



**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:** 8/18/2021 **VisitType:** Licensing Study **Arrival:** 1:00 PM **Departure:** 3:00 PM

**CCLC-11107**

**ABC Childcare & Learning Center**

3331 Milledgeville Road Augusta, GA 30909 Richmond County  
 (706) 738-5472 btodd55@comcast.net

**Regional Consultant**

Melyn Smith

Phone: (706) 855-3455  
 Fax: (706) 434-7640  
 melyn.smith@dec.al.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** ★ ★ ★

| <u>Compliance Zone Designation</u> |                  |               | <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.<br><br><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|------------------------------------|------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 08/18/2021                         | Licensing Study  | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 01/20/2021                         | Monitoring Visit | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 07/23/2020                         | 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 1                         | A-Right        | Two Year Olds                      | 2                              | 14       | C    | 21         | C            | NA         | NA           | Lunch                    |
| Bldg 1                         | B-Middle Left  | One Year Olds                      | 1                              | 8        | C    | 9          | C            | NA         | NA           | Transitioning, Nap       |
| Bldg 1                         | C-Middle Right | Infants                            | 2                              | 5        | C    | 6          | C            | NA         | NA           | Feeding, Floor Play, Nap |
| Bldg 1                         | D-Left         |                                    | 0                              | 0        | C    | 23         | C            | 32         | C            |                          |
| Total Capacity @35 sq. ft.: 59 |                |                                    | Total Capacity @25 sq. ft.: 99 |          |      |            |              |            |              |                          |
| Bldg 2                         | Left           | Three Year Olds and Four Year Olds | 1                              | 13       | C    | 20         | C            | NA         | NA           | Circle Time              |
| Bldg 2                         | Right          | Three Year Olds                    | 1                              | 12       | C    | 20         | C            | 29         | C            | Lunch                    |
| Total Capacity @35 sq. ft.: 40 |                |                                    | Total Capacity @25 sq. ft.: 99 |          |      |            |              |            |              |                          |
| Total # Children this Date: 52 |                |                                    | Total Capacity @35 sq. ft.: 99 |          |      |            |              |            |              |                          |
|                                |                |                                    | Total Capacity @25 sq. ft.: 99 |          |      |            |              |            |              |                          |

| Building | Playground           | Playground Occupancy | Playground Compliance |
|----------|----------------------|----------------------|-----------------------|
| Bldg 1   | Infant-Play yard     | 6                    | C                     |
| Bldg 1   | School-Age Play Yard | 56                   | C                     |
| Bldg 1   | Toddler Play Yard    | 22                   | C                     |
| Bldg 2   | Preschool Play yard  | 38                   | C                     |

## Comments

An Administrative Review was conducted on August 18, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on August 26, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

Plan of Improvement: Developed This Date 08/18/2021

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/RuleAndRegulations.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), 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)



## Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

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)

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Annie Lowry, Program Official

Date

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Melyn Smith, Consultant

Date



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### Findings Report

**Date:** 8/18/2021 **VisitType:** Licensing Study

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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)**

N/A

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 5**

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

Child # 1 Met

Child # 2 Not Met

"Missing/Incomplete Components"

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

Child # 3 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 4 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 5 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, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined, based on review of records, that two of five children's files reviewed were lacking the addresses for release persons on this date. It was further determined that one of five children's files reviewed was lacking the parent's work phone number on this date.

**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: 8/27/2021**

|                 |
|-----------------|
| <b>Facility</b> |
|-----------------|

**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.

|                     |
|---------------------|
| <b>Food Service</b> |
|---------------------|

**591-1-1-.15 Food Service & Nutrition**

Not Met

**Comment**

Center menu meets USDA guidelines.

**Finding**

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined, based on review of records, that the infant feeding plans did not contain all required information, as the Center was observed to not use the updated infant feeding plan effective October 1, 2020.

**POI (Plan of Improvement)**

The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis that will include center staff involved with enrollment and those working in the infant classrooms.

Correction Deadline: 8/27/2021

## 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)

N/A

#### Comment

The Provider currently does not dispense/administer medication.

## Policies and Procedures

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

Met

#### Comment

Program observed complete emergency drills

## Safety

### 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)

N/A

#### Comment

Center does not participate in field trips at this time.

### 591-1-1-.36 Transportation(CR)

Not Met

#### Finding

591-1-1-.36(8) restricts a child's travel time to forty-five minutes on each trip between the Center and destination unless accompanied by the Parent and excluding field trips. It was determined, based on review of records, that children's travel time exceeded 45 minutes during afternoon routine transportation during the week of August 9, 2021, to the center from Wheelless Road Elementary School, Deans Bridge Head Start Center, and Tutt Middle School.

#### POI (Plan of Improvement)

The center will ensure that the travel time is no more than forty-five minutes on each trip.

Correction Deadline: 8/27/2021

## Sleeping & Resting Equipment

### 591-1-1-.30 Safe Sleeping and Resting Requirements(CR)

Met

#### Comment

Pleasant naptime environment observed.

## Staff Records

**Records Reviewed: 13**

**Records with Missing/Incomplete Components: 0**

|                          |                                                                                             |
|--------------------------|---------------------------------------------------------------------------------------------|
| Staff # 1                | Met                                                                                         |
| Date of Hire: 04/28/2021 |                                                                                             |
| Staff # 2                | Met                                                                                         |
| Date of Hire: 08/02/2021 | <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u> |
| Staff # 3                | Met                                                                                         |
| Date of Hire: 02/07/2006 |                                                                                             |
| Staff # 4                | Met                                                                                         |
| Date of Hire: 01/04/2011 |                                                                                             |
| Staff # 5                | Met                                                                                         |
| Date of Hire: 06/08/2021 | <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u> |
| Staff # 6                | Met                                                                                         |
| Date of Hire: 08/06/2018 |                                                                                             |
| Staff # 7                | Met                                                                                         |
| Date of Hire: 09/29/2003 |                                                                                             |
| Staff # 8                | Met                                                                                         |
| Date of Hire: 01/22/2021 |                                                                                             |
| Staff # 9                | Met                                                                                         |
| Date of Hire: 08/12/2013 |                                                                                             |
| Staff # 10               | Met                                                                                         |
| Date of Hire: 08/12/2013 |                                                                                             |
| Staff # 11               | Met                                                                                         |
| Date of Hire: 02/20/2004 |                                                                                             |
| Staff # 12               | Met                                                                                         |
| Date of Hire: 01/08/2021 |                                                                                             |
| Staff # 13               | Met                                                                                         |
| Date of Hire: 03/29/2021 |                                                                                             |

**Staff Credentials Reviewed: 5**

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

**Met**

**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided five files for employees hired since last visit.

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|                                        |            |
|----------------------------------------|------------|
| <b>591-1-1-.14 First Aid &amp; CPR</b> | <b>Met</b> |
|----------------------------------------|------------|

**Comment**

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

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

**Comment**

Documentation observed of required staff training.

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

**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> |
|----------------------------------------------------------|------------|

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Comment**

Adequate supervision observed on this date during the virtual walk through.