**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:** 10/24/2023 **VisitType:** Licensing Study **Arrival:** 8:15 AM **Departure:** 12:30 PM

**CCLC-35740**
**The Learning Center**

1518 Huie Road Lake City, GA 30260 Clayton County
(770) 960-1999 travis.barnes@att.net

**Regional Consultant**
Nadia Bernard
Phone: (404) 670-9398
Fax: (706) 434-7710
nadia.bernard@decal.ga.gov

**Mailing Address**
Same

**Quality Rated:** ★

| **Compliance Zone Designation** | | |
|---|---|---|
| 10/24/2023 | Licensing Study | Good Standing |
| 01/26/2023 | Monitoring Visit | Good Standing |
| 09/29/2022 | Complaint Closure | 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 | Rm. A- Infants | Infants | 2 | 7 | C | 19 | C | NA | NA | Nap,Feeding,Floor Play |
| Main | Rm. B- Afterschool | | 0 | 0 | C | 18 | C | NA | NA | |
| Main | Rm. C: 18mth - 2yrs | One Year Olds and Two Year Olds and Three Year Olds | 2 | 15 | C | 19 | C | NA | NA | Transitioning,Lunch,Centers |
| Main | Rm. D | Three Year Olds and Four Year Olds | 2 | 14 | C | 20 | C | NA | NA | Centers,Transitioning |
| | | Total Capacity @35 sq. ft.: 76 | | | Total Capacity @25 sq. ft.: 0 | | | | | |
| Total # Children this Date: 36 | | Total Capacity @35 sq. ft.: 76 | | | Total Capacity @25 sq. ft.: 0 | | | | | |

| Building | Playground | Playground Occupancy | Playground Compliance |
|---|---|---|---|
| Main | A- Infants - 1yrs | 6 | C |
| Main | B-2 TO 3yrs | 54 | C |

**Comments**
Plan developed on this date.

Plan of Improvement: Developed This Date 10/24/2023

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.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.

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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 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.

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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)

QUALITY™ RATED CHILD CARE

CAPS CHILDCARE AND PARENT SERVICES

## 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!**

Tabitha Johnson, Program Official Date

Nadia Bernard, Regional Consultant Date

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**(Findings Report)**

**Date:** 10/24/2023 **VisitType:** Licensing Study **Arrival:** 8:15 AM **Departure:** 12:30 PM

**CCLC-35740**

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**The following information is associated with a Licensing Study:**

## Activities and Equipment

### 591-1-1-.03 Activities — Not Met

**Technical Assistance**
591-1-1-.03(1) - Consultant discussed with the director that it is a requirement that the Center is to provide a daily planned program of varied and developmentally appropriate activities to promote social, emotional, physical, cognitive, language and literacy growth. Center Staff shall use a variety of teaching methods to accommodate the needs of the children's different learning styles.

**Correction Deadline: 10/24/2023**

**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 a review of records that in Rm. C the lesson plan was not current.

**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: 10/24/2023**

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

**Comment**
Discussed adding equipment and toys to enhance variety.

**Comment**
Discussed rotating toys to support the procedures of daily disinfecting.

**Finding**
591-1-1-.12(1) requires each Employee and child in attendance to use all indoor and outdoor furniture, activity materials, and equipment in a safe and appropriate manner and in accordance with the manufacturer's instructions, recommendations, and intended use. All equipment and furniture shall be used only by the age-appropriate group of children. It was determined based on observation that in Rm. C children were climbing on the bookshelf in the reading area.

**POI (Plan of Improvement)**
The Center will ensure Staff are trained in and children are taught the proper use of all furniture, materials and equipment;  will implement a plan for this information to be reviewed with both groups on an ongoing basis; and for monitoring proper and age-appropriate usage.

**Correction Deadline: 10/24/2023**

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

**Comment**
Center does not provide swimming activities.

## Children's Records

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**591-1-1-.08 Children's Records** **Met**

**Comment**
Records were observed to be complete and well organized.

## Facility

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**591-1-1-.06 Bathrooms** **Met**

**Comment**
Please monitor bathrooms for necessary supplies.

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**591-1-1-.19 License Capacity(CR)** **Met**

**Comment**
Licensed capacity observed to be routinely met by center.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)** **Met**

**Comment**
Please be mindful to keep items that pose a hazard inaccessible to children.

**Comment**
Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

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**591-1-1-.26 Playgrounds(CR)** **Met**

**Correction Deadline: 2/5/2023**

**Corrected on 10/24/2023**
**.26(8) - Citation observed to be corrected on this date. Consultant observed adequate resilient surface beneath the wooden climber and three slides.**

**Correction Deadline: 2/2/2023**

**Corrected on 10/24/2023**
**.26(9) - Citation observed to be corrected on this date. Consultant observed equipment in good repair on this date.**

## Food Service

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**591-1-1-.15 Food Service & Nutrition** **Not Met**

**Comment**
Please ensure that bottles are covered and fully labeled with child's full name.

**Comment**
Please ensure that infant feeding forms are updated regularly.

**Finding**
591-1-1-.15(7) requires that food be served according to manufacturer's instructions and recommendations. Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking. Food shall not be accessible or served to children until it has been chopped, diced, cut or mashed and is appropriate for each child's age and individual eating, chewing and swallowing ability. It was determined based on observation that in Rm . C that houses one and two- year -old children were served breaded hot dogs.

**POI (Plan of Improvement)**
The Center will train Staff and monitor food served and accessible to children to ensure that the food does not present a choking hazard.

**Correction Deadline: 10/24/2023**

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

**Comment**
Discussed proper steps for dishwashing.

## Health and Hygiene

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**591-1-1-.07 Children's Health** **Not Met**

**Finding**
591-1-1-.07(5) requires Center Staff to not permit children to wear around their necks or attach to their clothing pacifiers or other hazardous items. It was determined based on observation that in Rm. A three children had pacifier attached to their clothing while at play.

**POI (Plan of Improvement)**
The Center will instruct Staff regarding this safety requirement.

**Correction Deadline: 10/24/2023**

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

**Comment**
Hand washing requirements for diapering were discussed with the director on this date.

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**591-1-1-.17 Hygiene(CR)** **Not Met**

**Comment**
Please ensure lids remain on trash containing organic waste.

**Finding**
591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on observation that children did not wash hands upon entering Classrooms A. C, and D.

**POI (Plan of Improvement)**
The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

**Correction Deadline: 10/24/2023**

**591-1-1-.20 Medications(CR)** **Met**

**Comment**
The Provider currently does not dispense/administer medication.

## Organization

**591-1-1-.04 Admission and Enrollment** **Technical Assistance**

**Technical Assistance**
591-1-1-.04(2) - Consultant discussed with the provider that Staff must comply with the American with Disabilities act when admitting a Child with Special Needs and to make a reasonable effort to accommodate the child's needs and to integrate the child with other children. These accommodations must be in writing and the result of a mutual agreement between the Center and the Parents of the Child with Special Needs. The agreement shall be made in connection with the child's enrollment or at the time that the special need becomes apparent to the Center or the Parents.

**Correction Deadline: 10/24/2023**

## 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 conduct a fire drill for September 2023.

**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: 10/29/2023**

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

**Comment**
Please make sure that all required signs are posted and up to date.

## Safety

**591-1-1-.05 Animals** **Met**

**Comment**
Center does not keep animals on premises.

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

**Comment**
Please be mindful of voice tone in redirecting children.

**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)** **Met**

**Comment**
Complete documentation of transportation observed.

**Comment**
Please include address of destinations on transportation checklist.

**Comment**
The vehicle had an approved fire extinguisher and first aid kit on this date.

## Sleeping & Resting Equipment

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

**Technical Assistance**
591-1-1-.30(1)(b)1 - Consultant discussed with the director that cots and mats are of sound construction and of sufficient size to accommodate comfortably the size and weight of the child; and that mats are in good repair, washable, covered with a waterproof material and at least two inches (2") thick. Electrical tape can not be used on rips and tears. Consultant discussed with the provider to consider replacing mats that are not in good repair.

**Correction Deadline: 10/24/2023**

## Staff Records

**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 a employee in Rm. D did not have a valid and current satisfactory Comprehensive Records Check Determination on file.

**POI (Plan of Improvement)**
IMMEDIATE CORRECTION - The Center will 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. 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 center will ensure the CRC rules are maintained.

**Correction Deadline: 10/24/2023**

**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 observation that a staff member was present in Rm. D with an expired comprehensive records check.

**POI (Plan of Improvement)**
IMMEDIATE CORRECTION - The Center will 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 Center will ensure CRC rules are maintained.

**Correction Deadline: 10/24/2023**

**591-1-1-.09 Criminal Records Check(CR)** **Met**

**Comment**
Director provided two files for employees hired since last regulatory visit on January 26, 2023.

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

**Comment**
Complete first aid kits observed in center and on vehicles.

**Comment**
Evidence observed of 50% of center staff certified in First Aid and CPR.

**591-1-1-.24 Personnel Records** **Technical Assistance**

**Technical Assistance**
591-1-1-.24(1) - Consultant discussed with the provider that the center must 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.

**Correction Deadline: 10/29/2023**

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

**Comment**
Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

**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 three staff members did not have evidence of completing the annual ten clock hours of training for the year 2022.

**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: 12/31/2023**

**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 the director does not have evidence of the minimum education and work requirements listed in Rule 591-1-1-.31(1)(b)2.(i-xiii).

**POI (Plan of Improvement)**
The Center will ensure that the Director meets the minimum education and work requirements and secure the necessary documentation.

**Correction Deadline: 10/24/2023**

**Finding**
591-1-1-.31(2)(b)3.(i) requires that newly hired teachers who do not possess the educational and qualifying child care experience requirements must enroll in a program of study to obtain one of the educational credentials and qualifying experience requirements as required by these rules within six months after employment at the Center and complete the credential or degree within 18 months after enrollment. It was determined based on a review of documents that the newly hired teacher in room A does not have evidence of educational requirements needed to be the lead teacher.

**POI (Plan of Improvement)**
The Center will ensure that all teachers will comply with the educational and qualifying child care experience requirements.

**Correction Deadline: 10/24/2023**

**Finding**
591-1-1-.31(2)(c) requires the Center to maintain a copy and/or written verification of the credential or degree awarded to the lead teacher that is required by these rules in the lead teacher's file, to make the document available for inspection and to provide the document to Department staff upon request. It was determined based on a review of records that the lead teacher in Rooms C and D do not have evidence of the required credential or degree awarded to be the lead teachers.

**POI (Plan of Improvement)**
The Center will review lead teacher records to ensure the required documentation is on file and will obtain and file it if not found.

**Correction Deadline: 10/24/2023**

## Staffing and Supervision

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

**Comment**
Discussed combining children of mixed ages.

**Finding**
591-1-1-.32(4)(b) allows children who turn three years old during the regular school year to remain with two year olds for the remainder of the school year but requires agreement from the older child's Parent(s) for the continued placement. It was determined based on observation that a three-year-old child was in Room C with one and two-year-old children.

**POI (Plan of Improvement)**
The Center will secure parental permission and keep it on file.

**Correction Deadline: 10/24/2023**

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

**Comment**
Discussed combining children of mixed ages.