



**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: 2/4/2019 **VisitType:** Licensing Study **Arrival:** 8:30 AM **Departure:** 1:50 PM

CCLC-799

Kids Haven - Salem Circle

141 Salem Circle Covington, GA 30016 Newton County
(770) 784-9752 donterrell@bellsouth.net

Regional Consultant

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Mailing Address
Same

Quality Rated: ★ ★

Compliance Zone Designation		
02/04/2019	Licensing Study	Good Standing
12/12/2018	Incident Investigation Closure	Good Standing
10/30/2018	Incident Investigation & Follow Up	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	1st Left	Infants	1	6	C	8	C	NA	NA	Floor Play
Main	1st Rt	Three Year Olds and Four Year Olds	2	15	C	35	C	NA	NA	Centers
Main	2nd Left	One Year Olds	1	8	C	20	C	NA	NA	Free Play
Main	2nd Rt A/S Room		0	0	C	24	C	NA	NA	Not In Use
Main	3rd Left	Two Year Olds	2	11	C	26	C	NA	NA	Circle Time
Main	3rd Rt Pre-K	PreK	2	16	C	24	C	NA	NA	Art, Transitioning
Main	4 Left Pre-K	PreK	2	20	C	24	C	NA	NA	Centers
Main	I Gym		0	0	C	49	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 210						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 76			Total Capacity @35 sq. ft.: 210			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance

Comments

Professional Development Plan was left on this date

Plan of Improvement: Developed This Date 02/04/2019

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.state.ga.us/CCS/Regulations.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.state.ga.us.

- 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.state.ga.us/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.dec.state.ga.us/>
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.state.ga.us

Don Terrell, Program Official

Date

Ashley Cunningham, Consultant

Date



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Findings Report

Date: 2/4/2019 **VisitType:** Licensing Study **Arrival:** 8:30 AM **Departure:** 1:50 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Not Met

Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on observation that there were no current lesson plans available for all classrooms except Georgia Pre-K.

POI (Plan of Improvement)

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

Correction Deadline: 2/4/2019

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

Met

Comment

A variety of equipment and toys were observed throughout the center.

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

N/A

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

Child # 2 Not Met
"Missing/Incomplete Components"
 .08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing,.08(3)-Address of Release Person Missing

Child # 3 Not Met
"Missing/Incomplete Components"
 .08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing,.08(1)-Doctor, Clinic, Phone Numbers

Child # 4 Not Met
"Missing/Incomplete Components"
 .08(3)-Address of Release Person Missing

Child # 5 Not Met
"Missing/Incomplete Components"
 .08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing,.08(1)-Doctor, Clinic, Phone Numbers

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 a review of children five children files that all five were incomplete.

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: 2/4/2019

	Facility
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591-1-1-.06 Bathrooms

Not Met

Finding

591-1-1-.06(4) requires a Center first licensed after March 1, 1991, and Centers that remodel or add to existing plumbing facilities, to have the bathroom area fully enclosed and ventilated to the outside of the building with either an open screened window or functioning exhaust fan and duct system and requires Centers without fully enclosed bathrooms to ensure there is adequate ventilation to control odors and adequate sanitation measures to prevent the spread of contagious diseases. It was determined based on observation that the last bathroom in the first right classroom (three and four year old) did not have a working exhaust fan.

POI (Plan of Improvement)

The Center will fully enclose and ventilate bathroom areas, as required, and will provide adequate ventilation and sanitation in bathrooms that are not fully enclosed.

Correction Deadline: 3/6/2019

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 based on observation that the first right classroom (three and four year old) had an unlock closet with cleaning supplies and a vacuum cleaner accessible to children.

POI (Plan of Improvement)

The Center will ensure to keep the closet locked at all times. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 2/4/2019

Technical Assistance

591-1-1-.25(3) - Please ensure that you place a slip cover over the sofa in the Pre-K room on the left side. Consultant observed a small tear with exposed foam.

Correction Deadline: 2/4/2019

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 observation that there was a six inch wide hole on the lower left wall near the water fountain with exposed dry wall in the gym. It as further determined that there was three large cracks in the wall at the bottom where the bikes were park with exposed dry wall.

POI (Plan of Improvement)

The Center will have the hole and cracked wall repaired. Consultant suggested placing a wooden barrier at the based since the holes and cracks seem to be coming from when the children run into the wall with the bike wheels. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 2/4/2019

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

Not Met

Finding

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that on the larger playground on the concrete area there were green and blue sand/water tables full of standing water. Also there was a yellow metal frame tractor with a missing wheel

POI (Plan of Improvement)

The Center will ensure to remove the standing water and cover or overturn all water tables when they are not in use. The center will replace the wheel on the tractor or remove it.

Correction Deadline: 2/4/2019

Food Service

591-1-1-.18 Kitchen Operations**Not Met****Finding**

591-1-1-.18(1) requires that food be in sound condition, free from spoilage and contamination and safe for human consumption. Eggs, pork, pork products, poultry and fish shall be thoroughly cooked. All raw fruits and vegetables shall be washed thoroughly before being cooked or served. Foods not subject to further washing or cooking before serving shall be stored in such a manner as to be protected against contamination. Meats, poultry, fish, dairy products and processed foods shall have been inspected under an official regulatory program. Hot foods shall be maintained at a temperature of one hundred forty (140) degrees Fahrenheit or above except during serving. Food and drinks shall be prepared as close to serving time as possible to protect children and Personnel from food-borne illness. It was determined based on observation that large bowl of peaches was stored in the freezer with out a lid to protect it against contamination.

POI (Plan of Improvement)

The Center will train Staff to ensure that food served is in sound condition and free from spoilage and contamination. The director or designated person will monitor the storage and preparation of food to ensure that it is safe for human consumption.

Correction Deadline: 2/4/2019**Finding**

591-1-1-.18(5) requires the refrigeration of all perishable and potentially hazardous foods at 40 degrees Fahrenheit or below and served promptly after cooking. Freezer temperature shall be maintained at zero (0) degrees Fahrenheit or below. It was determined based on observation that the temperature of the freezer could not be determined because there was no thermometer.

POI (Plan of Improvement)

The Center will place a thermometer in the freezer and maintain a temperature of zero degree Fahrenheit.

Correction Deadline: 2/4/2019

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**

Proper hand washing observed throughout the center.

Comment

Staff were observed to remind children to wash hands.

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

Per the assistant director, the center currently does not dispense/administer medication.

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 based on a review of emergency drill forms that there was no evidence to show that tornado drills and lock down drills had been conducted every six months for 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: 2/9/2019

591-1-1-.27 Posted Notices

Not Met

Finding

591-1-1-.27 requires each Center to post in a designated area for public viewing near the front entrance the following: the Center's current License or Permit; a copy of these rules; a copy of the current communicable disease chart; a statement allowing Parent(s) access to all child care areas upon notifying any staff member of his or her presence; names of persons responsible for the administration of the Center in the administrator's absence; the dated current week's menu for meals and snacks; emergency plans for severe weather, fire, and other emergency situations; a statement requiring visitors to check in with Staff when entering the Center; no smoking signs; and a notice provided by the Department which advises Parents of their right to review a copy of the Center's most recent licensure evaluation report upon request to the Center Director. The Center shall provide any Parent with a copy of this evaluation report upon request. It was determined based on observation that there was not a current menu posted in a designated area for public viewing near the front. entrance

POI (Plan of Improvement)

The Center will post the notices as required and ensure they remain posted.

Correction Deadline: 2/4/2019

Safety

591-1-1-.05 Animals

Met

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)

Met

Comment

Center does not participate in field trips at this time.

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

Met

Comment

Per the assistant director, the center does not provide routine transportation.

Sleeping & Resting Equipment

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

Met

Comment

Consultant observed that cribs/cots were labeled for individual use.

Comment

Discussed SIDS and infant sleeping position.

Staff Records

Records Reviewed: 20

Records with Missing/Incomplete Components: 6

Staff # 1

Met

Date of Hire: 07/22/2016

Staff # 2

Not Met

Date of Hire: 12/01/2014

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.14(2)-CPR missing,.14(2)-First Aid Missing,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 3 Met
Date of Hire: 01/05/2004

Staff # 4 Met
Date of Hire: 02/03/1994

Staff # 5 Not Met
Date of Hire: 09/19/2016

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.14(2)-CPR missing,.14(2)-First Aid Missing,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 6 Not Met
Date of Hire: 01/23/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 7 Not Met
Date of Hire: 02/19/2018

"Missing/Incomplete Components"

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

Staff # 8 Met
Date of Hire: 09/01/1991

Staff # 9 Not Met
Date of Hire: 10/03/2016

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 10 Met
Date of Hire: 01/23/2006

Staff # 11 Met
Date of Hire: 05/11/2016

Staff # 12 Met
Date of Hire: 04/24/2006

Staff # 13 Met
Date of Hire: 11/09/2018

Records Reviewed: 20**Records with Missing/Incomplete Components: 6**

Staff # 14 Date of Hire: 07/18/2016	Met
Staff # 15 Date of Hire: 04/11/2007	Met
Staff # 16 Date of Hire: 01/03/2012	Met
Staff # 17 Date of Hire: 09/23/1997	Met
Staff # 18 Date of Hire: 10/18/1999	Met
Staff # 19 Date of Hire: 03/26/2001 <u>"Missing/Incomplete Components"</u> .24(1)-Evidence of Orientation Missing,.31(2)(b)2.-Staff Qualifications-Education Missing	Not Met
Staff # 20 Date of Hire: 12/18/2017	Met

Staff Credentials Reviewed: 20**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Criminal record checks were observed to be completed.

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

Complete first aid kit observed in center.

Comment

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

Technical Assistance

591-1-1-.14(2) - Online only First Aid and CPR training do not meet requirements and cannot be accepted. First Aid and CPR training may incorporate online portions of the training, but there should also be a hands on portion for it to meet requirements. The online training company National CPR Foundation is a online only training site and can not be accepted. Please ensure that staff are getting proper approved training. The consultant observed staff #2 and #5 to have online only training.

Correction Deadline: 3/6/2019**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 a review of staff files that staff #7 did not have evidence of having completed first aid/CPR within 90 days of their hire date.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 3/6/2019

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 a review of staff files that staff #2, #5, #6, #9 and #19 did not have evidence to show that documentation of orientation was completed.

POI (Plan of Improvement)

The Center will develop and provide orientation for all new Staff prior to their staff's assignment to children or task.

Correction Deadline: 2/4/2019

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 a review of staff files that staff #16 only had evidence of having completed seven hours of annual training for 2018

POI (Plan of Improvement)

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: 12/31/2019

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

Not Met

Finding

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on a review of staff files that staff #2, #5 and #19 were lead teachers and did not meet minimum academic requirements.

POI (Plan of Improvement)

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience. Director will ensure that all lead teachers missing a credential complete a professional development plan and place it in their file. A sample one was left.

Correction Deadline: 2/4/2019

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.