back in a crib unless the Center has been provided a physician's written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over into his or her preferred position and not re-position the infant. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines and will not slide up around the infant's face may be used when necessary for the comfort of the sleeping infant. Swaddling shall not be used unless the Center has been provided a physician's written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Center Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. It was determined based on consultant's observation, that an infant was placed in a bouncy seat, in a crib asleep.

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Correction Deadline: 5/21/2019

Staff Records

Records Reviewed: 9

Records with Missing/Incomplete Components: 5

Staff # 1	Not Met
Date of Hire: 01/02/2017	
<u>"Missing/Incomplete Components"</u>	
.24(1)-No Record,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate,.09-Criminal Records Check Missing, .24(1)-No Record,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate,.09-Criminal Records Check Missing	
Staff # 4	Not Met
Date of Hire: 01/24/2014	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing,.09-Criminal Records Check Missing, .14(2)-CPR missing,.14(2)-First Aid Missing,.09-Criminal Records Check Missing	
Staff # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing, .09-Criminal Records Check Missing	
Staff # 7	Not Met
<u>"Missing/Incomplete Components"</u>	

Records Reviewed: 9

Records with Missing/Incomplete Components: 5

.31(2)(b)2.-Staff Qualifications-Education Missing,.33(5)-10 Hrs. Annual Training,.24(1)-Evidence of Orientation Missing, .31(2)(b)2.-Staff Qualifications-Education Missing,.33(5)-10 Hrs. Annual Training,.24(1)-Evidence of Orientation Missing

Staff # 8

Not Met

Date of Hire: 05/01/2017

"Missing/Incomplete Components"

.09-Criminal Records Check Missing, .09-Criminal Records Check Missing

Records Reviewed: 9

Records with Missing/Incomplete Components: 3

Staff # 2

Not Met

Date of Hire: 03/11/2019

"Missing/Incomplete Components"

.24(1)-No Record

Staff # 3

Not Met

Date of Hire: 11/19/2018

"Missing/Incomplete Components"

.24(1)-No Record,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate

Staff # 6

Met

Date of Hire: 10/29/2018

Staff # 9

Not Met

Date of Hire: 08/23/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.24(1)-No Record

Staff Credentials Reviewed: 9

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

Not Met

Finding

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on consultant's review of staff records, that three (3) provisional employees had not submitted both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site on this date.

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Correction Deadline: 5/21/2019

Finding

591-1-1-.09(1.)(b) requires the Center to ensure that every Director 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 Director 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 consultant's review of staff records, the Director did not have a current satisfactory Comprehensive Records Check Determination letter on file.

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Correction Deadline: 5/21/2019

Finding

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on consultant's review of staff files, that the Director and three (3) staff were completed over the twelve (12) month portability requirement. Staff number 1, 4, 5, and 8 were noted on the adult worksheet.

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Correction Deadline: 5/21/2019

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

Not Met

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 consultant's review of staff records, that the center Director and over half of the staff did not have a current first aid, and cardiopulmonary resuscitation training on file on this date. Consultant reviewed two (2) of twelve (12) staff to have current records on file.

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Correction Deadline: 6/20/2019

591-1-1-.24 Personnel Records

Not Met

Finding

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on consultant's review of staff records, that four (4) of twelve (12) staff did not have a personnel file on site.

Correction Deadline: 5/26/2019

591-1-1-.33 Staff Training

Not Met

Finding

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined based on consultant's review of staff records, that eight (8) of twelve (12) staff did not have documentation of orientation on this date.

Correction Deadline: 5/31/2019

Finding

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on consultant's review of staff records, that seven (7) of twelve (12) staff did not have documentation of the Health and Safety training.

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Correction Deadline: 6/20/2019

Finding

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on consultant's review of staff records, that four (4) of twelve (12) staff did not have documentation of ten (10) clock hours of training for 2018.

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Correction Deadline: 12/31/2019

591-1-1-.31 Staff(CR)

Not Met

Comment

Staff observed to be compliant with applicable laws and regulations.

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Finding

591-1-1-.31(2)(c) requires the Center to maintain a copy and/or written verification of the credential or degree awarded to the lead teacher that is required by these rules in the lead teacher's file, to make the document available for inspection and to provide the document to Department staff upon request. It was determined based on consultant's review of staff files, that three (3) of the six (6) lead teachers did not meet the education credentials required.

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Correction Deadline: 5/31/2019

Staffing and Supervision

Finding

591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20;and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined based on consultant's observation, that during nap in classroom F (infants and one's) there was one (1) teacher present with eight (8) children. Two (2) children were infants and six (6) children were 1 year old.

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Correction Deadline: 5/21/2019

Comment

A supervision plan was created on this date for classrooms A, B, C, D, and E, for the bathrooms located in the hallway.

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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's observation that children were allowed to walk out of their classrooms to the water fountain and to another classroom unsupervised in classrooms C and D.

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Correction Deadline: 5/21/2019