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: 10/26/2023 **VisitType:** Licensing Study **Arrival:** 9:45 AM **Departure:** 3:00 PM

CCLC-31727

Kinder Kollege Christian School

2725 Charlestown Dr. College Park, GA 30337 Fulton County
(404) 768-5037 cdsaffordkkcs@yahoo.com

Regional Consultant

Ashlee Perry

Phone: ()
Fax:
ashlee.perry@decal.ga.gov

Joint with: Princess Walton

Mailing Address
Same

Quality Rated: No

Compliance Zone Designation		
10/26/2023	Licensing Study	Good Standing
02/14/2022	Licensing Study	Good Standing
07/08/2021	MV POI Follow Up	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 (Front/School Age)		0	0	C	14	C	20	C	
Main	B (MIddle/Infants)	Infants	1	5	C	18	C	NA	NA	Floor Play,Nap
Main	C (Front Right)	Six Year Olds and Over	1	2	C	13	C	18	C	Homework
Main	D (Back Right)	Three Year Olds and Four Year Olds	1	5	C	17	C	NA	NA	Centers
Main	E (Front Left)		0	0	C	16	C	NA	NA	
Main	F (Back Left)	Two Year Olds and Three Year Olds	2	6	C	10	C	NA	NA	Centers
		Total Capacity @35 sq. ft.: 88			Total Capacity @25 sq. ft.: 99					
Total # Children this Date: 18		Total Capacity @35 sq. ft.: 88			Total Capacity @25 sq. ft.: 99					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Infants	15	C
Main	Middle	21	C
Main	School Age	22	C

Comments
The purpose of this visit was to conduct a Licensing Study and to follow up on previous citations.

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 a1 855-800-7747 or qualityrated@decal.ga.gov **for more information. Free techincal assistance is available!**

Cheryl Safford, Program Official Date

Ashlee Perry, Regional Consultant Date

Princess Walton, CCS Coordinator Date

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(Findings Report)

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities **Not Met**

Finding
591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on observation that Classrooms B, D, and E did not have current lesson plans posted, on this date.

POI (Plan of Improvement)
The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

Correction Deadline: 10/26/2023

591-1-1-.12 Equipment & Toys(CR) **Met**

Comment
A variety of equipment and toys were observed throughout the center. Consultant discussed with the provider to ensure regular cleaning and disinfecting of equipment and toys.

591-1-1-.35 Swimming Pools & Water-related Activities(CR) **Met**

Comment
Center does not provide swimming activities.

Children's Records

591-1-1-.08 Children's Records **Technical Assistance**

Technical Assistance
Consultant discussed with the provider to ensure the documentation of arrival and departure times.

591-1-1-.06 Bathrooms — Not Met

Technical Assistance
Consultant discussed with the director to ensure that all sinks are in complete working order.

Finding
591-1-1-.06(4) requires a Center first licensed after March 1, 1991, and Centers that remodel or add to existing plumbing facilities, to have the bathroom area fully enclosed and ventilated to the outside of the building with either an open screened window or functioning exhaust fan and duct system and requires Centers without fully enclosed bathrooms to ensure there is adequate ventilation to control odors and adequate sanitation measures to prevent the spread of contagious diseases. It was determined based on observation that the left bathroom in Classroom D did not have a working exhaust fan or window with a screen, on this date.

POI (Plan of Improvement)
The Center will fully enclose and ventilate bathroom areas, as required, and will provide adequate ventilation and sanitation in bathrooms that are not fully enclosed.

Correction Deadline: 11/25/2023

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

Comment
Consultant discussed with the provider to ensure that the center is regularly decluttered.

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 hazards were accessible to children, on this date. In Classroom A children has access to an unlocked closet with an electrical panel. Classroom D and E had access to a storage closet with a mop, broom, paint, cleaning supplies. Additionally, Classroom E had grocery bags on top of and under the diaper changing with bleach, carpet cleaner, and aerosol cans in the cabinet underneath, on this date.

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: 10/26/2023

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 three toilet seat covers are missing from the Classroom D restrooms. Additionally, evidence of vermin were present underneath the sink in the right bathroom in Classroom D, on this date. It was further observed that the center window screens ripped, coming apart, and not in good repair on this date. Also the door in Classroom D leading to outside is separated from the frame with a gap, and the ceiling in the same room has water stains on the ceiling.

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: 10/26/2023

591-1-1-.26 Playgrounds(CR) — Not Met

Comment
Discussed maintenance of resilient surface. Please fluff and redistribute.

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 fence for the left side playground is not the required four feet, on this date.

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.

Correction Deadline: 10/26/2023

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 left side playground had two broken bicycles with sharp plastic edges. It was further observed that a piece of metal, a broken wooden enclosure with a pool with standing water on top, and hazardous materials underneath. Additionally, the left playground had a plastic bin filled with standing water, a broom, and several other unidentified objects. As well as two broken fish tanks with glass scattered. The left playground also had an active ant bed between the concrete, on this date.

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: 10/26/2023

Food Service

591-1-1-.15 Food Service & Nutrition — **Technical Assistance**

Comment
Please ensure that infant feeding forms are updated regularly and filled out in entirety.

Technical Assistance
Consultant discussed with the provider to ensure that a current menu is always posted and previous menus stored for at least six months.

Correction Deadline: 10/26/2023

591-1-1-.18 Kitchen Operations — **Met**

Comment
Consultant discussed with the provider to ensure that all food storage areas are clean and well maintained.

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
Please ensure lids remain on trash containing organic waste.

591-1-1-.20 Medications(CR) — **N/A**

Comment
The Provider currently does not dispense/administer medication.

Organization

591-1-1-.16 Governing Body & License **Not Met**

Finding

591-1-1-.16(f) requires the Center to submit an application for an amended License at least 30 days prior to a change if there is a change in the name of the program or Center, changes in the ages of the children to be served, an increase in the regular hours of operation such that the Center would be providing evening or night-time care in addition to day-time care, changes in the services provided, or additions to or changes in the use of the building by the licensed Center. If an emergency situation arises which makes it impossible to give thirty (30) days' notice, the management of the Center shall notify the Department by telephone and shall submit an application for an amended License as soon as management becomes aware of the change that will be necessitated by the emergency situation. In no case, however, shall a new owner operate the Center without first securing a new License or Permit from the Department. It was determined based on observation that the center altered the layout of the facility by removing the required four-foot barrier separating the front two classrooms and combining them. Additionally the center was licensed with three separate playgrounds. The consultant observed no barriers or dividers indicated which playgrounds belong to which age group, on this date.

POI (Plan of Improvement)

An application for amendment and all necessary documentation will be submitted.

Correction Deadline: 10/26/2023

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 center did not have any evidence of having conducted monthly and tornado and other emergency situation drills will be conducted every six months, on this date.

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: 10/31/2023

Finding

591-1-1-.21(1)(p) requires the Center to have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. It was determined based on a review of records that the Center did not have a written plan for handling emergencies, on this date.

POI (Plan of Improvement)

The Center will write or revise an emergency plan that includes all of the required items.

Correction Deadline: 10/31/2023

Safety

591-1-1-.05 Animals **N/A**

Comment
Center does not keep animals on premises.

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

Comment
Staff were observed to maintain a positive learning environment on this date.

591-1-1-.13 Field Trips(CR) **Met**

Comment
Center does not participate in field trips at this time.

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

Finding
591-1-1-.36(1)(a) requires that transportation rules apply to all transportation provided by the licensee or on behalf of the licensee, regardless of whether the person is employed by the licensee or if a fee is charged or not. It was determined based on a review of records that the center is not in compliance with transportation rules, on this date. The center could provide no documentation for transportation, evidence of first or second check, or parental authorization forms.

POI (Plan of Improvement)
The center will apply these rules to all transportation provided by or on behalf of the licensee/center.

Correction Deadline: 10/31/2023

Finding
591-1-1-.36(4)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on a review of records that the center had no evidence of having completed the required annual safety check of the vehicle, on this date.

POI (Plan of Improvement)
The Center will obtain the annual vehicle inspection.

Correction Deadline: 10/31/2023

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 observation that the seats on the center bus were ripped with exposed foam on this date. Additionally, the in the back of the bus there was a pile of unidentifiable hazards with papers, object, and booster seats cluttering the bus floor posing a hazard, on this date.

POI (Plan of Improvement)
The center will maintain that all transportation vehicles are clean, in safe repair, and free from hazards.

Correction Deadline: 10/27/2023

Finding
591-1-1-.36(6) requires written Parental authorization for routine transportation provided by or on behalf of the Center. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined based on a review of records that the center did not have the required written Parental authorization for routine transportation provided by or on behalf of the Center, on this date.

POI (Plan of Improvement)
The Center will obtain the required written parental authorization.

Correction Deadline: 10/27/2023

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 a review of record that emergency medical information records were not maintained in the vehicle for each child being transported, on this date.

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.

Correction Deadline: 10/27/2023

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 the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school was not conducted, on this date. The center has no evidence of documentation.

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: 10/27/2023

Finding
591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the date and time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on a review of records that the driver or other designated person did not document in writing the date and time of arrival and departure each time the vehicle departs from the Center, on this date.

POI (Plan of Improvement)
The Center will ensure that each date and time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

Correction Deadline: 10/27/2023

Finding
591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle 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; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on a review of records that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school was not completed, on this date.

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: 10/27/2023

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 designated Staff person did not conduct a check of the vehicle immediately upon the completion of the first check of the vehicle, on this date.

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: 10/26/2023

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR) — **Technical Assistance**

Comment
Discussed SIDS and infant sleeping position.

Technical Assistance
Consultant discussed with the provider to ensure that all crib and cot sheets are laundered daily.

Correction Deadline: 10/26/2023

Staff Records

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

Comment
Director provided one file for the employee hired since last visit.

591-1-1-.14 First Aid & CPR — **Not Met**

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 the center and vehichle first aid kits had expired ointments, and were missing scissors, tweezers, thermometer, and protective eye wear, on this date.

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.

Correction Deadline: 11/5/2023

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 five out of seven staff members did not have personnel files containing identifying information, training evidence, or evidence of orientation, on this date.

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

Correction Deadline: 11/2/2023

Recited on 10/26/2023

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 staff numbers 1, 6, and 9 do not have evidence of having completed the required health and safety orientation, on this date.

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: 11/2/2023

Recited on 10/26/2023

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 number 1, 2, 4, and 9 did not have evidence of the required ten clock hours of training, on this date.

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: 11/2/2023

Recited on 10/26/2023

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

Comment
Staff observed to be compliant with applicable laws and regulations.

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**

Comment
A supervision plan was created on this date.