



**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:** 11/29/2023 **VisitType:** Licensing Study

**Arrival:** 8:30 AM

**Departure:** 11:45 AM

**CCLC-46772**

**Stepping Stones Academy**

1108 Bear Creek Blvd Hampton, GA 30228 Henry County  
 (770) 707-3955 hamptonssa@gmail.com

**Regional Consultant**

Brandi Mangino

Phone: (478) 314-9726

Fax: (478) 599-0169

brandi.mangino@dec.al.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** ★ ★

| <b>Compliance Zone Designation</b> |                                            |               | <b>Compliance Zone Designation</b> - A summary measure of a program's 12 month monitoring history, as it pertains to child care health and safety rules. The three compliance zones are good standing, support, and deficient.<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. |
|------------------------------------|--------------------------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11/29/2023                         | Licensing Study                            | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 11/15/2023                         | Complaint Investigation & Monitoring Visit | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 08/28/2023                         | TA Follow Up                               | N/A           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

**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- Infants-1st Right    | One Year Olds             | 1                               | 7        | C                             | 11                            | C            | NA         | NA           | Breakfast   |
| Main                            | B- 2's 2nd Right        | Two Year Olds             | 1                               | 10       | C                             | 20                            | C            | NA         | NA           | Centers     |
| Main                            | C- PreK 3rd Right       | Two Year Olds             | 2                               | 15       | C                             | 19                            | C            | NA         | NA           | Centers     |
| Main                            | D- PreK 4th Right       | GA PreK                   | 2                               | 20       | C                             | 26                            | C            | NA         | NA           | Circle Time |
| Main                            | E- School age-5th Right | Three Year Olds           | 1                               | 12       | C                             | 27                            | C            | NA         | NA           | Centers     |
| Main                            | F- Toddlers- 2nd Left   | One Year Olds             | 1                               | 8        | C                             | 10                            | C            | NA         | NA           | Breakfast   |
| Main                            | G- 3's 3rd Left         | Infants and One Year Olds | 2                               | 9        | C                             | 15                            | C            | NA         | NA           | Free Play   |
| Main                            | H- 3's 4th Left         | Three Year Olds           | 1                               | 11       | C                             | 15                            | C            | NA         | NA           | Circle Time |
| Main                            | I- PreK 5th Left        | Three Year Olds           | 1                               | 11       | C                             | 20                            | C            | NA         | NA           | Circle Time |
| Total Capacity @35 sq. ft.: 163 |                         |                           |                                 |          | Total Capacity @25 sq. ft.: 0 |                               |              |            |              |             |
| Total # Children this Date: 103 |                         |                           | Total Capacity @35 sq. ft.: 163 |          |                               | Total Capacity @25 sq. ft.: 0 |              |            |              |             |

| Building | Playground                         | Playground Occupancy | Playground Compliance |
|----------|------------------------------------|----------------------|-----------------------|
| Main     | Playground C (back right)          | 99                   | C                     |
| Main     | Playground D (right front)         | 47                   | C                     |
| Main     | Plgd A - Infants left side of Bldg | 20                   | C                     |
| Main     | Plgd B- Toddler                    | 46                   | C                     |

**Comments**

Plan developed in this date.

Plan of Improvement: Developed This Date 11/29/2023

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.al.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.

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**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](http://www.decalkoala.com) with the user id 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.

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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](mailto:qualityrated@dec.al.ga.gov) for more information. Free technical assistance is available!**

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Stephanie Snyder, Program Official

Date

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Brandi Mangino, Regional Consultant

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 lesson plans throughout were from past weeks, or not dated.

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: 11/29/2023

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

Met

Comment

Discussed adding equipment and toys to enhance variety.

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

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 3

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

Child # 2 Not Met  
"Missing/Incomplete Components"  
 .08(1)-Doctor, Clinic, Phone Numbers,.08(1)-Allergies and Disabilities

Child # 5 Not Met  
"Missing/Incomplete Components"  
 .08(3)-Address of Release Person Missing

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

Please ensure that enrollment applications had full addresses for release person(s), parents work information, allergies and physician information listed.

**Correction Deadline: 11/29/2023**

|  |                 |
|--|-----------------|
|  | <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)****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 accessible to children in care:

Room B:  
toilet brush in the restroom

Room C:  
staff bag hanging on the cubbies

Room D:  
hand soap that read "keep out of reach of children" at the sink  
hand sanitizer on a table that read "keep out of reach of children"

Room H:  
hand soap and hand sanitizer at the sink that read "keep out of reach of children"

**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: 11/29/2023**

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

Consultant discussed the wooden barrier on the front left needs to be replaced due to chipping wood, spray tree roots to ensure they are visible and the red slide on the back left needs to be repaired due to chipping paint

**Correction Deadline: 11/29/2023**

## Food Service

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

Technical Assistance

#### Comment

Please ensure that infant feeding forms are updated regularly.

#### Technical Assistance

Consultant discussed that due to the shape of meatballs and alternative needs to be served to children under the age of three and should be reflected on the center menu.

Consultant discussed that food not in the original container should be labeled as to the content.

**Correction Deadline: 11/29/2023**

## Health and Hygiene

### 591-1-1-.10 Diapering Areas & Practices(CR)

Technical Assistance

#### Technical Assistance

Consultant discussed the diapering pad in Room A is need of being replaced due to exposed foam on the sides.

**Correction Deadline: 11/29/2023**

### 591-1-1-.17 Hygiene(CR)

Met

#### Comment

Staff were observed to remind children to wash hands.

### 591-1-1-.20 Medications(CR)

Met

#### Comment

Per the center director no medication has been dispensed since the last regulatory visit.

**Correction Deadline: 11/29/2023**

## Organization

### 591-1-1-.16 Governing Body & License

Technical Assistance

#### Technical Assistance

Room C was observed to housed two-year-old children and had been changed from a non-diapering room to a diapering room without and amendment to amend. An amendment needs to be submitted by December 10, 2023 through decal koala to make the required change.

**Correction Deadline: 12/13/2023**

## Safety

### 591-1-1-.11 Discipline(CR)

Met

#### Comment

Age-appropriate discussion and/or redirection observed.

### 591-1-1-.13 Field Trips(CR)

Not Evaluated

#### Comment

Center does not participate in field trips at this time.

**Comment**

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

**Comment**

The vehicle was checked for compliance. Proper restraints were observed and discussed with the director.

**Finding**

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on a review of records that two staff member that participate in transportation did not have current transportation training.

**POI (Plan of Improvement)**

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

**Correction Deadline: 12/9/2023**

**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 pickup location, routine pickup 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 13 of 23 enrolled children transported by the center did not have fully completed transportation agreements.

**POI (Plan of Improvement)**

The Center will obtain the required written parental authorization.

**Correction Deadline: 11/30/2023**

**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 records that the following information was observed to be missing from emergency medical forms:

five of 23 did not have parent's work phone numbers

three of 23 were missing parent's identifying information

four of 23 did not have the physicians information

three of 23 did not have the medical facility and address that the center uses

two of 23 were observed to not have a form completed

**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: 11/30/2023**

## Sleeping & Resting Equipment

**Technical Assistance**

Consultant discussed that the cribs in Room H need to be spaced accordingly.

**Correction Deadline: 12/9/2023**

**Finding**

591-1-1-.30(1)(a)3 requires that each crib shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. It was determined based on observation that eight of 13 crib sheets was observed to be not tight-fitting.

**POI (Plan of Improvement)**

The center will ensure that each crib has an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant.

**Correction Deadline: 11/29/2023**

|                      |
|----------------------|
| <b>Staff Records</b> |
|----------------------|

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

**Met**

**Comment**

Criminal record checks were observed to be complete.

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**591-1-1-.14 First Aid & CPR**

**Not Met**

**Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of records that staff member 4, 12 and 13 were over 90 days of hire and did not have the required first aid and CPR training.

**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: 12/29/2023**

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**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 member 15 and 19 did not have the required health and safety orientation within 90 days of hire.

**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: 12/29/2023**

**Technical Assistance**

Please ensure that evidence of orientation is fully completed before any staff are placed in the classroom.

**Correction Deadline: 12/29/2023**

**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 two staff members did not have the required 10 hours of annual training for the 2022 year.

**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: 12/29/2023**

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

**Met**

**Comment**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

|                                 |
|---------------------------------|
| <b>Staffing and Supervision</b> |
|---------------------------------|

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

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Not Met**

**Finding**

591-1-1-.32(7) requires that children be supervised at all times appropriate to the individual age, needs and capabilities of each child. Such supervision must include, but not be limited to, indoor and outdoor activities, mealtimes, naptime, transportation, field trips, and transitions between activities. "Supervision" means that the appropriate number of Staff members are physically present in the area where children are being cared for and are providing watchful oversight to the children, volunteers and Students-in-Training. The persons supervising in the child care area must be alert, positioned to maximize their ability to hear and see the children at all times, and able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the volunteers and Students-in-Training, and provide timely attention to the children's actions and needs. 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. It was determined based on observation that upon arrival to Room F one staff member was present with eight one-year-old children eating. Six children were at one tables, a child in a highchair and one child at the table with the staff member. The staff member present was not within arms length of the both tables and the child in the highchair. It was further determined that as consultant was performing a walkthrough children were being dropped off to center staff at the door and while the center staff was gathering children from the parent a child was walking down the hall to the classroom alone.

**POI (Plan of Improvement)**

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

**Correction Deadline: 11/29/2023**

