



**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

**Cover Sheet**

**Date:** 4/25/2022    **VisitType:** Licensing Study    **Arrival:** 10:35 AM    **Departure:** 11:15 AM

**CCLC-39277**

**Shining Star Learning Center**

1125 Larry Street Mount Vernon, GA 30445 Montgomery County  
 (912) 583-0009 lilliejorden@yahoo.com

**Regional Consultant**

Connie Boatright  
 Phone: (912) 544-9701  
 Fax: (912) 544-9700  
 connie.boatright@dec.al.gov

**Mailing Address**  
 P.O. Box 103  
 Ailey, GA 30410

**Quality Rated:** ★ ★ ★

<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.
04/25/2022	Licensing Study	Good Standing	
10/12/2021	Monitoring Visit	Good Standing	
05/19/2021	Licensing Study	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	Room A(Left)	Two Year Olds	1	9	C	23	C	NA	NA	Transitioning,Ce nters,Art
Main	Room B(Right)	Three Year Olds and Four Year Olds	1	13	C	13	C	NA	NA	Art,Story,Transiti oning,Centers
Total Capacity @35 sq. ft.: 18			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Centers Request				
Total # Children this Date: 22			Total Capacity @35 sq. ft.: 18			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground (Left)	32	C
Main	Playground (Right)	8	C

**Comments**

The consultant completed a Licensing Study on this date. The center director stated there is a total of 6 staff with 1 staff being anew hire since the consultant's last visit. The center director stated no medication is administered, no field trips or routine transportation is provided. The consultant request documents for the AR to be uploaded by close of business on Monday, May 2, 2022.

Plan of Improvement: No Plan Developed

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/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



### Important Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

**Contact the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.state.ga.us](mailto:qualityrated@dec.state.ga.us) for more information. Free technical assistance is available!**

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), do the following:

- 1) Log into DECAL KOALA [www.decalkoala.com](http://www.decalkoala.com) with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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)

Lillie Jorden, Program Official

Date

Connie Boatright, Consultant

Date



**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

**Findings Report**

**Date:** 4/25/2022 **VisitType:** Licensing Study

**Arrival:** 10:35 AM

**Departure:** 11:15 AM

**CCLC-39277**

**Shining Star Learning Center**

1125 Larry Street Mount Vernon, GA 30445 Montgomery County  
(912) 583-0009 lilliejorden@yahoo.com

**Mailing Address**

P.O. Box 103  
Ailey, GA 30410

**Regional Consultant**

Connie Boatright

Phone: (912) 544-9701

Fax: (912) 544-9700

connie.boatright@dec.al.ga.gov

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 age appropriate activities through out the center.

**Correction Deadline: 4/26/2022**

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

**Met**

**Comment**

591-1-1-.12(1) - Toys and equipment were observed to be clean and in good repair.

**Correction Deadline: 4/26/2022**

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

**Met**

**Comment**

Center does not provide swimming activities.

**Children's Records**

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 1**

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

Child # 3

Met

Child # 4

Met

Child # 5

Met

**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 files uploaded in Koala that one of five child files were missing the doctor's phone contact 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: 5/9/2022****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(6) requires each child's personal items to be kept in individually labeled cubbies, lockers or racks separated from articles used by other children. The spaces shall be accessible to the children to whom they are assigned. It was determined based on observation that one broom and one dust pan was observed to be stored in the hallway leading to the child bathrooms and handwashing sink, accessible to the children.

**POI (Plan of Improvement)**

The Center will provide each child with individually labeled and accessible storage.

**Correction Deadline: 5/5/2022****591-1-1-.26 Playgrounds(CR)****Not Met**

**Finding**

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation that the following hazards were present on the playground and accessible to the children:

- One light blue Little Tykes rokey horse had missing handles, leaving two holes the size of a quarter, posing an entrapment / cutting hazard.
- The brown, red, blue andtan gym set had a missing table, leaving two holes the size of a dine, posing an entrapment / cutting hazard.
- The blue basketball goal was missing three of three hoops.
- The blue, tan, red climber set had a four inch and a nine inch crack at the end of the slide posing a cutting hazard.

**POI (Plan of Improvement)**

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

**Correction Deadline: 5/5/2022**

**Food Service**

**591-1-1-.15 Food Service & Nutrition** **Not Met**

**Finding**

591-1-1-.15(5) requires that the Center provide a menu listing all meals and snacks to be served during the current week except for School-age Centers where the food may be provided by the Parent(s) by agreement between the School-age Center and the Parent(s). Substitutions shall be recorded on the posted menu and menus shall be retained at the Center for six (6) months. It was determined based on observation and the center director's statement that she has not posted a menu for the past six months.

**POI (Plan of Improvement)**

The Center will list all of the current week's meals and snacks and all substitutions on the menu and keep past menus on file for six months and will implement a system to monitor this.

**Correction Deadline: 5/5/2022**

**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**

Proper hand washing observed throughout the center.

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

**Comment**

The center director stated no medication is administered.

**Policies and Procedures**

**Technical Assistance**

591-1-1-.21(1)(p) - The center director will ensure that the Center to have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. The plan should be updated and kept current.

**Correction Deadline: 4/30/2022****Comment**

Program observed complete emergency drills

---

**591-1-1-.22 Parental Access****Met****Comment**

The consultant observed the parental access notice to be posted on the parent bulletin board.

**Correction Deadline: 4/25/2022****591-1-1-.27 Posted Notices****Met****Comment**

Please make sure that all required signs are posted and up to date.

---

<b>Safety</b>
---------------

---

**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.

---

<b>Sleeping &amp; Resting Equipment</b>
---

---

**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Not Met**

**Finding**

591-1-1-.30(1)(b)1 requires that cots and mats are of sound construction and of sufficient size to accommodate comfortably the size and weight of the child; and that mats are in good repair, washable, covered with a waterproof material and at least two inches (2") thick. It was determined base on observation that two of thirteen mats had rips and tears located in the two-year-old classroom. Additionally, seven of fifteen mats had rips and tears located in the three and four-year-old classroom.

**POI (Plan of Improvement)**

The center director will repair, remove or replace all mats with tears and rips.

**Correction Deadline: 5/5/2022**

**Staff Records**

**Records Reviewed: 6**

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

Staff # 1 Not Met

Date of Hire: 02/16/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training,.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 2 Not Met

Date of Hire: 08/12/2013

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(5)-10 Hrs. Annual Training

Staff # 3 Not Met

Date of Hire: 01/03/2018

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(5)-10 Hrs. Annual Training

Staff # 4 Not Met

Date of Hire: 12/10/2010

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(5)-10 Hrs. Annual Training

Staff # 5 Not Met

Date of Hire: 01/24/2011

"Missing/Incomplete Components"

.14(2)-First Aid Missing,.14(2)-CPR missing,.33(5)-10 Hrs. Annual Training

Staff # 6 Not Met

Date of Hire: 01/03/2022

"Missing/Incomplete Components"

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

**Staff Credentials Reviewed: 4**

---

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

Criminal record checks were observed to be complete.

**Comment**

Director provided 1 file(s) for employees hired since last visit.

---

**591-1-1-.14 First Aid & CPR****Met****Comment**

Please replace/add missing/expired item(s) in first aid kit(s). (Antibacterial Ointment and Insect Sting.

**Comment**

591-1-1-.14(2) - Reminder to reminder upcoming scheduled CPR / First Aid training date of May 16, 2022.

**Correction Deadline: 5/26/2022**

**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 review of documents uploaded in Koala that five of six staff CPR and first aid expired in April of 2022. Additionally, a sixth staff member is employed over ninety days and has not completed 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: 5/31/2022**

---

**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 review of documents uploaded that one staff member hired February 16, 2017 has not completed the required orientation.

**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: 4/25/2022**

**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 documents uploaded in Koala that one staff member hired February 16, 2017 has not completed the Health and safety orientation training as required.

**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: 5/25/2022**

**Finding**

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on review of documents uploaded in Koala that three of six staff members completed zero clock hours of annual training for the year of 2021 where ten clock hours are required. Additionally, one of six staff members completed 1.2 clock hours of annual training for the year of 2021 where ten clock hours are required. Additionally, one of six staff members completed two clock hours of annual training for the year of 2021 where ten clock hours are required.

**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: 5/25/2022**

---

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**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.