



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: 7/15/2024 **VisitType:** Complaint Investigation & Monitoring Visit

Arrival: 10:35 AM **Departure:** 5:40 PM

CCLC-730

Jan's Family Day Care Center

8455 Hwy. #53 East Dawsonville, GA 30534 Dawson County
(706) 216-6372 whetstone@windstream.net

Lead Consultant

Dianne Clarke

Phone: (770) 357-4923

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dianne.clarke@dec.al.ga.gov

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. 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.
07/15/2024	Complaint Investigation & Monitoring Visit	Good Standing	
01/25/2024	Licensing Study	Good Standing	
09/25/2023	Complaint Closure	Support	

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	1L	Five Year Olds and Six Year Olds and Over	1	23	C	22	NC	30	C	Art,Transitioning
Main	1R	Infants and One Year Olds and Four Year Olds	1	6	C	7	C	NA	NA	Nap,Free Play,Floor Play
Main	2L	Three Year Olds	2	21	NC	20	NC	28	C	Outside,Transiti oning
Main	2R	One Year Olds and Two Year Olds	2	8	C	10	C	NA	NA	Free Play,Diapering, Nap
Main	3R	Two Year Olds	1	10	C	20	C	NA	NA	TV,Free Play
Main	Upstairs	Five Year Olds and Six Year Olds and Over	1	11	C	11	C	NA	NA	Outside,Lunch

Total Capacity @35 sq. ft.: 90

Total Capacity @25 sq. ft.: 106

Total # Children this Date: 79

Total Capacity @35 sq. ft.: 90

Total Capacity @25 sq. ft.: 106

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground Large	122	C
Main	Playground Middle	24	C
Main	Playground/ RT Side	11	C

Comments

The purpose of the visit is to conduct a Complaint Investigation and Monitoring Visit.

Reminders: Refer to the published communicable disease chart for guidance regarding communicable diseases. In most scenarios, only outbreaks/clusters should be reported to the local health districts.

Please be sure to contact the Dawson County Department of Health, if there are any outbreaks/clusters of positive COVID-19 cases immediately and get their guidance. Please be sure to also complete a Required Report in DECAL KOALA for all individual cases of communicable diseases within 24 hours. Be sure to select "Notifiable Communicable Diseases" to report closures for COVID cases.

You must be sure to enter all temporary closures by 8 a.m. (vacation, emergencies, school closures, holidays etc...) in DECAL KOALA at all times under the Required Report tab whenever your facility is closed temporarily because you are not caring for children for one day or more. Please be sure to SAVE the report prior to exiting.

Incident Reports are to be submitted via DECAL KOALA with all signed staff statements for staff and the director.

All amendments are required to be electronically entered in DECAL KOALA effective August 2, 2021.

Please be sure to hide staff who are no longer employed in your DECAL KOALA account. Please reach out for help with this, if needed.

Please ensure that director and staff responsible for food preparation completes the four (4) hours of nutrition training as soon as possible but within the first year of employment.

For centers conducting or planning on conducting transportation, please remember that the transportation training certificates must be completed prior to participating in transportation and renewed every two years for anyone checking the vehicle, chaperoning on a trip, and signing the checklist, including the director. Please ensure that directors ensure that they also complete the transportation training upon being hired at the center. Please ensure to contact your consultant for guidance if you have not been conducting transportation and plan on conducting transportation.

**Beginning January 1, 2024, there is a free Transportation Training available on OLLI in Georgia PDS (GaPDS) as ProSolutions will no longer offer the class for free. Also, you will be able to find the Health and Safety Orientation Training, which will be 18 hours, for free as well.

Provided updated orientation checklist.

Share information regarding the indicator manual and utilizing it.

Emailed updated Transportation forms including sample as of October 1, 2023, to begin using immediately.

Discussed regarding ensuring to complete rechecks for Criminal Records checks at least 90 days before the five-year expiration. Suggestion: Check monthly or sooner to ensure that staff's criminal records checks are not about to expire.

Plan of Improvement: Developed This Date 07/15/2024

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.

Refutation Process:

You have the right to refute any of the citations noted in this report with which you disagree. To refute a citation(s), do the following:

- 1) Log into DECAL KOALA www.decalkoala.com with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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

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

Important Quality Rated/CAPS Update:

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 CAPS/ QR Provisional Status, allowing for scholarships while working toward an initial star rating. Provisional Status eligibility will be determined at the time of CAPS enrollment as part of the CAPS application process.

Contact the Quality Rated help desk at 855-800-7747 or qualityrated@dec.al.ga.gov for more information. Free technical assistance is available!



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(Findings Report)

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The following information is associated with a Monitoring Visit:

Activities and Equipment

Records Reviewed: 15

Records with Missing/Incomplete Components: 2

Staff # 1

Not Met

Date of Hire: 04/09/2024

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 7

Not Met

Date of Hire: 04/10/2024

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

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

Not Met

Finding

591-1-1-.12(2) requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. It was determined based on observation that two children's inside cubby shelf was not secured to the cubby base located on the front-left entrance of the classroom Upstairs.

POI (Plan of Improvement)

The Center will ensure that equipment and furniture are used by the age-appropriate group of children. The director will have someone bring a drill and repair tomorrow.

Correction Deadline: 7/16/2024

Recited on 7/15/2024

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

Met

Comment

Center does not provide swimming activities.

Facility

Staff # 1 Not Met

Date of Hire: 04/09/2024

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 7 Not Met

Date of Hire: 04/10/2024

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

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

Correction Deadline: 1/25/2024

Corrected on 7/15/2024

.25(17) - The previous citation was observed to be corrected in that the tree branches were cut and no vines were observed growing through the fence. Please ensure that the branches and vines are maintained regularly.

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that the following areas were in need of repair:

- Classroom 3R - Green peeling paint was observed on the base board underneath the window located on the back-left side in the home living area. Also, Near the diaper table beneath the window on the right, the paint was observed to be peeling and accessible.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring. The owner/director stated that she is having someone to come out and paint this weekend.

Correction Deadline: 7/19/2024

Recited on 7/15/2024

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

Not Met

Finding

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation the following playground equipment was in need of repair:

- Playground Middle - The purple airplane contained a loose second handle.
- Playground Right - The red, blue, and yellow playhouse contained chipped paint and the yellow covering contained small tears on the front and back side of the covering.

POI (Plan of Improvement)

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters. The director/owner stated that she will have the structure removed on the Right Playground, the airplane will be tightened.

Correction Deadline: 7/26/2024

Recited on 7/15/2024

Finding

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on observation that there was four and a half inches of mulch on the left side of the red and blue slide, where six inches were needed.

POI (Plan of Improvement)

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

Correction Deadline: 7/25/2024

Finding

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that the following hazards were observed on the playground:

- Playground Large - There were missing lattice at the bottom which created a gap of eight and a half inches on the back and left side of the pavilion. Also, there was a loose board on the right side and the nail head was not flushed. There was a white PVC pipe detached in the area near the swings on the left side near the pavilion.

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards. The director/owner stated that they will repair the board on the large playground, sandblast climber and slide, and will replace the PVC piping and the lattice.

Correction Deadline: 7/26/2024

Health and Hygiene

Records Reviewed: 15

Records with Missing/Incomplete Components: 2

Staff # 1

Not Met

Date of Hire: 04/09/2024

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 7

Not Met

Date of Hire: 04/10/2024

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

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

Met

Comment

Staff state proper knowledge of diapering procedures.

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

Met

Correction Deadline: 1/25/2024

Corrected on 7/15/2024

.17(7) - The previous citation was observed to be corrected in that the water was observed to be warm. Please ensure that there is warm running water at all times in all of the classroom.

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

Met

Comment

The Provider currently did not dispense/administer medication since the last visit.

Policies and Procedures

Staff # 1 Not Met

Date of Hire: 04/09/2024

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 7 Not Met

Date of Hire: 04/10/2024

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

591-1-1-.21 Operational Policies & Procedures

Met

Correction Deadline: 1/30/2024

Corrected on 7/15/2024

.21(3) - The previous citation was observed to be corrected in that the drills were observed to be completed for January 2024. Please ensure that the drills are completed as required at all times.

Safety

Staff # 1 Not Met

Date of Hire: 04/09/2024

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 7 Not Met

Date of Hire: 04/10/2024

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

591-1-1-.36 Transportation(CR)

Not Met

Finding

591-1-1-.36(4)(f)1. requires that all transported children be secured in a child passenger restraining system or seat safety belt in accordance with current state and federal laws and regulations and according to manufacturer's directions. It was determined based on observation that the seat belt in the third and fourth row were observed to be missing their belt buckle. There was one seat belt that was observed to be cut.

POI (Plan of Improvement)

The Center will ensure that manufacturer directions and state and federal laws are met when using child passenger restraining systems and seat safety belts. The provider stated that new buckles have been ordered and not currently using the vans and will repair before use. The driver and second check person will check for needed repairs.

Correction Deadline: 7/16/2024

Finding

591-1-1-.36(6) requires written Parental authorization for routine transportation provided by or on behalf of the Center. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined based on a review of records that three children did not have evidence of transportation agreement forms on file and were being transported during the week of May 13, 2024 and May 20, 2024.

POI (Plan of Improvement)

The Center will obtain the required written parental authorization. The director/owner will have parents complete today and will check at the beginning of the week when the new list is put in the book.

Correction Deadline: 7/16/2024

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 two children were missing their physician's information and one child was missing their emergency contact during transportation on the week of May 20, 2024 and May 13, 2024 and two children were missing their medical emergency forms.

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. The director/owner stated that will have parents complete today and will check each week when the new sheet is put in the book.

Correction Deadline: 7/16/2024

Sleeping & Resting Equipment

Records Reviewed: 15

Records with Missing/Incomplete Components: 2

Staff # 1

Not Met

Date of Hire: 04/09/2024

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 7

Not Met

Date of Hire: 04/10/2024

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

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

Not Met

Comment

Pleasant naptime environment observed.

Finding

591-1-1-.30(2) 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. It was determined based on observation that a sleeping infant was observed to be swaddled and did not have a doctor's note.

POI (Plan of Improvement)

The Center will take all steps necessary to provide a safe sleep environment for infants as listed in these rules; will train Staff to follow these rules; and will monitor for compliance. The director/owner stated that they do not swaddle the children and will speak with the staff, and will have staff review the safe sleep requirements.

Correction Deadline: 7/15/2024

Staff Records	
Records Reviewed: 15	Records with Missing/Incomplete Components: 2
Staff # 1	Not Met
Date of Hire: 04/09/2024	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 7	Not Met
Date of Hire: 04/10/2024	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	

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

Met

Comment

Criminal record checks were observed to be complete.

-Please ensure that applicants/staff are listing exact dates (including month/day/year) on 10-year work history form in order to determine any breaks in service from the childcare industry.

-Please ensure that all staff, volunteers, independent contractors, substitutes, therapists, etc...has their records check electronically ported to the center's list in KOALA before being present at the facility.

-Please ensure that records checks are redone if there is a six-month (180 calendar days) break in service from the childcare industry.

-Please also ensure that satisfactory records checks are updated before the expiration date.

-Ensure that all therapists and other independent contractors have an updated records check on file, before being present at the center or home or ensure that the individual is supervised at all times by a staff member who has a comprehensive records check if they do not have a records check on file.

-Please ensure that staff with a national background check is always present with a staff member who has a comprehensive background check. Staff should never be by themselves.

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 review of records that staff #1, hired, on April 9, 2024, did not have current evidence of CPR and First Aid completed within the required 90 days.

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. The director/owner stated that they will do monthly checks of the employee file to ensure that everyone has what is required.

Correction Deadline: 8/5/2024

Recited on 7/15/2024

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.

Staffing and Supervision

Records Reviewed: 15

Records with Missing/Incomplete Components: 2

Staff # 1

Not Met

Date of Hire: 04/09/2024

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 7

Not Met

Date of Hire: 04/10/2024

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

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

Center observed to maintain appropriate staff:child ratios.

Finding

591-1-1-.32(4) requires that children under three years old be housed in separate physical areas from older children and cannot be mixed with older children except at specified times and circumstances. It was determined based on observation that a four-year-old child was observed in the infant classroom. There were four one-year-old, one infant and a four-year-old child.

POI (Plan of Improvement)

The Center will maintain separation of these children under three years old. The director/owner stated that they will let the families know and will provide resources to the families.

Correction Deadline: 7/15/2024

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 the teacher was not sitting within arms length of the children during mealtimes in the 2R and 3R classrooms.

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. The director/owner stated that they will go over it with the teacher to review.

Correction Deadline: 7/15/2024