



**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: 7/20/2020 **VisitType:** Licensing Study **Arrival:** 2:00 PM **Departure:** 5:30 PM

CCLC-94

Rochelle's Day Care Center

2351 Riverside Ave. Waycross, GA 31501 Ware County
(912) 283-7568 rochelleschildcarecenter@gmail.com

Regional Consultant

Connie Boatright
Phone: (912) 544-9701
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connie.boatright@dec.al.ga.gov

Mailing Address
Same

Quality Rated: ★ ★

Compliance Zone Designation			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.
07/20/2020	Licensing Study	Good Standing	
03/04/2020	Monitoring Visit	Good Standing	
09/26/2019	POI Follow Up	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		0	0	C	7	C	NA	NA	Not In Use
Main	B	One Year Olds	1	6	C	18	C	NA	NA	Centers,Story
Main	C	Infants	1	2	C	17	C	NA	NA	Free Play,Floor Play
Main	D	Two Year Olds	1	4	C	31	C	NA	NA	Outside
Main	E	Three Year Olds and Four Year Olds	1	10	C	26	C	NA	NA	Outside
Total Capacity @35 sq. ft.: 99						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 22			Total Capacity @35 sq. ft.: 99			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Plygrd 1	63	C
Main	plygrd 2	42	C
Main	Plygrd 3	191	C
Main	plygrd 4	72	C

Comments

This Licensing Study will be completed in two phases. Phase 1, Administrative Review, was completed on 07-20-2020. The center director stated medication is administered, no field trips or routine transportation is provided. Phase 2, the virtual visit was completed on 08-04-2020. The consultant discussed findings with the center director, emailed a final copy of the LS and requested signature pages.

Plan of Improvement: Developed This Date 07/20/2020

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.

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.

- 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

Kerrie Taft, Program Official

Date

Connie Boatright, Consultant

Date



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Findings Report

Date: 7/20/2020 **VisitType:** Licensing Study **Arrival:** 2:00 PM **Departure:** 5:30 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Met

Comment

The consultant observed a variety of activities through out the center via Go To Meeting.

Correction Deadline: 7/20/2020

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

Met

Comment

A variety of equipment and toys were observed throughout the center via Go To Meeting.

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

Met

Comment

No swimming pool or body of water on the property.

Comment

Pool not in use at this time, gates observed locked.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 3

Child # 1	Met
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers,.08(1)-Doctor, Clinic, Phone Numbers	
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers	

Child # 4 Met

Child # 5 Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

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

Not Met

Comment

Parent agreements observed obtained/completed.

Comment

Parent authorizations obtained/completed.

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 review of child files that three of five child files was incomplete (one file was missing the parents work address and phone number; one file was missing the fathers information, mother and fathers work address and phone number, doctor's address and phone number; one file was missing the fathers phone number).

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: 7/31/2020

Finding

591-1-1-.08(6) requires the Center to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was determined based on review of the sign in and sign out sheets on July 10, 2020 five children was signed in and four children was signed out in the Toddler 1 classroom. Additionally, on July 10, 2020 seven children was signed in and six children was signed out in the three and four-year-old classroom.

POI (Plan of Improvement)

The Center will maintain arrival and departure records as required, will ensure the documentation includes all of the required information, and will provide the records to the Department when requested.

Correction Deadline: 7/31/2020

Facility

591-1-1-.06 Bathrooms

Met

Comment

Bathrooms observed to be clean and well maintained.

Correction Deadline: 3/4/2020

Corrected on 7/20/2020

.06(7) - The previous citation was observed to be corrected on this date.

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

Comment

Center appears clean and well maintained.

Comment

No hazards observed accessible to children on this date.

Correction Deadline: 3/4/2020

Corrected on 7/20/2020

.25(13) - The previous citation was observed to be corrected on this date.

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

Center menu meets USDA guidelines.

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 stated proper hand washing techniques.

Correction Deadline: 7/20/2020**Correction Deadline: 3/4/2020****Corrected on 7/20/2020****.17(7) - The previous citation was observed to be corrected on this date.****Correction Deadline: 3/4/2020****Corrected on 7/20/2020****.17(8) - The previous citation was observed to be corrected on this date.**

591-1-1-.20 Medications(CR)**Not Met****Finding**

591-1-1-.20(3) requires the Center to maintain a record of medication dispensed that includes the date, time and amount of medication, any noticeable adverse reaction, and the signature or initials of the person administering the medication. It was determined based on review of medication logs that one of two logs was missing the amount of medication administered and the dates the medication was to be given.

POI (Plan of Improvement)

The Center will train Staff responsible for dispensing medication in the accurate completion and storage of the records and will implement a plan to monitor this.

Correction Deadline: 7/31/2020

Safety

591-1-1-.05 Animals**Met****Comment**

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

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**

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Discussed SIDS and infant sleeping position.

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.

Records Reviewed: 12

Records with Missing/Incomplete Components: 6

Staff # 1	Met
Date of Hire: 08/08/2019	
Staff # 2	Not Met
Date of Hire: 05/17/2017	
<u>"Missing/Incomplete Components"</u>	
.24(1)-Education Experience Missing,.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 3	Met
Date of Hire: 03/10/2020	
Staff # 4	Not Met
Date of Hire: 07/18/2019	
<u>"Missing/Incomplete Components"</u>	
.24(1)-Education Experience Missing	
Staff # 5	Not Met
Date of Hire: 05/16/2020	
<u>"Missing/Incomplete Components"</u>	
.24(1)-Education Experience Missing	
Staff # 6	Not Met
Date of Hire: 03/07/2018	
<u>"Missing/Incomplete Components"</u>	
.24(1)-Education Experience Missing	
Staff # 7	Met
Date of Hire: 02/16/2018	
Staff # 8	Met
Date of Hire: 02/16/2015	
Staff # 9	Not Met
Date of Hire: 02/20/2020	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 10	Met
Date of Hire: 05/12/2006	
Staff # 11	Not Met

Date of Hire: 02/17/2020

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 12

Met

Date of Hire: 08/27/2015

Staff Credentials Reviewed: 7

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

Met

Comment

Criminal record checks were observed to be complete.

Comment

Director provided five file(s) for employees hired since last visit.

591-1-1-.14 First Aid & CPR

Met

Comment

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

Comment

Please be mindful of training expiration dates.

591-1-1-.33 Staff Training

Not Met

Finding

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on review of all staff files that one staff member was hired on February 20, 2020 and has not completed the required Health and Safety and Orientation training. Additionally, a second staff member was hired on February 18, 2020 and has not completed the required Health and Safety and Orientation training.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates and will ensure that the training includes all required components as required.

Correction Deadline: 8/19/2020

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

Met

Comment

591-1-1-.31(2)(b)3.(i) - The center director will ensure that two lead teachers are enrolled in an educational program working towards earning the required educational credentials within six months of employment.

Correction Deadline: 7/20/2020

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.