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: 7/31/2024 **VisitType:** Licensing Study **Arrival:** 10:10 AM **Departure:** 6:25 PM

CCLC-51607
The Pangea School
850 Buford Drive Lawrenceville, GA 30043 Gwinnett County
(770) 962-1960

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		
07/31/2024	Licensing Study	Good Standing
01/09/2024	Licensing Study	Good Standing
07/12/2023	Monitoring Visit	Good Standing

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.

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	A-1L		0	0	C	25	C	NA	NA	
Main	B-Middle		0	0	C	21	C	NA	NA	
Main	C-Mid Rt	Three Year Olds and Four Year Olds	1	6	C	22	C	NA	NA	Outside,Transitioning
Main	D-Mid Lt	Four Year Olds and Five Year Olds and Six Year Olds and Over	1	14	C	25	C	NA	NA	Centers
Main	E-Bk Rt		0	0	C	21	C	NA	NA	
Main	F-Bk Lt		0	0	C	24	C	NA	NA	
Main	G-3R	One Year Olds	2	6	C	16	C	NA	NA	Outside,Free Play
Main	H-2R	Two Year Olds	1	6	C	21	C	NA	NA	Centers,Outside
Main	I-1R	Infants	1	1	C	16	C	NA	NA	Floor Play
		Total Capacity @35 sq. ft.: 191			Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 33		Total Capacity @35 sq. ft.: 191			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance

Comments
The purpose of the visit is to conduct a Licensing Study visit.

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 within a 24 hour period of an incident occurring at the center, if medical attention was needed, child left unsupervised, DFCS notified etc...

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 in Georgia PDS (GaPDS) 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. Suggestion: Check monthly or sooner to ensure that staff’s criminal records checks are not about to expire.

One Day letter left.

Plan of Improvement: Developed This Date 07/31/2024

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@decal.ga.gov **for more information. Free technical assistance is available!**

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

Summary Report

Date: 7/31/2024 **VisitType:** Licensing Study **Arrival:** 10:10 AM **Departure:** 6:25 PM

CCLC-51607
The Pangea School
850 Buford Drive Lawrenceville, GA 30043 Gwinnett County
(770) 962-1960

Lead Consultant
Dianne Clarke
Phone: (770) 357-4923
Fax: (770) 357-4922
dianne.clarke@decal.ga.gov

Mailing Address
Same

The following information is associated with a Licensing Study:

Activities and Equipment

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

Comment
A variety of equipment and toys were observed throughout the center.

Finding
591-1-1-.12(4) requires that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. It was determined based on observation that a fan was observed on a shelf in the H-2R classroom and was accessible.

POI (Plan of Improvement)
The Center will ensure that the identified equipment or furniture and any other such existing or future items are secured adequately and will have a system for checking these for stability. The assistant director stated that they will remove the fans from the classroom.

Correction Deadline: 7/31/2024

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: 4**

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

Child # 2 Not Met
"Missing/Incomplete Components"
.08(1)-Parent Names, Work Numbers

Child # 3 Not Met
"Missing/Incomplete Components"
.08(1)-Doctor, Clinic, Phone Numbers

Child # 5 Not Met

"Missing/Incomplete Components"

.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 the following information was missing from children's files:
-Child #1: Mother and Father's work address missing
-Child #2: Mother's work address missing
-Child #3 and #5: Physician's information missing

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. The assistant will follow up with parents to make sure that the information and check files regularly.

Correction Deadline: 7/31/2024

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) **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 stored accessible to children:

-C Mid Rt: Grocery bags, wipes packaging, bug spray were observed in the children's cubby area and were accessible. Tape dispenser with a sharp edge, bug spray and Suncscreen, and a stapler were observed on the shelf in the cubby area. A stapler was observed on a shelf in the block area and was accessible. In the cabinet area near the sink in the classroom, goof off was observed beneath the sink area. Staff bag was also observed to be accessible in the cubby area on the side where the boys bathroom is located.
-B-Middle: A toilet brush was observed in the boys bathroom. A package of Lysol wipes was observe near the sink and was accessible.
-D-Mid Lt: A bag was observed with hand sanitizer and bug spray near the trash can and was accessible to the children.
-E Bk Rt: A toilet brush was observed in the bathroom on the right side of the toilet.
-F-Bk Lt: A toilet brush was observed on the right of the toilet.
-G-3R: Aquaphor and wipes packaging were observed in a child's bag. A nail clipper, petroleum jelly, Desitin, wipes packaging was observed in a child's bag and was accessible. A toilet brush was observed to the right of the toilet in the bathroom. Also, a fan was observed to be accessible near the cubby area to the left of the classroom.
-H2R: A toilet brush was observed to the right of the toilet. Grocery bag and Sunscreen was observed in a child's bag.

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. The staff removed all of the items during the visit. The assistant director will ensure that bags are placed out of reach of children.

Correction Deadline: 7/31/2024

Recited on 7/31/2024

Correction Deadline: 1/9/2024

Corrected on 7/31/2024
.25(3) - The previous citation was observed to be corrected in that the cabinet was repaired. Please ensure to make repairs immediately and ensure that repairs are not accessible to the children at all times.

591-1-1-.26 Playgrounds(CR) **Not Met**

Finding
591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that the double gate on the fence to the left of the left playground had a six and a half inch gap and was observed to be leaning over. Also, a pole was observed to be detached at the top to the right of the double gate.

POI (Plan of Improvement)
The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use. The assistance director will ensure that playground checks take place to check the fence monthly. They will ask the maintenance person to close the gap for now.

Correction Deadline: 8/4/2024

Correction Deadline: 7/21/2023

Corrected on 7/31/2024
.26(6) - The previous citation was observed to be corrected in that there were no peeling paint and the repairs were made. Please ensure that the playground is maintained and hazards are not accessible to the children at all times.

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 following hazards were observed on the playground:

Left Playground. A black hose and green turf mat were hanging on the fence where the AC unit is enclosed. There were nine holes in the PVC border surrounding the play structure. The wood was observed to be split at the back side of the wooden border near the tables. Overgrown branches were hanging over the wooden fence and throughout the metal fence towards the back side of the playground. Large sticks were observed throughout the mulch.
Right Playground: A rug was observed hanging on the fence towards the back. Large sticks were observed throughout the mulch. Also, the black drain was observed to be detached on the left side.

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. The assistance director will ensure that playground checks take place to check monthly.

Correction Deadline: 8/9/2024

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
Staff were observed to remind children to wash hands.

591-1-1-.20 Medications(CR) **Not Met**

Finding
591-1-1-.20(4) requires the Center to keep medication in a cabinet or container that is locked or otherwise not accessible to the children and to be stored separate from cleaning chemicals, supplies or poisons. Medications requiring refrigeration shall be placed in a leak-proof container in a refrigerator that is not accessible to the children. It was determined based on observation that Tylenol was found in a child's bag in the G-3R classroom in the cubby area.

POI (Plan of Improvement)
The Center will train Staff on the safe and proper storage of medication and monitor to ensure that the rule is met. The assistant director spoke with the parent, the center does not administer medication. Will ensure that the lead teacher will check bags in the mornings.

Correction Deadline: 7/31/2024

Policies and Procedures

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 lockdown drill was not completed for 2024, as of July 2024.

POI (Plan of Improvement)
The Center will hold the drills as required and keep the documentation of the drills on file for two years. The assistant director will completed immediately. Will mark the days that the drill should be completed to prevent a repeat citation.

Correction Deadline: 8/5/2024

591-1-1-.27 Posted Notices **Met**

Correction Deadline: 1/9/2024

Corrected on 7/31/2024
.27 - The previous citation was observed to be corrected in that the center designee was observed to be posted in a public area. Please ensure that the information is posted at all times and updated accordingly.

Safety

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

Comment
Age-appropriate discussion and/or redirection observed.

591-1-1-.13 Field Trips(CR) **Not Met**

Finding
591-1-1-.13(6) requires Center Staff to have emergency medical information on each child who goes on a field trip that includes allergies, special medical needs and conditions, current prescribed medications required to be taken on a daily basis for a chronic condition, the name and phone number of the child's doctor, the local medical facility the Center uses in the area where the Center is located, and the telephone numbers where the parent can be reached. The emergency medical information shall be left at the Center as well as taken on the trip in the possession of the adult in charge of the trip. It was determined based on a review of records that four children were missing their medical emergency forms and participated in field trips on July 25, 2024 and July 26, 2024. Also, six children were missing their physician's information and three were missing their emergency contact information.

POI (Plan of Improvement)
Center Staff will review emergency medical information for each child who goes on a field trip and obtain any missing information. The Center will ensure that this information is in the possession of both the Center and the required adult on the trip. The assistant director will have parents complete a new form for the school year. Will check transportation documents monthly.

Correction Deadline: 7/31/2024

591-1-1-.36 Transportation(CR) **Not Met**

Comment
A current/completed inspection was observed for all vehicles used in transporting children this date. The inspection for vehicle tag number TGG 7344, the only vehicle used for transportation, was completed on January 11, 2024.

Finding
591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on review of records three children participating in transportation were missing their physician's information and two were missing their emergency contact and were participating in transportation.

POI (Plan of Improvement)
The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle. The assistant director will have parents complete a new form for the school year. Will check transportation documents monthly.

Correction Deadline: 8/2/2024

Recited on 7/31/2024

Correction Deadline: 1/10/2024

Corrected on 7/31/2024
.36(7)(c)2. - The previous citation was observed to be corrected in that the load and unload was observed to be completed for children participating in transportation. Please ensure that a marksymbol is recorded for all children participating in transportation.

Correction Deadline: 1/9/2024

Corrected on 7/31/2024
.36(7)(c)3. - The previous citation was observed to be corrected in that the times were documented for transportation during the week of May 6, 2024, and May 13, 2024. Please ensure that staff are completing the times of arrival and departure for transportation at all times.

Sleeping & Resting Equipment

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

Correction Deadline: 1/9/2024

Corrected on 7/31/2024
.30(1)(d) - The previous citation was observed to be corrected that there was appropriate space for the mats during naptime. Please ensure that spacing between mats at naptime is always adhered to.

Staff Records

Records Reviewed: 11 **Records with Missing/Incomplete Components: 3**

Staff # 4 Not Met

Date of Hire: 08/04/2023

"Missing/Incomplete Components"

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

Staff # 5 Not Met

Date of Hire: 07/31/2023

"Missing/Incomplete Components"

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

Staff # 10 Not Met

Date of Hire: 09/15/2022

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) **Not Met**

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 a review of records that staff #4 hired on December 13, 2019 and staff #7 hired on June 17, 2019, did not have evidence of a satisfactory records check on file and were present.

POI (Plan of Improvement)
IMMEDIATE CORRECTION - The Center will ensure to receive a completed a records check determination for staff prior to them being present at 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 childcare 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. The director and/or staff responsible for staffing will review the CRC modules regarding criminal records to ensure the CRC rules are maintained. An application was submitted to renew the records check. Will check monthly to ensure that staff records check will not expire.

Correction Deadline: 7/31/2024

Finding
591-1-1-.09(1)(l)3. requires the Center to immediately require a new Comprehensive Records Check Determination for a Director, Employee or Provisional Employee at least once every five years. It was determined based on a review of records that staff #4 hired on December 13, 2019 and staff #7 hired on June 17, 2019, did not have a new current records check on file. The records check had expired for both individuals.

POI (Plan of Improvement)
IMMEDIATE CORRECTION - The Center will check regularly to ensure that each Director, Employee and Provisional Employee has a Comprehensive Records Check Determination on file that has been issued within the past five years. 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 director and/or staff responsible for staffing will review the CRC modules regarding criminal records to ensure the CRC rules are maintained. An application was submitted to renew the records check. Will check monthly to ensure that staff records check will not expire.

Correction Deadline: 7/31/2024

591-1-1-.14 First Aid & CPR(CR) **Not Met**

Correction Deadline: 2/8/2024

Corrected on 7/31/2024
.14(2) - The previous citation was observed to be corrected in that staff has completed the First Aid and CPR training. Please ensure that all staff has completed their First Aid and CPR as required including renewal.

Finding
591-1-1-.14(3) requires the Center to have a first aid kit in each building of the Center and in any vehicle used by the Center for transportation of children, that contains scissors, tweezers, gauze pads, adhesive tape, thermometer, band-aids, assorted sizes, antibacterial ointment, insect-sting preparation, an antiseptic cleansing solution, triangular bandages, rubber gloves, protective eye wear, a protective face mask, and a cold pack. The first aid kit, together with a first aid instruction manual which must be kept with the kit at all times, shall be stored so that it is not accessible to children but is easily accessible to Staff. It was determined based on observation that the first aid kits were missing the following items:
-Vehicle Tag TGG 7344: Thermometer, protective eye wear and face mask.
-Building: Protective eye wear and Insect sting preparation.

POI (Plan of Improvement)
Center Staff will provide any missing first aid kits, add any missing items to each first aid kit and will develop and use a plan for checking the kits and replacing missing items in each kit in the future. First aid kits and instruction manuals will be stored so that they kits are not accessible to children but are easily accessible to Center Staff. The assistant director will check the kit monthly and replace items.

Correction Deadline: 8/10/2024

591-1-1-.33 Staff Training **Not Met**

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 a review of records that staff #13 did not have evidence of ten 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. The assistant director stated that they will have staff complete the training before the end of the year.

Correction Deadline: 8/30/2024

591-1-1-.31 Staff(CR) **Not Met**

Finding
591-1-1-.31(1)(b)2 requires the Director to possess at least one of the sets of minimum academic requirements and qualifying child care experience listed in Rule 591-1-1-.31(1)(b)2.(i-xiii). It was determined based on a review of records that there was no director with the required education credential.

POI (Plan of Improvement)
The Center will ensure that the Director meets the minimum education and work requirements and secure the necessary documentation. The assistant director will talk with the owner regarding hiring of the director.

Correction Deadline: 10/31/2024

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 #8 hired on July 31, 2023, did not have evidence of an education credential on file.

POI (Plan of Improvement)
A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience. The assistant director will talk with the owner regarding hiring of the lead teachers.

Correction Deadline: 10/31/2024

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR) **Met**

Comment
Center observed to maintain appropriate staff:child ratios.

591-1-1-.32 Supervision(CR) **Met**

Correction Deadline: 1/9/2024

Corrected on 7/31/2024
.32(7) - The previous citation was observed to be corrected in that the children were observed to be supervised. Please ensure that the children are supervised at all times. 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.