



**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:** 11/1/2021    **VisitType:** Licensing Study    **Arrival:** 2:00 PM    **Departure:** 3:30 PM

**CCLC-50597**

**Step by Step Child Care and Learning Center**

130 East Stuart Avenue Lyons, GA 30436 Toombs County  
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**Regional Consultant**

Connie Boatright  
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**Mailing Address**  
Same

**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.
11/01/2021	Licensing Study	Good Standing	
03/16/2021	Monitoring Visit	Good Standing	
10/13/2020	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
Bldg A	Rm. A- 2's	Two Year Olds	1	8	C	15	C	NA	NA	Nap
Bldg A	Rm. B- Infants	Infants	1	4	C	4	C	NA	NA	Floor Play,Free Play
Bldg A	Rm. C- 1's	One Year Olds	2	8	C	8	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 27						Total Capacity @25 sq. ft.: 0				
Modular B-School age	Rm.A		0	0	C	9	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 9						Total Capacity @25 sq. ft.: 0				
Modular C-Preschool	Rm. A- 3yrs-4yrs	Three Year Olds and Four Year Olds	1	14	C	15	C	NA	NA	Nap,Not In Use
Total Capacity @35 sq. ft.: 15						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 34			Total Capacity @35 sq. ft.: 51			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Bldg A	Playground	24	C

### Comments

Due to COVID-19, no in person visit was completed. The provider stated medication is administered however, no medication has been administered since 11-02-2020. No field trips or routine transportation is provided. There is a total of 8 staff with 2 of the 8 staff being new hires.

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/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



### Important New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

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](mailto:qualityrated@dec.state.ga.us)

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](mailto: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)

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Chasity Rubio, Program Official

Date

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Connie Boatright, Consultant

Date



**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 2**

Child # 4 Not Met  
"Missing/Incomplete Components"  
.08(1)-Parent Names, Work Numbers

Child # 5 Met

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

**Technical Assistance**

**Comment**

Parent agreements observed obtained/completed.

**Comment**

Parent authorizations obtained/completed.

**Technical Assistance**

591-1-1-.08(1) - The center director will ensure that all child enrollment packets are thoroughly complete.

**Correction Deadline: 11/1/2021**

**Facility**

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**591-1-1-.06 Bathrooms**

**Met**

**Comment**

Bathrooms observed to be clean and well maintained.

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**591-1-1-.19 License Capacity(CR)**

**Met**

**Comment**

Licensed capacity observed to be routinely met by center.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)**

**Met**

**Comment**

Please be mindful to keep items that pose a hazard inaccessible to children.

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

**Met**

**Comment**

Playground observed to be clean and in good repair.

**Food Service**

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**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>

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**591-1-1-.18 Kitchen Operations**

**Met**

**Comment**

Kitchen appears clean and well organized.

**Health and Hygiene**

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

**Met**

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Met**

**Comment**

Staff stated proper hand washing techniques.

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

**Met**

**Comment**

The provider stated medication is administered however, no medication has been administered since 11-02-2020.

**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures**

**Met**

**Comment**

591-1-1-.21(1)(p) - The consultant observed a current emergency preparedness plan.

**Correction Deadline: 11/6/2021**

**Safety**

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**591-1-1-.05 Animals**

**Met**

**Comment**

Center does not keep animals on premises.

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

**Met**

**Comment**

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

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**591-1-1-.13 Field Trips(CR)****Met****Comment**

Center does not participate in field trips at this time.

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**591-1-1-.36 Transportation(CR)****Met****Comment**

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed.

**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.

**Finding**

591-1-1-.30(1)(a)3 requires that each crib shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. It was determined based on observation that four of four infant cribs did not have tight fitting sheets.

**POI (Plan of Improvement)**

The center will ensure that each crib has an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant.

**Correction Deadline: 11/13/2021**

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**Staff Records**

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**Records Reviewed: 8****Records with Missing/Incomplete Components: 2**

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Staff # 1

Not Met

Date of Hire: 09/07/2020

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 2

Met

Date of Hire: 10/07/2019

Staff # 3

Met

Date of Hire: 06/17/2020

Staff # 4

Met

Date of Hire: 08/25/2020

Staff # 5

Not Met

Date of Hire: 09/16/2021

Reminder - Health & Safety training is required within 90 calendar days of hired"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

**Records Reviewed: 8****Records with Missing/Incomplete Components: 2**

Staff # 6	Met
Date of Hire: 10/12/2026	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 7	Met
Date of Hire: 08/05/2019	
Staff # 8	Met
Date of Hire: 08/11/2020	

**Staff Credentials Reviewed: 6****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided 2 file(s) for employees hired since last visit.

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

Evidence observed of 100% of center staff certified in First Aid and CPR.

**591-1-1-.33 Staff Training Met****Comment**

Documentation observed of required staff training.

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

591-1-1-.31(2)(b)3.(ii)(I) - (VIII) - The consultant observed Professional Development Plans to be on file.

**Correction Deadline: 11/1/2021****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.