



**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:** 12/14/2021 **VisitType:** Licensing Study

**Arrival:** 10:00 AM

**Departure:** 11:30 AM

**CCLC-3021**

**Precious Minutes Learning Center**

1760 W. Currahee Street Toccoa, GA 30577 Stephens County  
 (706) 886-1443 janied@windstream.net

**Regional Consultant**

Margarita Collier

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margarita.collier@dec.al.ga.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.  <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.
12/14/2021	Licensing Study	Good Standing	
06/24/2021	Monitoring Visit	Good Standing	
12/31/2020	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
Building 1	A 1R	Two Year Olds and Three Year Olds	1	10	C	14	C	NA	NA	Centers
Building 1	B 2R	One Year Olds and Two Year Olds	1	7	C	11	C	NA	NA	Centers
Building 1	C-1L	Infants	1	4	C	12	C	NA	NA	Nap,Floor Play
Building 1	D-Rear	Three Year Olds and Four Year Olds and Five Year Olds	2	18	C	20	C	28	C	Centers
Total Capacity @35 sq. ft.: 57			Total Capacity @25 sq. ft.: 108							
Building 2	E-Pre-K		0	0	C	19	C	27	C	
Total Capacity @35 sq. ft.: 19			Total Capacity @25 sq. ft.: 108							
Building 3	F-Afterschool		0	0	C	32	C	44	C	
Total Capacity @35 sq. ft.: 32			Total Capacity @25 sq. ft.: 108							
Total # Children this Date: 39			Total Capacity @35 sq. ft.: 108			Total Capacity @25 sq. ft.: 108				

Building	Playground	Playground Occupancy	Playground Compliance
Building 1	Playground	65	C

### Comments

An administrative review was completed on December 14, 2021. Staff file, training, and background checks were all reviewed. A virtual inspection was conducted on December 14, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

Plan of Improvement: Developed This Date 12/14/2021

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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Janie Walker, Program Official

Date

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Margarita Collier, Consultant

Date



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### Findings Report

**Date:** 12/14/2021 **VisitType:** Licensing Study

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#### CCLC-3021

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The following information is associated with a Licensing Study:

### 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.

### Children's Records

**Records Reviewed: 5**

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

Child # 1 Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(3)-Address of Release Person Missing

Child # 2 Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing

Child # 3 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 4 Met

Child # 5 Met

**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 records that child #1 and child #2 did not have documentation of the parents' work address. A review of records further revealed that child #1 and child #2 did not have documentation of the release to persons' address.

**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: 12/14/2021**

**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)****Met****Comment**

Center appears clean and well maintained.

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

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Comment**

Playground observed to be clean and in good repair.

**Food Service****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**

The diaper changing area was observed to be clean and in good repair.

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

Staff were observed to remind children to wash hands.

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

Discussed proper medication documentation and procedures.

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

Center does not keep animals on premises.

**591-1-1-.11 Discipline(CR)****Met****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)****Not Met****Comment**

A current/completed inspection was observed for all vehicles used in transporting children this date.

**Comment**

The vehicle had an approved fire extinguisher and first aid kit on this date.

**Finding**

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on review of records that the center did not document the second check of the vehicle for a school transportation route to Middle School on December 1, 2021.

**POI (Plan of Improvement)**

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

**Correction Deadline: 12/14/2021****Sleeping & Resting Equipment****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.

**Staff Records**

**Records Reviewed: 9****Records with Missing/Incomplete Components: 6**

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Staff # 1 Not Met  
Date of Hire: 03/29/2021

"Missing/Incomplete Components"

.14(2)-CPR missing,.09-Criminal Records Check Missing

Staff # 2 Not Met  
Date of Hire: 07/14/2015

"Missing/Incomplete Components"

.14(2)-First Aid Missing

Staff # 3 Met  
Date of Hire: 08/26/2021

Staff # 4 Not Met  
Date of Hire: 07/15/2015

"Missing/Incomplete Components"

.14(2)-CPR missing

Staff # 5 Met  
Date of Hire: 03/12/2019

Staff # 6 Not Met  
Date of Hire: 06/06/2019

"Missing/Incomplete Components"

.14(2)-First Aid Missing

Staff # 7 Met  
Date of Hire: 06/28/2021

Staff # 8 Not Met  
Date of Hire: 01/01/1992

"Missing/Incomplete Components"

.14(2)-CPR missing

Staff # 9 Not Met  
Date of Hire: 01/22/2015

"Missing/Incomplete Components"

.14(2)-CPR missing

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**Staff Credentials Reviewed: 4**

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

**Not Met**

### Technical Assistance

The consultant discussed the following information regarding criminal record checks with the director:

- Monitor the expiration dates of all staff members' criminal record check letters.
- Submit a portability request via DECAL KOALA for newly hired staff members that have a previous satisfactory comprehensive criminal record check letter issued by the department.
- Ensure that all newly hired staff members have evidence of a satisfactory comprehensive criminal record check letter prior to providing services to children present for care.
- Ensure that all newly hired and/or seasonal staff members with a six-month break of employment from child care submit an updated criminal record check application and complete the fingerprinting process prior to rendering services for child care services.

### Comment

The director provided one file for a staff member hired since the previous visit was conducted on June 24, 2021. The consultant observed one of one newly hired staff member to have evidence of a satisfactory comprehensive determination letter on file.

### 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 review of records that staff member #1, date of hire March 29, 2021, did not have evidence of a current satisfactory comprehensive determination letter prior to being present at the center while children were present for care. Staff member #1 was observed to have a previous satisfactory comprehensive determination letter dated as of March 14, 2021. However, per the director, staff member #1 left the center on an undetermined date approximately one year ago. A one-day letter was left.

### POI (Plan of Improvement)

IMMEDIATE CORRECTION - 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. 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.

**Correction Deadline: 12/14/2021**

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### 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 review of records that staff member, #1, date of hire March 29, 2021, staff member #4, date of hire July 15, 2015, staff member #8, date of hire January 2, 1990, and staff member #9, date of hire January 22, 2015, completed an online CPR training course. A review of records further revealed that staff member #2, date of hire July 14, 2015, and staff member #6, date of hire June 6, 2019, did not have evidence of a current first aid card. Staff member #2 and staff member #6 completed a basic life support course in CPR and AED.

### POI (Plan of Improvement)

The Center will develop and implement a plan to ensure all staff members have satisfactorily completed a first aid and CPR training course by the specified date. The center will ensure that if the first aid and CPR training course is offered online, that a hands-on component is also offered for the CPR training course (hybrid training).

**Correction Deadline: 1/13/2022**



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<b>591-1-1-.33 Staff Training</b>	<b>Met</b>
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**Comment**

Documentation observed of required staff training.

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<b>591-1-1-.31 Staff(CR)</b>	<b>Met</b>
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**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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<b>591-1-1-.32 Staff:Child Ratios and Group Size(CR)</b>	<b>Met</b>
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**Comment**

Center observed to maintain appropriate staff:child ratios.

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<b>591-1-1-.32 Supervision(CR)</b>	<b>Met</b>
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**Comment**

Staff observed to provide direct supervision and be attentive to children's needs.