



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: 4/16/2024 **VisitType:** Licensing Study

Arrival: 10:15 AM **Departure:** 4:20 PM

CCLC-900

La Petite Academy - Scenic

2154 Scenic Hwy., N Snellville, GA 30078 Gwinnett County
(770) 972-2724 7435@lapetite.com

Lead Consultant

Dianne Clarke

Phone: (770) 357-4923

Fax: (770) 357-4922

dianne.clarke@decal.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.
04/16/2024	Licensing Study	Good Standing	
12/19/2023	Monitoring Visit	Good Standing	
06/12/2023	Incident Investigation Closure	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	Middle	Two Year Olds	1	6	C	12	C	NA	NA	Story,Art
Main	1L	Three Year Olds and Four Year Olds	1	17	C	19	C	NA	NA	Outside,Circle Time
Main	1R	Infants and One Year Olds	2	4	C	14	C	NA	NA	Nap,Floor Play
Main	1R Back	Two Year Olds	2	9	C	17	C	NA	NA	Music
Main	2L	GA PreK	2	17	C	25	C	NA	NA	Circle Time,Centers
Main	2R Pre-K 2	GA PreK	2	20	C	21	C	NA	NA	Outside,Transiti oning
Total Capacity @35 sq. ft.: 108					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 73		Total Capacity @35 sq. ft.: 108			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG Left	21	C
Main	PG Right	86	C

Comments

The purpose of the visit is to conduct a Licensing visit from December 19, 2024.

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 Gwinnett County Department of Health, if there are any 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.

You must be sure to enter all temporary closures by 8 a.m. (vacation, emergencies, school closures, holidays etc...) in DECAL KOALA at all times under the Required Report tab whenever your facility is closed temporarily because you are not caring for children for one day or more. Please be sure to SAVE the report prior to exiting.

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.

Please ensure that director and staff responsible for food preparation completes the four (4) hours of nutrition training as soon as possible but within the first year of employment.

For centers conducting or planning on conducting transportation, please remember that the transportation training certificates must be completed prior to participating in transportation and renewed every two years for anyone checking the vehicle, chaperoning on a trip, and signing the checklist, including the director. Please ensure that directors ensure that they also complete the transportation training upon being hired at the center. Please ensure to contact your consultant for guidance if you have not been conducting transportation and plan on conducting transportation.

**Beginning January 1, 2024, there is a free Transportation Training available on OLLI as ProSolutions will no longer offer the class for free. Also, you will be able to find the Health and Safety Orientation Training, which will be 18 hours, for free as well.

Provided updated orientation checklist.

Share information regarding the indicator manual and utilizing it.

Emailed updated Transportation forms including sample as of October 1, 2023, to begin using immediately.

Discussed regarding ensuring to complete rechecks for Criminal Records checks at least 90 days before the five year expiration.

Discussed regarding mats no longer using tape to repair.

Plan of Improvement: Developed This Date

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.decal.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), do the following:

- 1) Log into DECAL KOALA 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)

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 for more information. Free technical assistance is available!



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(Findings Report)

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Mailing Address

Same

The following information is associated with a Licensing Study:

Activities and Equipment

Records Reviewed: 20

Records with Missing/Incomplete Components: 12

Staff # 1 Not Met

Date of Hire: 06/05/2023

"Missing/Incomplete Components"

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

Staff # 2 Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 4 Not Met

Date of Hire: 01/08/2024

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 5 Not Met

Date of Hire: 04/17/2023

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 8 Not Met

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 9 Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 10 Not Met

"Missing/Incomplete Components"

.24(1)-No Record

Staff # 13

Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 15

Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 17

Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 19

Not Met

Date of Hire: 04/10/2023

"Missing/Incomplete Components"

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

Staff # 20

Not Met

Date of Hire: 09/11/2020

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

591-1-1-.12 Equipment & Toys(CR)**Not Met****Finding**

591-1-1-.12(2) requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. It was determined based on observation that the following classrooms had equipment that was not in good repair:

-1L: The red couch in the library area was observed to have a tear and worn in other areas.

-1R Back: The vinyl on the brown couch and chair were observed to be peeled off.

POI (Plan of Improvement)

The Center will ensure that equipment and furniture are used by the age-appropriate group of children. Will remove the items.

Correction Deadline: 4/16/2024**591-1-1-.35 Swimming Pools & Water-related Activities(CR)****Met****Comment**

Center does not provide swimming activities.

Children's Records

Staff # 1

Not Met

Date of Hire: 06/05/2023

"Missing/Incomplete Components"

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

Staff # 2

Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 4

Not Met

Date of Hire: 01/08/2024

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 5

Not Met

Date of Hire: 04/17/2023

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 8

Not Met

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 9

Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 10

Not Met

"Missing/Incomplete Components"

.24(1)-No Record

Staff # 13

Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 15

Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 17

Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 19

Not Met

Date of Hire: 04/10/2023

"Missing/Incomplete Components"

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

Staff # 20

Not Met

Date of Hire: 09/11/2020

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers,.08(1)-Emergency Contact information Missing	
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers	
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers,.08(1)-Emergency Contact information Missing	
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers,.08(1)-Doctor, Clinic, Phone Numbers	

591-1-1-.08 Children's Records**Not Met****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, intellectual disabilities or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records that children's files were missing information on their enrollment form:

-Child #1 was missing their mother and father's work address and their emergency contact address.

-Child #2 was missing their father's work address.

-Child #3 was missing their mother's work address and their emergency contact address.

-Child #5 was missing their mother's work address and physician's 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: 4/16/2024**Technical Assistance**

591-1-1-.08(6) - Please ensure to reiterate to parents that they are responsible for signing their child in and out daily.

Correction Deadline: 4/16/2024**Facility**

Staff # 1	Not Met
Date of Hire: 06/05/2023	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	

Staff # 2	Not Met
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"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 4

Not Met

Date of Hire: 01/08/2024

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 5

Not Met

Date of Hire: 04/17/2023

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 8

Not Met

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 9

Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 10

Not Met

"Missing/Incomplete Components"

.24(1)-No Record

Staff # 13

Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 15

Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 17

Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 19

Not Met

Date of Hire: 04/10/2023

"Missing/Incomplete Components"

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

Staff # 20

Not Met

Date of Hire: 09/11/2020

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

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(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that the following hazards were observed to be accessible:

-1L: There was a broom and dust pan observed in the bathroom.

-1R Back: There was a broom and dust pan and toilet brush observed in the bathroom.

-2L: There was a broom and dust pan observed in the bathroom.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 4/16/2024**Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that the ceiling tile in the 2L and 2R Pre-K 2 classrooms were observed to be stained and needed to be replaced.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 4/19/2024**591-1-1-.26 Playgrounds(CR)****Not Met****Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that the mulch was observed to not be flush with the concrete on PG Left.

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

Correction Deadline: 4/19/2024**Health and Hygiene****Records Reviewed: 20****Records with Missing/Incomplete Components: 12**

Staff # 1

Not Met

Date of Hire: 06/05/2023

"Missing/Incomplete Components"

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

Staff # 2

Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 4

Not Met

Date of Hire: 01/08/2024

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 5

Not Met

Date of Hire: 04/17/2023

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 8

Not Met

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 9

Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 10

Not Met

"Missing/Incomplete Components"

.24(1)-No Record

Staff # 13

Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 15

Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 17

Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 19

Not Met

Date of Hire: 04/10/2023

"Missing/Incomplete Components"

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

Staff # 20

Not Met

Date of Hire: 09/11/2020

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

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 Provider currently does not dispense/administer medication.

Records Reviewed: 20

Records with Missing/Incomplete Components: 12

Staff # 1 Not Met

Date of Hire: 06/05/2023

"Missing/Incomplete Components"

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

Staff # 2 Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 4 Not Met

Date of Hire: 01/08/2024

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 5 Not Met

Date of Hire: 04/17/2023

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 8 Not Met

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 9 Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 10 Not Met

"Missing/Incomplete Components"

.24(1)-No Record

Staff # 13 Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 15 Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 17 Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 19 Not Met

Date of Hire: 04/10/2023

"Missing/Incomplete Components"

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

Staff # 20

Not Met

Date of Hire: 09/11/2020

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

591-1-1-.21 Operational Policies & Procedures**Not Met****Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of records that the fire drill was not recorded for November and December 2023. Also, the review of emergency procedure pages were not available.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 4/21/2024**Safety**

Staff # 1

Not Met

Date of Hire: 06/05/2023

"Missing/Incomplete Components"

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

Staff # 2

Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 4

Not Met

Date of Hire: 01/08/2024

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 5

Not Met

Date of Hire: 04/17/2023

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 8

Not Met

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 9

Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 10

Not Met

"Missing/Incomplete Components"

.24(1)-No Record

Staff # 13

Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 15

Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 17

Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 19

Not Met

Date of Hire: 04/10/2023

"Missing/Incomplete Components"

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

Staff # 20

Not Met

Date of Hire: 09/11/2020

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

591-1-1.11 Discipline(CR)**Met****Comment**

Age-appropriate discussion and/or redirection observed.

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****Finding**

591-1-1-.36(4)(b) requires that the interior of a transportation vehicle be clean, in safe repair and free of hazardous items, objects and/or other non-essential items which could cause injury. It was determined based on observation that a tire was observed in the last seat on the vehicle.

POI (Plan of Improvement)

The center will maintain that all transportation vehicles are clean, in safe repair, and free from hazards.

Correction Deadline: 4/17/2024**Finding**

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on a review of records that during the week of April 8, 2024, from Britt Elementary, the driver did not record when one child entered or exited the vehicle.

POI (Plan of Improvement)

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

Correction Deadline: 4/17/2024

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 a review of records that the second check was not recorded as being completed from Britt Elementary School on March 29, 2024 and April 12, 2024.

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: 4/16/2024

Sleeping & Resting Equipment

Records Reviewed: 20

Records with Missing/Incomplete Components: 12

Staff # 1	Not Met
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Date of Hire: 06/05/2023

"Missing/Incomplete Components"

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

Staff # 2	Not Met
-----------	---------

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 4	Not Met
-----------	---------

Date of Hire: 01/08/2024

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 5	Not Met
-----------	---------

Date of Hire: 04/17/2023

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 8	Not Met
-----------	---------

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 9	Not Met
-----------	---------

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 10	Not Met
------------	---------

"Missing/Incomplete Components"

.24(1)-No Record

Staff # 13	Not Met
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing	
Staff # 15	Not Met
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing	
Staff # 17	Not Met
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing	
Staff # 19	Not Met
Date of Hire: 04/10/2023	
<u>"Missing/Incomplete Components"</u>	
.31(2)(b)2.-Staff Qualifications-Education Missing	
Staff # 20	Not Met
Date of Hire: 09/11/2020	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	

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

Pleasant naptime environment observed.

Staff Records

Staff # 1	Not Met
Date of Hire: 06/05/2023	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing	
Staff # 4	Not Met
Date of Hire: 01/08/2024	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 5	Not Met
Date of Hire: 04/17/2023	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate,.31(2)(b)2.-Staff Qualifications-Education Missing	

Staff # 8	Not Met
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 9	Not Met
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing	
Staff # 10	Not Met
<u>"Missing/Incomplete Components"</u>	
.24(1)-No Record	
Staff # 13	Not Met
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing	
Staff # 15	Not Met
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing	
Staff # 17	Not Met
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing	
Staff # 19	Not Met
Date of Hire: 04/10/2023	
<u>"Missing/Incomplete Components"</u>	
.31(2)(b)2.-Staff Qualifications-Education Missing	
Staff # 20	Not Met
Date of Hire: 09/11/2020	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	

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

Criminal record checks were observed to be complete.

-Please ensure that applicants/staff are listing exact dates (including month/day/year) on 10-year work history form in order to determine any breaks in service from the childcare industry.

-Please ensure that all staff, volunteers, independent contractors, substitutes etc...has their records check electronically ported to the center's list in KOALA before being present at the facility.

-Please ensure that records checks are redone if there is a six-month (180 calendar days) break in service from the childcare industry.

-Please also ensure that satisfactory records checks are updated before the expiration date of the five year period. The center should submit a renewal 90 days before it expires.

-Ensure that all therapists and other independent contractors have an updated records check on file, before being present at the center or home or is supervised at all times by a staff with a comprehensive records check.

-Please ensure that staff with a national background check is always present with a staff who has a comprehensive background check. Staff should never be by themselves.

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 a review of records that staff #1 hired on June 5, 2023, did not have evidence of Hands-On CPR training. The documentation showed that the staff completed the training online.

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: 5/16/2024

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 staff #2, #10, #14, #16, and #18 did not have evidence of orientation on file. Staff #11 did not have evidence of a personnel file available for the consultant to review.

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: 4/21/2024

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 a review of records that the following staff did not have evidence of Health and Safety Orientation Training:

- Staff #4 hired on January 8, 2024.
- Staff #6 hired on April 17, 2023.
- Staff #9 hired on October 23, 2023.

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: 5/16/2024

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 records, staff #21, hired on September 11, 2020, did not have evidence of 10 hours of annual training completed for 2023.

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: 5/16/2024

Recited on 4/16/2024

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

Not Met

Finding

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on a review of records that staff #5 hired on April 17, 2023, and staff #19 hired on April 10, 2023, did not meet the minimum education requirement.

POI (Plan of Improvement)

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

Correction Deadline: 7/16/2024

Staffing and Supervision

Records Reviewed: 20

Records with Missing/Incomplete Components: 12

Staff # 1

Not Met

Date of Hire: 06/05/2023

"Missing/Incomplete Components"

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

Staff # 2

Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 4

Not Met

Date of Hire: 01/08/2024

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 5

Not Met

Date of Hire: 04/17/2023

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 8	Not Met
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 9	Not Met
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing	
Staff # 10	Not Met
<u>"Missing/Incomplete Components"</u>	
.24(1)-No Record	
Staff # 13	Not Met
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing	
Staff # 15	Not Met
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing	
Staff # 17	Not Met
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing	
Staff # 19	Not Met
Date of Hire: 04/10/2023	
<u>"Missing/Incomplete Components"</u>	
.31(2)(b)2.-Staff Qualifications-Education Missing	
Staff # 20	Not Met
Date of Hire: 09/11/2020	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	

591-1-1-.32 Staff:Child Ratios and Group Size(CR)**Not Met****Finding**

591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20; and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined based on observation that there was a ratio of 1:17 on the playground for the 1L classroom where a ratio of 2:17 was needed.

POI (Plan of Improvement)

The Center will hire additional Staff or reschedule current Staff to meet required Staff:child ratios and will organize children into groups that meet requirements. The staff came outside with the consultant during the visit. The consultant discussed ensuring to maintain ratios at all times.

Correction Deadline: 4/16/2024**591-1-1-.32 Supervision(CR)****Met**

Comment

Adequate supervision observed on this date. Discussed the supervision rule which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.