



**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:** 9/10/2020    **VisitType:** Initial Licensing Study    **Arrival:** 2:30 PM    **Departure:** 3:30 PM

**CCLC-52958**

**Steppin' Stones Daycare and Preschool**

229 Houseal St. Cedartown, GA 30125 Polk County  
 (678) 901-1285 cdh@steppinstones.org

**Regional Consultant**

Jessica Grant  
 Phone: (770) 359-5808  
 Fax: (404) 591-5814  
 jessica.grant@decal.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
09/10/2020	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 3-5yrs		0	0	C	36	C	NA	NA	Not In Use
Main	B 3yrs		0	0	C	6	C	NA	NA	Not In Use
Main	C 2yrs		0	0	C	11	C	NA	NA	Not In Use
Main	D 2yrs		0	0	C	16	C	NA	NA	Not In Use
Main	E Infants		0	0	C	13	C	NA	NA	Not In Use
Main	F Pre-K		0	0	C	24	C	NA	NA	Not In Use

Total Capacity @35 sq. ft.: 106

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 0

Total Capacity @35 sq. ft.: 106

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Left side-Toddler	40	C
Main	Right side(2,3,4)	39	C
Main	School Age	81	C

**Comments**

An Administrative Review was conducted on September 9, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on September 10, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 12, 2020 was reviewed during the virtual inspection. A temporary license was issued on this date due to the provider not having a fire inspection. The provider does carry liability insurance.

Plan of Improvement: Developed This Date 09/10/2020

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.

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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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Carolyn Hightower, Program Official

Date

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Jessica Grant, Consultant

Date



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### Findings Report

**Date:** 9/10/2020 **VisitType:** Initial Licensing Study **Arrival:** 2:30 PM **Departure:** 3:30 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**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through equipment and furniture observed to be properly secured, as applicable on this date.

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through no pool was observed on this premise. Per the director, the center does not provide swimming activities.

**Facility**

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

**Comment**

The overall capacity for the center is 106 children.

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through storage of cleaning supplies and possible hazards were discussed. There were no hazards observed to be accessible to the children this date.

**Technical Assistance**

591-1-1-.25(3) - Per the Director, the barrier to classroom B will be raised to meet the 4ft requirement.

**Correction Deadline: 9/10/2020**

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the playground area was observed and appeared to be in good repair.

## Health and Hygiene

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

Not Met

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date. Liquid soap and paper towels were observed accessible in the restroom area

#### 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 measurements that the window space in classroom D were not compliant. The window space was not large enough to provide proper ventilation to the classroom size for diapering.

#### POI (Plan of Improvement)

The Director 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: 9/10/2020**

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

Met

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date. Liquid soap and paper towels were observed accessible in the restroom area

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

Met

#### Comment

Discussed proper medication documentation and procedures.

## Safety

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

Met

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Appropriate discipline was observed. Regulations regarding proper discipline were discussed with the Director on this date.

### 591-1-1-.36 Transportation(CR)

Met

#### Comment

The Center Director stated that the Center will not provide routine Transportation and Field Trips at this time. Consultant discussed with Center Director, all requirements needed in order to transport and conduct field trips with children. Consultant also stated to Center Director 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. Further, Consultant stated to Center Director, 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 Transportation and Field Trip requirements.

## Sleeping & Resting Equipment

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the consultant discussed SIDS and infant sleeping position. No infants were currently enrolled in the program. Appropriate number of cots/mats were observed. Cleaning and disinfecting of mats was discussed with the director on this date.

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**Staff Records****Records Reviewed: 7****Records with Missing/Incomplete Components: 0**

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Staff # 1	Met
Date of Hire: 06/23/2020	
Staff # 2	Met
Date of Hire: 06/19/2020	
Staff # 3	Met
Date of Hire: 06/24/2020	
Staff # 4	Met
Date of Hire: 06/24/2020	
Staff # 5	Met
Staff # 6	Met
Date of Hire: 06/23/2020	
Staff # 7	Met
Date of Hire: 06/24/2020	

**Staff Credentials Reviewed: 3**

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

Criminal record checks were observed to be complete.

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

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on May 12, 2020.

**Comment**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

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**Staffing and Supervision**

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through adequate ratios were observed.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through adequate supervision was observed.