



**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:** 7/15/2019    **VisitType:** Initial Licensing Study    **Arrival:** 10:00 AM    **Departure:** 2:55 PM

**CCLC-51246**

**Family Literacy Connection**

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

**Regional Consultant**

Jennifer Salies

Phone: (770) 357-7052

Fax: (770) 357-7051

jennifer.salies@decal.ga.gov

**Mailing Address**

Same

**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.<br><br><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|------------------------------------|---|---------------|--|
| 07/15/2019                         | Initial Licensing Study                           | Good Standing |  |
| 05/21/2019                         | Complaint Closure                                 | Good Standing |  |
| 05/21/2019                         | Complaint Investigation & Initial 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                |
|--------------------------------|-----------------|---|--------------------------------|----------|------|--|--------------|------------|--------------|----------------------|
| Main                           | A- 3's & 4's    | Three Year Olds and Four Year Olds        | 2                              | 6        | C    | 21   | C            | NA         | NA           | Centers              |
| Main                           | B - 1's & 2's   | One Year Olds and Two Year Olds           | 2                              | 7        | C    | 21   | C            | NA         | NA           | Diapering, Free Play |
| Main                           | C- Afterschool  | Five Year Olds and Six Year Olds and Over | 2                              | 10       | C    | 21   | C            | NA         | NA           | Centers              |
| Main                           | D- Afterschool  | Six Year Olds and Over                    | 1                              | 11       | C    | 21   | C            | NA         | NA           | Story                |
| Main                           | E- Afterschool  | Six Year Olds and Over                    | 2                              | 6        | C    | 21   | C            | NA         | NA           | Centers              |
| Main                           | F- 6wks- 18mths | One Year Olds                             | 2                              | 3        | C    | 9  | C            | NA         | NA           | Nap, Free Play       |
| Total Capacity @35 sq. ft.: 76 |                 |   | Total Capacity @25 sq. ft.: 0  |          |      | Building @35 capacity limited by Fire Marshall Limitations |              |            |              |                      |
| Total # Children this Date: 43 |                 |   | 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 issued on this date. Consultant discussed the importance of maintaining compliance with the rules and regulations, the new Criminal Background Requirements, and the new rule changes going into effect October 1, 2019.

Plan of Improvement: Developed This Date 07/15/2019

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.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

You have received permission to operate and the form received with this report is intended to serve as a temporary license which is **valid for thirty(30) days**. Your actual license/ will be emailed to you upon receipt of the licensing fee. You may pay the licensing fee either online at <http://www.dec.al.ga.gov/> or by certified check or money order mailed to: Bright from the Start, 2 Martin Luther King Jr. Drive SE, Suite 670 East Tower, Atlanta, GA 30334

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.al.ga.gov](mailto: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.

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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.al.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@dec.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

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Typhani Roberson, Program Official

Date

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Jennifer Salies, Consultant

Date



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### Findings Report

**Date:** 7/15/2019    **VisitType:** Initial Licensing Study    **Arrival:** 10:00 AM    **Departure:** 2:55 PM

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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**

Equipment and furniture observed to be properly secured.

**Correction Deadline: 5/31/2019**

**Corrected on 7/15/2019**

.12(4) - Consultant observed the computer screens in classrooms A, C, D, and E to be taped down on this date.

**Correction Deadline: 7/1/2019**

**Corrected on 7/15/2019**

.12(5) - Consultant observed the proper size tables and chairs in classroom C on this date for the school agers.

**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 |
| Child # 3 | Met |
| Child # 4 | Met |

Child # 5

Met

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

**Met**

**Correction Deadline: 5/31/2019**

**Corrected on 7/15/2019**

**.08(1) - Consultant observed five (5) of five (5) children files to be completed on this date.**

**Facility**

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

**Met**

**Comment**

The overall licensed capacity is limited to 76 children by the Fire Marshal.

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

**Technical Assistance**

**Correction Deadline: 5/31/2019**

**Corrected on 7/15/2019**

**.25(13) - Consultant observed the teachers desks in classrooms A and D to have supplies put away and inaccessible to the children on this date.**

**Correction Deadline: 5/31/2019**

**Corrected on 7/15/2019**

**.25(3) - Consultant observed the lights in classroom A to be shielded on this date.**

**Technical Assistance**

591-1-1-.25(3) - Consultant discussed replacing the missing toilet caps at the base of the toilets in the girls bathroom.

**Correction Deadline: 7/15/2019**

**Correction Deadline: 5/31/2019**

**Corrected on 7/15/2019**

**.25(8) - Consultant observed outlet covers to be covered on this date in classrooms A, B, C, D, and E.**

**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 there lacked a four (4) foot fence around the seven (7) air conditioning units on the playground.

**Correction Deadline: 7/29/2019**

**Recited on 7/15/2019**

**Correction Deadline: 7/1/2019**

**Corrected on 7/15/2019**

**.26(6) - Consultant observed the slide and monkey bars to be repainted and the exposed metal step to be covered 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 a fall zone distance of six (6) feet was not maintained around the slide and monkey bars. A distance of one (1) foot was measured between the base of the equipment and the end of the surrounding mulch.

**POI (Plan of Improvement)**

The center will add five (5) feet of mulch around the fall zones.

**Correction Deadline: 7/15/2019**

**Recited on 7/15/2019**

**Food Service**

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

**Not Met**

**Finding**

591-1-1-.15(10) requires that food purchased from a caterer has been prepared in a facility with a current food service permit and is stored at a safe temperature (40 degrees Fahrenheit or below for foods requiring refrigeration or 140 degrees Fahrenheit for foods which must be heated prior to serving) until served. It was determined based on consultant's review of the inspection report dated December 28, 2018, the inspection had a score of 85 when it should be 90 or greater.

**POI (Plan of Improvement)**

The Center will obtain a new inspection with a score of 90 or greater, if the caterer's inspection is lower they will find a new vendor that meets the requirements.

**Correction Deadline: 8/12/2019**

**Health and Hygiene**

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

**Met**

**Comment**

Proper diapering procedures observed.

**Correction Deadline: 7/1/2019**

**Corrected on 7/15/2019**

**.10(1) - Consultant observed operable ventilation fans over the diaper changing stations on this date.**

**Correction Deadline: 5/31/2019**

**Corrected on 7/15/2019**

**.10(2) - Consultant observed a sink adjacent to the diaper changing table in classroom B on this date.**

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

**Met**

**Comment**

Staff were observed to remind children to wash hands.

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

**Met**

**Comment**

Discussed proper medication documentation and procedures.

**Safety**

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

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

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**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.

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**Sleeping & Resting Equipment**

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

Discussed SIDS and infant sleeping position. Seven (7) of seven (7) 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. Consultant also observed two (2) mats available for the remainder capacity of the classroom.

**Correction Deadline: 5/21/2019**

**Corrected on 7/15/2019**

**.30(2) - Consultant observed only sleeping children in the cribs on this date.**

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**Staff Records**

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**Records Reviewed: 13****Records with Missing/Incomplete Components: 0**

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|                          |     |
|--------------------------|-----|
| Staff # 1                | Met |
| Date of Hire: 05/21/2019 |     |
| Staff # 2                | Met |
| Staff # 3                | Met |
| Date of Hire: 05/21/2019 |     |
| Staff # 4                | Met |
| Date of Hire: 06/10/2019 |     |
| Staff # 5                | Met |
| Staff # 6                | Met |
| Staff # 7                | Met |
| Date of Hire: 07/15/2019 |     |
| Staff # 8                | Met |
| Staff # 9                | Met |
| Date of Hire: 08/12/2014 |     |
| Staff # 10               | Met |

Date of Hire: 05/01/2017

Staff # 11 Met

Staff # 12 Met

Date of Hire: 05/21/2019

Staff # 13 Met

Date of Hire: 02/09/2015

**Staff Credentials Reviewed: 10**

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

**Comment**

Criminal record checks were observed to be complete. Sixteen (16) of seventeen (17) staff records were observed to have comprehensive satisfactory Criminal Background Check determination letters on file. One (1) staff has a national satisfactory Criminal Background Check determination letter on file and was observed to be supervised by another staff with a comprehensive satisfactory determination letter on this date.

**Correction Deadline: 5/21/2019**

**Corrected on 7/15/2019**

**.09(1)(a) - Consultant observed all provisional employees to have a completed comprehensive satisfactory determination letter on file on this date.**

**Correction Deadline: 5/21/2019**

**Corrected on 7/15/2019**

**.09(1)(b) - Consultant observed the Director to have a completed comprehensive satisfactory determination letter on file on this date.**

**Correction Deadline: 5/21/2019**

**Corrected on 7/15/2019**

**.09(1)(j) - Consultant reviewed seventeen (17) of seventeen (17) staff files to have current satisfactory background checks completed on this date.**

**591-1-1-.14 First Aid & CPR Not Met**

**Correction Deadline: 6/20/2019**

**Corrected on 7/15/2019**

**.14(1) - Consultant observed the Director and over 50% of staff to have current first aid and cardiopulmonary resuscitation (CPR) on file on this date.**

**Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on consultants review of staff files, that one (1) staff did not have evidence of completion within the 90 days of their hire date of first aid and cardiopulmonary resuscitation.

**POI (Plan of Improvement)**

The Center will develop a schedule to ensure the staff complete their first aid and cardiopulmonary resuscitation within 90 days of their hire date.

**Correction Deadline: 8/14/2019**

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



**Correction Deadline: 5/26/2019**

**Corrected on 7/15/2019**

**.24(1) - Consultant observed seventeen (17) of seventeen (17) completed files on this date.**

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

**Met**

**Correction Deadline: 5/31/2019**

**Corrected on 7/15/2019**

**.33(1) - Consultant reviewed seventeen (17) of seventeen (17) staff to have completed documentation of orientation in their files on this date.**

**Correction Deadline: 6/20/2019**

**Corrected on 7/15/2019**

**.33(3) - Consultant reviewed seventeen (17) of seventeen (17) staff to have completed the Health and Safety Orientation training on this date.**

**Correction Deadline: 12/31/2019**

**Corrected on 7/15/2019**

**.33(6) - Consultant reviewed staff training to be complete for 2019 on this date.**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Correction Deadline: 5/31/2019**

**Corrected on 7/15/2019**

**.31(2)(c) - Consultant reviewed six (6) of six (6) lead teachers' files with credentials on this date.**

**Staffing and Supervision**

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

**Met**

**Correction Deadline: 5/21/2019**

**Corrected on 7/15/2019**

**.32(1) - Consultant observed proper staff:child ratios in each classroom on this date.**

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

**Met**

**Correction Deadline: 5/21/2019**

**Corrected on 7/15/2019**

**.32(7) - Consultant observed proper supervision of all children on this date.**