



**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:** 2/13/2018 **VisitType:** Licensing Study

**Arrival:** 12:55 PM

**Departure:** 2:50 PM

**CCLC-575**

**Mill Creek Day Care Center**

382 Babb Road Rocky Face, GA 30740 Whitfield County  
(706) 673-6651 millcreekcenter@yahoo.com

**Regional Consultant**

Colleen Covey

Phone: (706) 256-7245

Fax: (706) 256-7244

colleen.covey@dec.al.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
02/13/2018	Licensing Study	Good Standing	
12/22/2017	Complaint Investigation by Phone	Good Standing	
10/27/2017	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
Main	A-Back/Left	One Year Olds and Two Year Olds	1	6	C	8	C	NA	NA	Nap
Main	B-Front Left		0	0	C	20	C	NA	NA	
Main	C-Right Front	PreK	2	19	C	22	C	NA	NA	Nap
Main	D-Back Right	Three Year Olds	1	8	C	11	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 61			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 33			Total Capacity @35 sq. ft.: 61			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground-Older	192	C
Main	Playground-Toddler	24	C

**Comments**

Follow up to the previous Monitoring Visit that was conducted on October 27, 2017 was completed on this date.

Plan of Improvement: Developed This Date 02/13/2018

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).



**Reminder:** All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit [www.decalkoala.com](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

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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Sheila Woods, Program Official

Date

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Colleen Covey, Consultant

Date



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### Findings Report

**Date:** 2/13/2018 **VisitType:** Licensing Study

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#### CCLC-575

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

Met

##### Comment

All equipment was observed to be secured on this date.

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

Not Evaluated

##### Comment

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 5**

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

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(3)-Address of Release Person Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing

Child # 3

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)-Emergency Contact information Missing,.08(1)-Doctor, Clinic, Phone Numbers

Child # 4

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(3)-Address of Release Person Missing

Child # 5

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(1)-Doctor, Clinic, Phone Numbers,.08(1)(c)-Keep center advised of change in Family Physicians,.08(1)(c)-Keep center advised of change in Phone Numbers,.08(1)(c)-Keep center advised of change in Work Locations,.08(1)(c)-Keep center advised of change in Emergency Contact

### 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 by a review of children's files that five out of five files did not contain the required information.

#### POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 2/13/2018

**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)

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 by consultant's observation that in the Pre-K classroom hazards were accessible to children. The white storage cabinet which contained Clorox wipes, hand sanitizer, and Lysol was observed to be unlocked.

#### POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 2/13/2018

### 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**

Staff state proper knowledge of diapering procedures.

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

Staff were observed to remind children to wash hands.

**591-1-1-.20 Medications(CR)****Not Evaluated****Comment**

Staff stated that no medication has been administered since the previous visit was conducted on October 27, 2017.

**Policies and Procedures****591-1-1-.21 Operational Policies & Procedures****Not Met****Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined by a review of documentation that fire drills were not conducted for the months of October 2017 thru January 2018. At least one tornado and other emergency drills were not conducted from July 2017 thru January 2018.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

**Correction Deadline: 2/18/2018**

**Safety****591-1-1-.05 Animals****N/A****Comment**

Center does not keep animals on premises.

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

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

**591-1-1-.13 Field Trips(CR)****Not Evaluated****Comment**

Center does not participate in field trips at this time.

**591-1-1-.36 Transportation(CR)****N/A****Comment**

Center does not provide routine transportation.

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

Pleasant naptime environment observed.

The center does not serve infants, therefore infant sleep safety rules are not applicable.

**Staff Records****Records Reviewed: 6****Records with Missing/Incomplete Components: 0**

Staff # 1 Met

Date of Hire: 12/05/2016

Staff # 2 Met

Date of Hire: 09/01/2016

Staff # 3 Met

Date of Hire: 08/02/2017

Staff # 4 Met

Staff # 5 Met

Date of Hire: 05/05/1985

Staff # 6 Met

Date of Hire: 03/20/2017

**Staff Credentials Reviewed: 6**

**Comment**

Criminal records checks were observed to be complete for all six staff members employed on this date. Staff stated that no new employees have been hired since the previous visit was conducted on October 27, 2017.

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

591-1-1-.14(1) requires the Center Director to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid that is conducted by certified or licensed health care professionals and deals with the provision of emergency care to infants and children. In addition, at least fifty percent (50%) of the caregiver Staff shall have completed such training at any given time. It was determined by a review of staff files that only two staff members had current CPR and First aid.

**POI (Plan of Improvement)**

The Center director and at least 50% of the caregiver Staff will complete the needed training. The director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time.

**Correction Deadline: 2/27/2018****Recited on 2/13/2018**

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**591-1-1-.33 Staff Training****Not Met****Finding**

Previously Cited: 591-1-1-.33(5) requires ten clock hours of annual training for supervisory and caregiver Staff, except for independent contractors, Students-in-Training and volunteers, in the subjects of early childhood education, child development or subjects related to the position. It was determined by a review of staff files that the Director did not have evidence of completing the required ten hours of annual training for the 2016 year.

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 by a review of staff files that the Director did not complete the required annual training for the 2017 year.

**POI (Plan of Improvement)**

Previously Cited: The center will plan and schedule the required 10 hours of ongoing training each year and follow up to ensure the training is completed.

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

**Correction Deadline: 12/31/2018****Recited on 2/13/2018**

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

Consultant observed staff comply with applicable laws and regulations on this date.

<b>Staffing and Supervision</b>
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**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 by consultant's observation that upon arrival the three year old classroom has a ratio of 0:8, due to the teacher not being in the room.

**POI (Plan of Improvement)**

The Center will hire additional Staff or reschedule current Staff to meet required Staff:child ratios and will organize children into groups that meet requirements.

**Correction Deadline: 2/13/2018**

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**591-1-1-.32 Supervision(CR)****Not Met****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 by consultant's observation that upon arrival the teacher in the three year old classroom was not in the room.

**POI (Plan of Improvement)**

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

**Correction Deadline: 2/13/2018**