



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: 9/14/2021 **VisitType:** Initial Licensing Study **Arrival:** 9:30 AM **Departure:** 12:00 PM

CCLC-54059

First Steps Child Development Center II

3460 Hwy 20 Conyers, GA 30013 Rockdale County
(770) 788-8555 firststeps@gmx.us

Regional Consultant

Melissa McFarlin

Phone: (770) 359-5224

Fax: (770) 302-9130

melissa.mcfarlin@dec.al.ga.gov

Mailing Address

Same

Quality Rated: No

Compliance Zone Designation			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.
09/14/2021	Initial Licensing Study	Good Standing	
			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 Building	Afterschool/School Age		0	0	C	13	C	NA	NA	
Main Building	Four-Year-Olds		0	0	C	14	C	NA	NA	
Main Building	Infants		0	0	C	11	C	NA	NA	
Main Building	Three-Year-Olds		0	0	C	18	C	NA	NA	
Main Building	Toddlers		0	0	C	14	C	NA	NA	
Main Building	Two-Year-Olds		0	0	C	16	C	NA	NA	
Total Capacity @35 sq. ft.: 86			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 0			Total Capacity @35 sq. ft.: 86							
			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Playgrounds	Infant/Toddler	23	C
Playgrounds	Preschool/School Age	140	C

Comments

An Administrative Review was conducted on September 8, 2021. Staff files, children's files, training, and background checks were all reviewed. An in person Initial Licensing Study was conducted on September 14, 2021. The exit conference was conducted virtually on September 15, 2021, at 2 pm with Ronya English. Permission to Operate will be issued upon completion of the Exit Conference and signature pages are returned to the consultant. Facility does not carry Liability Insurance.

Any rule violation which subjects a child to injury or life-threatening situation or any rule violations previously cited but not corrected, may result in the imposition of an adverse enforcement action. Serious or continued noncompliance may also jeopardize participation in one or more DECAL program(s).



Please refer to the website, <http://www.dec.state.ga.us/CCS/RuleAndRegulations.aspx>, for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

- New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry
- New clearance is required at least once every five years
- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
- All staff members are required to have completed at least a national fingerprint based clearance check
- Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance
- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee

You have received permission to operate and the form received with this report is intended to serve as a temporary license which is **valid for thirty(30) days**. Your actual license/ will be emailed to you upon receipt of the licensing fee. You may pay the licensing fee either online at <http://www.dec.state.ga.us/> or by certified check or money order mailed to: Bright from the Start, 2 Martin Luther King Jr. Drive SE, Suite 670 East Tower, Atlanta, GA 30334

O.C.G.A. Section 42.1.12(i)(2) requires Bright from the Start: Georgia Department of Early Care and Learning to notify licensed child care programs on accessing and retrieving from the Georgia Bureau of Investigation's (GBI) website a list of the names and addresses of all registered sexual offenders. Please see GBI's website located at <http://gbi.georgia.gov> to access the Georgia Sex Offender Registry.

Refutation Process:

You have the right to refute any of the citations noted in this report with which you disagree. To refute a citation(s), e-mail the following information to CCSRefutations@dec.state.ga.us.

- 1) Facility name, license number and visit date
- 2) Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
- 3) Specific rule number(s) that you are refuting, along with your concerns or questions regarding the rule citation

Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date.

A sample form for submitting a refutation can be found at: <http://dec.state.ga.us/ChildCareServices/RefutationInformation.aspx>

Your refutation will be forwarded to the appropriate CCS manager, who will follow up with you about your concerns. If you have any questions about this process, contact our office at 404-657-5562.

Bright from the Start recommends that all licensed child care providers carry liability insurance coverage sufficient to protect its clients. If you do not have this liability insurance, you are required to post a notice with ½ inch letters in a conspicuous location in the program, notify the parent or guardian of each child in care in writing, obtain their signature to acknowledge receipt and maintain this written acknowledgment on file at the program at all times while the child attends the program and for 12 months after the child's last date of attendance. (O.C.G.A. Section 20-1A-4)



Important New Deadlines:

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

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.state.ga.us/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@dec.state.ga.us

Tawanna Bridges, Program Official

Date

Melissa McFarlin, Consultant

Date



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Findings Report

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The following information is associated with a Initial Licensing Study:

Activities and Equipment

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

Met

Comment

A visit was conducted on this date, equipment and furniture observed to be properly secured.

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

Met

Comment

A virtual visit was conducted on this date, the Center Director/Administrator stated that the program will not participate in Swimming/water activities, in water measuring two (2) feet in depth or greater. Consultant discussed Swimming/water requirements with Center Director/Administrator, prior to the visit and on this date. Consultant also stated to Center Director/Administrator that prior to participating in Swimming/water activities, in any type of equipment holding water two (2) feet in depth or greater, the Center is required to contact the assigned Bright from the Start: Regional Consultant, to discuss and review Swimming/water activity Rules.

Comment

A visit was conducted on this date, center does not provide swimming activities. No pool observed on site.

Facility

591-1-1-.06 Bathrooms

Technical Assistance

Comment

A visit was conducted on this date, the bathrooms observed to be clean and well maintained.

Technical Assistance

591-1-1-.06(4) - The Center will add a movable barrier such as a curtain between the toilets in the two-year-old classroom to control odors and provide adequate sanitation measures.

Correction Deadline: 10/14/2021

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

The total Licensed capacity of the Center measured at 86 children, based on the Consultant's measurement of six (6) of six (6) classrooms, Licensed this date.

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

A visit was conducted on this date, no hazards observed accessible to children.

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

A visit was conducted on this date, playground observed to be clean and in good repair.

Health and Hygiene

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

A visit was conducted on this date, staff stated proper knowledge of diapering procedures.

591-1-1-.17 Hygiene(CR)	Met
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Comment

A visit was conducted on this date, there were no children enrolled. Proper hand washing of children and staff was discussed with the director on this date.

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

No children were enrolled in the program or present on this date. Consultant observed Department - approved medication authorization forms that the Center will use as required. The Provider currently does not dispense/administer medication.

Safety

591-1-1-.05 Animals	Met
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Comment

The center did not have animals on the premises on this date.

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

A visit was conducted on this date, there were no children enrolled. The center's discipline policy was reviewed. Regulations regarding proper discipline were discussed with the director on this date.

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

The Center Director and Owner stated that the Center will not provide Field Trips at this time. Consultant discussed with Center Director and Owner, all requirements needed in order to conduct field trips with children. Consultant also stated to Center Director and Owner that prior to conducting Field Trips, the Center is required to complete and maintain documentation of current CPR and First - Aid Training, as well as two (2) clock hours of Transportation Training, regarding the Center Director and all Center Staff participating in any aspect of Transportation, and ensure all Transportation/Field Trip checklists/forms and vehicle requirements are met. Further, Consultant stated to enter Director and Owner, that prior to conducting Field Trips, the Center is required to contact the assigned Bright from the Start: Regional Consultant, to discuss and review all Field Trip requirements.

591-1-1-.36 Transportation(CR)**Met****Comment**

The Center Director and Owner stated that the Center will not provide routine Transportation and Field Trips at this time. Consultant discussed with Center Director and Owner, all requirements needed in order to transport and conduct field trips with children. Consultant also stated to Center Director and Owner that prior to providing transportation and/or Field Trips, the Center is required to complete and maintain documentation of current CPR and First - Aid Training, as well as two (2) clock hours of Transportation Training, regarding the Center Director and all Center Staff participating in any aspect of Transportation, and ensure all Transportation/Field Trip checklists/forms and vehicle requirements are met. Further, Consultant stated to Center Director and Owner, that prior to providing Transportation and/or Field Trips, the Center is required to contact the assigned Bright from the Start: Regional Consultant, to discuss and review all Transportation and Field Trip requirements.

Sleeping & Resting Equipment

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

On this date, the consultant observed ten (10) of ten (10) cribs in the Infant Classroom with the manufacturing date, October 2011, used for sleeping and resting, to meet Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials International (ASTM) safety standards. The center will use cots for walking one (1) year old children. The consultant also discussed all Infant Safe Sleeping and Resting requirements with Center Director. Further, the Consultant observed a pleasant nap time environment, and discussed cot and mat disinfecting requirements with Center Director and Owner on this date.

Technical Assistance

591-1-1-.30(1)(b)1 - The center will ensure the mats in the Toddler classroom are in good repair. The center will continue to inspect all mats regularly and repair and replace the mats as needed. No children were present or enrolled on this date.

Correction Deadline: 9/14/2021

Staff Records

Records Reviewed: 3**Records with Missing/Incomplete Components: 0**

Staff # 1 Met

Staff # 2 Met

Date of Hire: 05/18/2021

Staff # 3 Met

Date of Hire: 06/30/2021

Staff Credentials Reviewed: 1

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

Three (3) of three (3) staff Criminal record checks were observed to be complete.

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

A visit was conducted on this date, staff observed to be compliant with applicable laws and regulations.

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

There were no children enrolled on this date. Proper ratios and classroom capacities were discussed with the director on this date.

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

Five (5) Supervision Plans were created on this date.

Diapering Supervision Plan

During diapering, an additional Staff person will be present to assist with supervising children, due to wall facing diapering surfaces located in the Toddler and Two-Year-Old classrooms.

Areas of classrooms not within direct line of sight in the Four-Year-Old and Two-Year-Old Classrooms.

Due to areas not within direct line of sight, in the Four-Year-Old and Two-Year-Old Classrooms, the Center Staff will position themselves in an area of the classroom that allows complete viewing of all children and will also ensure that all children are properly supervised at all times.

Areas of classrooms not within direct line of sight –Four-Year-Old and Two-Year-Old Classrooms

Due to the areas not within direct line of sight, near the bathroom, in the Four-Year-Old and Two-Year-Old Classrooms, Center Staff will position themselves in an area of the classroom that allows complete viewing of all children. Staff will provide verbal direction and physical assistance when needed by children using the bathroom and hand washing and will also ensure that all children in the classrooms are properly supervised at all times.

Hallway Bathroom Use – Afterschool/School Age Classroom

A bathroom is not located inside of the Afterschool/School Age classroom. As such, children who are housed in the Afterschool/School Age classroom, will use the bathrooms located in the hallway area. The bathroom is adjacent to the Afterschool/School Age classroom. During all use of the hallway bathrooms, Center Staff will monitor and closely supervise children. Center Staff will also escort children to and from the hallway bathrooms, will ensure all children's proper handwashing immediately following bathroom use, and will ensure children's safe return to the Afterschool/School Age classroom.

Playground

Due to the areas not within direct line of sight, in the rear-left of the Preschool/ School Age Playground, Center Staff will closely monitor, supervise, provide watchful oversight, and remain within close proximity of children. Staff will also ensure that children use all Playground equipment safely and age appropriately and will provide prompt and timely response to the needs of all children at all times.