



**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:** 2/13/2019    **VisitType:** Monitoring Visit    **Arrival:** 9:15 AM    **Departure:** 1:45 PM

**CCLC-925**

**Downs Preschool**

3831 Mars Hill Rd. Watkinsville, GA 30677 Oconee County  
 (770) 725-1020 lisahenry41@yahoo.com

**Regional Consultant**

Dianne Clarke

Phone: (770) 357-4923

Fax: (770) 357-4922

dianne.clarke@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★ ★

<b>Compliance Zone Designation</b>		
02/13/2019	Monitoring Visit	Good Standing
12/11/2018	Licensing Study	Good Standing
02/01/2018	Monitoring Visit	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
I	A Left rear		0	0	C	8	C	NA	NA	
I	B-Left Middle		0	0	C	10	C	NA	NA	
I	C-Rt Rear	PreK	4	18	C	12	NC	NA	NA	Snack,Centers
I	D-Rt middle		0	0	C	15	C	NA	NA	
I	E-Rt. Front	PreK	4	19	C	20	C	NA	NA	Centers
I	F-Lt Front	PreK	4	18	C	29	C	NA	NA	Snack
Total Capacity @35 sq. ft.: 94			Total Capacity @25 sq. ft.: 0							
II	left front	PreK	4	20	C	23	C	NA	NA	Transitioning
II	Left rear	PreK	4	20	C	26	C	NA	NA	Centers
II	Right Front	PreK	4	21	C	24	C	NA	NA	Centers
II	Right Rear	PreK	3	18	C	21	C	NA	NA	Snack
Total Capacity @35 sq. ft.: 94			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 134			Total Capacity @35 sq. ft.: 188			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
I	A-Left small area	40	C
I	B-Right large area	196	C

**Comments**

One Day Letter left on this date.

Please ensure that staff with a national background check is supervised at all times and is not left alone.

Plan of Improvement: Developed This Date 02/13/2019

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

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.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.

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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Lisa Henry, Program Official

Date

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Dianne Clarke, Consultant

Date



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### Findings Report

**Date:** 2/13/2019 **VisitType:** Monitoring Visit **Arrival:** 9:15 AM **Departure:** 1:45 PM

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

**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)**

**Met**

**Comment**

Center does not provide swimming activities.

### Facility

**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)**

**Met**

**Correction Deadline: 12/11/2018**

**Corrected on 2/13/2019**

.25(3) - The previous citation was observed to be corrected in that the fixtures were observed to be repaired.

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

**Met**

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Comment**

Playground observed to be clean and in good repair.

### Health and Hygiene

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

There were no diapered children enrolled in the program on this date. This is PreK only.

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

Staff were observed to remind children to wash hands.

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

Assistant director stated that no medication was dispensed since the last visit.

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**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures****Met****Correction Deadline: 12/16/2018****Corrected on 2/13/2019**

.21(3) - The previous citation was observed to be corrected in that the fire drills were completed for December 2018 and January 2019.

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**Safety**

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

Age-appropriate discussion and/or redirection observed.

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**591-1-1-.36 Transportation(CR)****Technical Assistance****Technical Assistance**

591-1-1-.36(7)(b) - Please ensure that all children, being transported, information is completed on the medical emergency forms.

**Correction Deadline: 2/14/2019**

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**Sleeping & Resting Equipment**

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

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

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**Staff Records**

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**Records Reviewed: 19****Records with Missing/Incomplete Components: 3**

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Staff # 1

Met

Date of Hire: 07/27/2016

Staff # 2

Met

Date of Hire: 08/01/2014

Staff # 3 Date of Hire: 07/26/2017	Met
Staff # 4 Date of Hire: 08/01/2013	Met
Staff # 5 Date of Hire: 08/01/2014	Met
Staff # 6 Date of Hire: 01/03/2019 <u>"Missing/Incomplete Components"</u> .24(1)-Evidence of Orientation Missing	Not Met
Staff # 7 Date of Hire: 09/26/2017	Met
Staff # 8 Date of Hire: 02/28/2018	Met
Staff # 9 Date of Hire: 07/27/2016	Met
Staff # 10 Date of Hire: 05/01/2005	Met
Staff # 11 Date of Hire: 02/28/2011	Met
Staff # 12 Date of Hire: 10/16/2017 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing	Not Met
Staff # 13 Date of Hire: 12/15/2017	Met
Staff # 14 Date of Hire: 08/01/2002	Met
Staff # 15 Date of Hire: 07/27/2016	Met
Staff # 16	Met

Date of Hire: 08/01/2013

Staff # 17

Met

Date of Hire: 08/01/1998

Staff # 18

Met

Date of Hire: 08/03/2011

Staff # 19

Not Met

Date of Hire: 08/01/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

**Staff Credentials Reviewed: 19****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee 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 Employee 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 a review of records that an School Department employee did not have evidence of a comprehensive background check on file.

**POI (Plan of Improvement)**

The Center will ensure that every Employee 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 Employee 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.

**Correction Deadline: 2/13/2019****591-1-1-.14 First Aid & CPR****Not Met****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 records that one staff did not have evidence of current CPR and First Aid.

**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: 3/15/2019****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 records that one new staff did not have evidence of orientation on file.

**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: 2/13/2019**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

Adequate supervision observed on this date.