



**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:** 11/2/2022 **VisitType:** Monitoring Visit

**Arrival:** 10:35 AM **Departure:** 2:20 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

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dianne.clarke@dec.al.gov

**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.
11/02/2022	Monitoring Visit	Good Standing	
03/31/2022	Licensing Study	Good Standing	
09/28/2021	Monitoring Visit	Good Standing	

**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	2	17	C	12	NC	NA	NA	Centers
I	D-Rt middle		0	0	C	15	C	NA	NA	
I	E-Rt. Front	PreK	2	20	C	20	C	NA	NA	Centers
I	F-Lt Front	PreK	2	18	C	29	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 94					Total Capacity @25 sq. ft.: 0					
II	left front	PreK	2	11	C	23	C	NA	NA	TV,Centers
II	Left rear	PreK	2	17	C	26	C	NA	NA	Outside
II	Right Front	PreK	2	18	C	24	C	NA	NA	Centers
II	Right Rear	PreK	2	18	C	21	C	NA	NA	Lunch
Total Capacity @35 sq. ft.: 94					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 119			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

Reminders: Refer to the published communicable disease chart for guidance regarding communicable diseases. In most scenarios, only outbreaks/clusters should be reported to the local health districts.

Please be sure to contact the Oconee County Department of Health, if there are outbreaks/clusters of positive COVID-19 cases immediately, and get their guidance. Please be sure to also complete a Required Report in DECAL KOALA for all individual cases of communicable diseases within 24 hours. Be sure to select "Notifiable Communicable Diseases" to report closures for COVID cases.

Please be sure to enter all temporary closures in DECAL KOALA under the Required Report tab whenever your facility is closed temporarily for one day or more.

Incident Reports are to be submitted via DECAL KOALA with all signed staff statements for staff and the director.

All amendments are required to be electronically entered in DECAL KOALA effective August 2, 2021.

Please be sure to hide staff who are no longer employed in your DECAL KOALA account. Please reach out for help with this, if needed.

For centers conducting transportation, please remember that the transportation training certificates must be renewed every two years for everyone participating in transportation including the director.

Provided updated orientation checklist.

One Day Letter left on this day.

Plan of Improvement: Developed This Date 11/02/2022

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



### 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.al.ga.gov](mailto:qualityrated@dec.al.ga.gov) 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.

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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.'

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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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Lisa Henry, Program Official

Date

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Dianne Clarke, Consultant

Date



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**Findings Report**

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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**

**Comment**

No hazards observed accessible to children on this date.

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

**Met**

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Health and Hygiene**

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

**Met**

**Comment**

No children enrolled who require diapering. School age children attend only for after school hours.

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

Proper hand washing observed throughout the center.

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

The Provider currently does not dispense/administer medication.

**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 has their physician's information completed on their medical emergency form.

**Correction Deadline: 11/3/2022****Correction Deadline: 4/1/2022****Corrected on 11/2/2022****.36(7)(c)2. - The previous citation was observed to be corrected in that the driver recorded when the children exited and entered the vehicle for the week of October 17 and October 24, 2022. Please ensure that the driver is recording this information for each trip at all times.****Sleeping & Resting Equipment**

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

Pleasant naptime environment observed.

**Staff Records****Records Reviewed: 29****Records with Missing/Incomplete Components: 7**

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Staff # 1	Met
Date of Hire: 08/01/2021	
Staff # 2	Met
Date of Hire: 10/10/2017	
Staff # 3	Met
Date of Hire: 08/04/2021	
Staff # 4	Met
Date of Hire: 07/27/2016	
Staff # 5	Met
Date of Hire: 08/01/2014	

Staff # 6 Date of Hire: 08/01/2021	Met
Staff # 7 Date of Hire: 10/03/2022	Not Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
<u>"Missing/Incomplete Components"</u> .24(1)-Evidence of Orientation Missing	
Staff # 8 Date of Hire: 08/05/2011	Met
Staff # 9 Date of Hire: 07/27/2016	Met
Staff # 10 Date of Hire: 09/26/2017	Met
Staff # 11 Date of Hire: 07/19/2018	Met
Staff # 12 Date of Hire: 02/07/2022	Met
Staff # 13 Date of Hire: 08/01/1998	Met
Staff # 14 Date of Hire: 08/01/2021	Met
Staff # 15 Date of Hire: 10/02/2019	Not Met
<u>"Missing/Incomplete Components"</u> .24(1)-Evidence of Orientation Missing	
Staff # 16 Date of Hire: 08/05/2009	Met
Staff # 17 Date of Hire: 08/22/2022	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 18 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing,.24(1)-No Record	Not Met

**Records Reviewed: 29****Records with Missing/Incomplete Components: 7**

Staff # 19 Date of Hire: 08/01/2020	Met
Staff # 20 Date of Hire: 07/26/2017	Met
Staff # 21 <u>"Missing/Incomplete Components"</u> .24(1)-Evidence of Orientation Missing,.24(1)-No Record	Not Met
Staff # 22 Date of Hire: 07/29/2015	Met
Staff # 23 Date of Hire: 08/03/2022	Met
Staff # 24 Date of Hire: 07/29/2020	Met
Staff # 25 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing,.24(1)-No Record	Not Met
Staff # 26 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing,.24(1)-No Record	Not Met
Staff # 27 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing,.24(1)-No Record	Not Met
Staff # 28 Date of Hire: 07/30/2014	Met
Staff # 29 Date of Hire: 08/19/2002	Met

**Staff Credentials Reviewed: 15**

<b>591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)</b>	<b>Not Met</b>
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**Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of records that staff #18, #25, #26, and #27 did not have evidence of being electronically ported.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will be sure to complete portability request for all staff prior to them being present at the center to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will review the CRC modules regarding criminal records to ensure CRC rules are maintained.

**Correction Deadline: 11/2/2022**

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**591-1-1-.24 Personnel Records**

**Not Met**

**Finding**

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on a review of records that the following staff were missing personnel documentation:

- Staff #7, #15, #18, #21, #25, #26 and #27 : Did not have evidence of orientation completed.
- Staff #18, #25, #26 and #27: Did not have evidence of a personnel file.

**POI (Plan of Improvement)**

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

**Correction Deadline: 11/7/2022**

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

**Met**

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

**Corrected on 11/2/2022**

**.33(3) - The previous citation was observed to be corrected in that training was observed to be completed for 2022. Please ensure that staff completes ten hours of annual training by December 31 each year.**



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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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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.