



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

Cover Sheet

Date: 2/10/2022 **VisitType:** Licensing Study

Arrival: 12:00 PM **Departure:** 2:00 PM

CCLC-37335

All my KIDZ Academy LLC

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Regional Consultant

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Mailing Address
 Same

Quality Rated: ★

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.
02/10/2022	Licensing Study	Good Standing	
07/30/2021	Complaint Closure	Good Standing	
07/29/2021	Complaint Investigation Follow Up	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	A - Front Left		0	0	C	14	C	20	C	Not In Use
Main	B - 2nd L	Infants and One Year Olds	1	4	C	14	C	NA	NA	Nap,Lunch
Main	C - Back Left		0	0	C	19	C	NA	NA	Not In Use
Main	D - Back Front	Three Year Olds and Four Year Olds	2	13	C	15	C	NA	NA	Nap
Main	E - Front R	Two Year Olds	1	7	C	9	C	NA	NA	Nap
			Total Capacity @35 sq. ft.: 71		Total Capacity @25 sq. ft.: 77					
Total # Children this Date: 24			Total Capacity @35 sq. ft.: 71		Total Capacity @25 sq. ft.: 77					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Left Side	111	C
Main	Right Side	158	C

Comments

Plan of Improvement: Developed This Date 02/10/2022

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



Important New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

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

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)

Hedda Kitchens, Program Official

Date

April Brown, Consultant

Date



Bright from the Start Georgia Department of Early Care and Learning
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Findings Report

Date: 2/10/2022 **VisitType:** Licensing Study

Arrival: 12:00 PM

Departure: 2:00 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

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

Met

Comment

Equipment and furniture observed to be properly secured, as applicable on this date.

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

Met

Comment

Center does not provide swimming activities at this time.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 3

Child # 1

Not Met

"Missing/Incomplete Components"

.08(2)-Immunization,.08(1)(a)-Work Number Missing,.08(1)(a)-Work Address Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers,.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

Child # 3

Met

Child # 4

Met

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers,.08(2)-Immunization,.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

Finding

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records three out of five children's files were incomplete as they were missing parent's work name, work address, and work phone number and children's primary source of health care physician's name and phone number.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 2/24/2022

Finding

591-1-1-.08(2) requires Center Staff to maintain a file for each child that includes evidence of age-appropriate immunizations or a signed affidavit against such immunizations for each child enrolled in the center on a form approved by the Department, and to allow no child to continue enrollment in the Center for more than thirty (30) days without such evidence. It was determined based on a review of records two out of five children's files did not contain evidence of age-appropriate immunizations or a signed affidavit against such immunizations on a form approved by the Department.

POI (Plan of Improvement)

Center staff will have and use a plan to track immunization forms for all enrolled children and to ensure the form or affidavit are obtained from the parent or guardian within 30 days of enrollment. Parents will be informed their child cannot remain enrolled in the center without this documentation.

Correction Deadline: 2/24/2022

Facility

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

Met

Comment

Licensed capacity observed to be met by the center on this date.

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

Met

Comment

Center appears clean and well maintained on this date.

Comment

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

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

Technical Assistance

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute throughout playground areas.

Comment

Playgrounds observed to be clean and in good repair on this date.

Technical Assistance

Please ensure the playground areas are free from potential hazards, such as but not limited to rocks, exposed tree roots, pine cones, and exposed sharp edges of concrete.

Correction Deadline: 2/10/2022

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

591-1-1-.15(1) requires that meals and snacks are served, with serving sizes dependent upon the age of the child, that meet nutritional guidelines as established by the United States Department of Agriculture Child and Adult Care Food Program. Meals and snacks shall be varied daily, and additional servings of nutritious food shall be offered to children over and above the required daily minimum, if not contraindicated by special diets. It was determined based on a review of records the center's menu was not submitted for review as required.

Consultant discussed new revision to restricted food rule which states: 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.

POI (Plan of Improvement)

Center Staff will prepare menus and/or serve foods that meet the USDA guidelines and will offer and serve seconds to children.

Correction Deadline: 2/10/2022

Finding

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined based on a review of records one out of two infants enrolled did not have an up to date infant feeding plan obtained from the parent with instructions for the introduction of solid foods as required.

POI (Plan of Improvement)

The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis that will include center staff involved with enrollment and those working in the infant classrooms.

Correction Deadline: 2/24/2022

Finding

591-1-1-.15(3) requires baby bottles and formula to be labeled with the individual child's name; supplied by the Parent daily in bottles; and refrigerated at a temperature of forty (40) degrees Fahrenheit or less. Only the current day's formula or breast milk shall be served. If formula must be provided by the Center, only commercially prepared, ready-to-feed formula shall be used. Refrigerated or frozen breast milk shall only be heated or thawed under warm running water or in a container of warm water. It was determined that bottles and sippy cups were not labeled with the identified children's name as required.

POI (Plan of Improvement)

The Center will train Staff to follow the required procedures, ensure that parents are fully informed, and will review and monitor regularly. The center will ensure all bottles and sippy cups are labeled as required.

Correction Deadline: 2/10/2022

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

Kitchen appears clean and well organized on this date.

Health and Hygiene

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

Proper diapering procedures observed on this date.

591-1-1-.17 Hygiene(CR)	Met
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Correction Deadline: 7/30/2021

Corrected on 2/10/2022

Correction of citation in that the center currently keeps clean and comfortable clothing for children in care in the event they are needed and changes wet clothing immediately.

591-1-1-.20 Medications(CR)	Met
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Correction Deadline: 7/7/2021

Corrected on 2/10/2022

Correction of citation in that the director reported that medication was no longer administered or dispensed at this time.

Correction Deadline: 7/7/2021

Corrected on 2/10/2022

Correction of citation in that the director reported that medication was no longer administered or dispensed at this time.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures	Not Met
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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 the center did not submit drills for fire, tornado and other emergency situations for 2021 as required. Additionally, tornado drills for 2022 were incomplete.

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: 2/22/2022

591-1-1-.29 Required Reporting	Technical Assistance
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Technical Assistance

Please ensure the Director or designated person-in-charge to report or cause to be reported to the Department within twenty-four (24) hours or the next work day: any death of a child while in the care of the Center; any serious illness or injury requiring hospitalization or professional medical attention other than first aid of a child while in the care of the Center; any situation when a child in care becomes missing, such as, but not limited to, a child who is left on a vehicle, a child who leaves the building, playground, or property, or a child who is left behind on any trip; any fire; any structural disaster; any emergency situation that requires temporarily relocating children; and any time the program's operating status changes (i.e., open to closed or temporarily closed and temporarily closed to open).

Correction Deadline: 2/10/2022

Safety

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

Center does not keep animals on premises on this date.

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

Age-appropriate discussion and redirection observed on this date.

591-1-1-.13 Field Trips(CR)**N/A****Comment**

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)**Technical Assistance****Comment**

A current and completed inspection was observed for all vehicles used in transporting children on this date. Vehicle with tag number ending in K9850 and X2799 was completed on January 31, 2022. The center was currently utilizing the vehicle with tag number ending in X2799 on this date.

Comment

Complete documentation of transportation observed from January 31, 2022 through February 11, 2022 on this date.

Technical Assistance

Please ensure the driver or other designated person document in writing the 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. The time of arrival and departure should be the actual time.

Correction Deadline: 2/11/2022

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

Discussed SIDS and infant sleeping position with the director and infant staff member on this date. Discussed rule 591-1-1-.30(2) which requires the Center to provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants. Center Staff shall place an infant to sleep on the infant's back in a crib unless the Center has been provided a physician's written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over into his or her preferred position and not re-position the infant. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines and will not slide up around the infant's face may be used when necessary for the comfort of the sleeping infant. Swaddling shall not be used unless the Center has been provided a physician's written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Center Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles.

Correction Deadline: 2/10/2022

Staff Records**Records Reviewed: 13****Records with Missing/Incomplete Components: 3**

Staff # 1

Met

Date of Hire: 07/23/2020

Records Reviewed: 13**Records with Missing/Incomplete Components: 3**

Staff # 2	Not Met
Date of Hire: 07/07/2021	
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing	
Staff # 3	Met
Date of Hire: 08/18/2016	
Staff # 4	Met
Staff # 5	Met
Date of Hire: 03/26/2015	
Staff # 6	Met
Date of Hire: 04/27/2021	
Staff # 7	Met
Date of Hire: 02/10/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 8	Not Met
Date of Hire: 02/10/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 9	Met
Date of Hire: 02/08/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 10	Not Met
Date of Hire: 12/13/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing	
Staff # 11	Met
Date of Hire: 06/07/2021	
Staff # 12	Met
Date of Hire: 01/07/2021	
Staff # 13	Met
Date of Hire: 09/21/2020	

Staff Credentials Reviewed: 3

Finding

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined the director did not submit both a records check application and fingerprints for a therapist to an authorized finger printing site prior to the therapist being allowed on the premises of the center.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as 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. The director completed the application and sent the therapist to have the fingerprinting completed on this date, February 10, 2022.

Correction Deadline: 2/10/2022

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 the center did not have a valid and current satisfactory Comprehensive Records Check Determination on file for a therapist prior to being present at the Center while children were present for care.

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: 2/10/2022

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

Met

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR on this date.

Technical Assistance

Please ensure 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 as required.

Correction Deadline: 2/20/2022

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 two staff members hired on December 13, 2021 and February 10, 2022 did not have evidence of having an orientation checklist completed and submitted to the Department as required.

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. Please ensure all orientation checklists are completed in full.

Correction Deadline: 2/21/2022

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

Documentation was observed of required annual staff training for 2021 via the 10 Hour Health and Safety Training. Consultant discussed with the director that the 10 Hour Health and Safety Training can only be taken once in a five year time frame in order for the training to count towards annual training. Consultant emailed FAQ to the director regarding training.

Correction Deadline: 3/12/2022

Finding

591-1-1-.33(4) requires within the first year of employment, the Director and person with primary responsibility for food preparation shall have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on a review of records the director did not complete the required four hour nutrition training to cover food nutrition planning, preparation, serving, proper dish washing and food storage as required.

POI (Plan of Improvement)

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

Correction Deadline: 3/12/2022

591-1-1-.31 Staff(CR)**Technical Assistance****Comment**

Staff observed to be compliant with applicable laws and regulations on this date.

Technical Assistance

Please ensure 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.

Correction Deadline: 2/10/2022

Staffing and Supervision

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

Center observed to maintain appropriate staff:child ratios on this date.

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 that there was a brief break in watchful oversight when a staff member stepped over the threshold into another classroom while supervising three-year-old and four-year-old children during nap time in Classroom D.

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: 2/10/2022