



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: 9/3/2025 **VisitType:** Licensing Study

Arrival: 12:30 PM **Departure:** 4:30 PM

CCLC-11430

Hand Memorial United Methodist Day Care

242 Hand Avenue West Pelham, GA 31779 Mitchell County
(229) 294-1808 hmumcpreday@camillaga.net

Regional Consultant

Angela Williams-Jackson

Phone: (404) 710-3984

Fax: (678) 717-5765

angela.williams-jackson@decal.ga.gov

Mailing Address

Same

Quality Rated: ★

<u>Compliance Zone Designation</u>			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.
09/03/2025	Licensing Study	Good Standing	
03/19/2025	Monitoring Visit	Good Standing	
09/04/2024	Licensing Study	Good Standing	

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	(1)- Infants- 1 yr	Infants and One Year Olds	2	6	C	9	C	NA	NA	Nap,Floor Play
Main	(2)- Two's	Two Year Olds	1	9	C	10	C	NA	NA	Nap
Main	(3)- 3-4 yrs	Three Year Olds	1	3	C	11	C	NA	NA	Nap
Main	(4)- One's	One Year Olds	1	6	C	8	C	NA	NA	Nap
Main	Cafeteria Area/Afterschool		0	0	C	46	C	NA	NA	
			Total Capacity @35 sq. ft.: 50		Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Fire Marshall Limitations			
Total # Children this Date: 24			Total Capacity @35 sq. ft.: 50		Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Back Playground Area	59	C
Main	Side Playground	28	C

Enrolled Children						
Under 1 years	1 years	2 years	3 years	4 years	5 years (Prekonly)	5 years and older
7	7	10	3	1	2	9

Comments

Repeat citations were left with the center on this date.

Plan of Improvement: Developed This Date

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.decgal.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:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

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



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(Findings Report)

Date: 9/3/2025 **VisitType:** Licensing Study

Arrival: 12:30 PM **Departure:** 4:30 PM

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Mailing Address

Same

The following information is associated with a LS:

Activities and Equipment

Records Reviewed: 11

Records with Missing/Incomplete Components: 5

Staff # 1

Not Met

Date of Hire: 01/08/2024

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 4

Not Met

Date of Hire: 08/01/2025

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 5

Not Met

Date of Hire: 09/01/2020

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 7

Not Met

Date of Hire: 08/25/2003

"Missing/Incomplete Components"

.33(4)-Food Prep Training Missing 4 hrs.

Staff # 10

Not Met

Date of Hire: 01/12/2021

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development. The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on observation that Main (1)- Infants- 1yr, Main (2)- Two's, and Main (4)- One's did not have a current lesson plan.

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: 9/3/2025

Prior Visits: 03/04/2024

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

Met

Comment

A variety of equipment and toys were observed throughout the center on this date.

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 11

Records with Missing/Incomplete Components: 5

Staff # 1

Not Met

Date of Hire: 01/08/2024

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 4

Not Met

Date of Hire: 08/01/2025

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 5

Not Met

Date of Hire: 09/01/2020

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 7

Not Met

Date of Hire: 08/25/2003

"Missing/Incomplete Components"

.33(4)-Food Prep Training Missing 4 hrs.

Staff # 10

Not Met

Date of Hire: 01/12/2021

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

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

Parent agreements observed obtained and completed.

Facility**Records Reviewed: 11****Records with Missing/Incomplete Components: 5**

Staff # 1

Not Met

Date of Hire: 01/08/2024

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 4

Not Met

Date of Hire: 08/01/2025

Reminder - Health & Safety training is required within 90 calendar days of hired"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 5

Not Met

Date of Hire: 09/01/2020

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 7

Not Met

Date of Hire: 08/25/2003

"Missing/Incomplete Components"

.33(4)-Food Prep Training Missing 4 hrs.

Staff # 10

Not Met

Date of Hire: 01/12/2021

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

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

Bathrooms observed to be clean and well maintained.

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

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

591-1-1-.25 Physical Plant - Safe Environment(CR)**Not Met****Finding**

591-1-1-.25(12) requires heating and cooling equipment to be protected to prevent children from touching it. Fans, space heaters, etc. shall be positioned or installed so as to be inaccessible to the children. It was determined based on observation that in Main (4)- One's there was a white fan on top of a low blue shelf near the window accessible to children. Additionally, in Main Cafeteria Area/ Afterschool room there were two fans one black and the other black and gray sitting on top of a counter at the back of the room accessible to children that posed a hazard.

POI (Plan of Improvement)

The Center will re-position or re-install equipment, as needed, and will make all such equipment inaccessible to children.

Correction Deadline: 9/3/2025

Correction Deadline: 3/19/2025

Prior Visits: 01/26/2022

Corrected on 9/3/2025

The previous citation observed corrected on this date. There were no hazards accessible to children.

Finding

591-1-1-.25(8) requires protective caps on all unused electrical outlets within children's reach and requires that electrical outlets in use be made inaccessible to children. It was determined based on observation that in Main (2)-Two's there was an electrical outlet on the blue wall over the dramatic play area sink and stove and an electrical outlet on the left bottom wall under the alphabet letters without protective caps accessible to children. Additionally, in Main Cafeteria Area/Afterschool room there were two electrical outlets on the back wall and one electrical outlet on the front wall without protective caps accessible to children that posed an electrocution hazard. Additionally, in Main (2)-Two's the electrical outlet on the left bottom wall under the alphabet letters was missing the plate cover.

POI (Plan of Improvement)

The Center will train Staff to check outlets and replace protective caps when needed and identify and monitor how outlets in use are inaccessible to children.

Correction Deadline: 9/3/2025

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

Met

Correction Deadline: 3/19/2025

Prior Visits: 01/26/2022, 08/17/2020

Corrected on 9/3/2025

The previous citation observed corrected on this date. There were no litter or hazards observed.

Food Service

Records Reviewed: 11

Records with Missing/Incomplete Components: 5

Staff # 1

Not Met

Date of Hire: 01/08/2024

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 4

Not Met

Date of Hire: 08/01/2025

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 5

Not Met

Date of Hire: 09/01/2020

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 7

Not Met

Date of Hire: 08/25/2003

"Missing/Incomplete Components"

.33(4)-Food Prep Training Missing 4 hrs.

Staff # 10

Not Met

Date of Hire: 01/12/2021

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Comment

Kitchen appears clean and well organized on this date.

Health and Hygiene**Records Reviewed: 11****Records with Missing/Incomplete Components: 5**

Staff # 1

Not Met

Date of Hire: 01/08/2024

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 4

Not Met

Date of Hire: 08/01/2025

Reminder - Health & Safety training is required within 90 calendar days of hired"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 5

Not Met

Date of Hire: 09/01/2020

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 7

Not Met

Date of Hire: 08/25/2003

"Missing/Incomplete Components"

.33(4)-Food Prep Training Missing 4 hrs.

Staff # 10

Not Met

Date of Hire: 01/12/2021

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

591-1-1-.10 Diapering Areas & Practices(CR)**Not Met****Finding**

591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. It was determined based on observation that in Main (2)- Two's and Main (4)- One's the blue changing surface was porous with tears in the top middle, right top, and red area on the right side that posed a cross-contamination hazard.

POI (Plan of Improvement)

The Center will ensure there is a smooth, nonporous changing surface that has a guard or rails for safety in each classroom that houses children wearing diapers. Center Staff will be trained and have adequate supplies to properly clean the diaper changing surface between each diaper change.

Correction Deadline: 9/3/2025**Prior Visits: 09/13/2022****591-1-1-.17 Hygiene(CR)****Met****Correction Deadline: 3/19/2025****Prior Visits: 09/13/2022****Corrected on 9/3/2025**

The previous citation observed corrected on this date. Proper handwashing was observed throughout.

Comment

The Provider currently does not dispense or administer medication.

Policies and Procedures**Records Reviewed: 11****Records with Missing/Incomplete Components: 5**

Staff # 1

Not Met

Date of Hire: 01/08/2024

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 4

Not Met

Date of Hire: 08/01/2025

Reminder - Health & Safety training is required within 90 calendar days of hired"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 5

Not Met

Date of Hire: 09/01/2020

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 7

Not Met

Date of Hire: 08/25/2003

"Missing/Incomplete Components"

.33(4)-Food Prep Training Missing 4 hrs.

Staff # 10

Not Met

Date of Hire: 01/12/2021

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

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 observation that the drill form did not have evidence that the Fire drill and smoke detector check were completed monthly. The fire drill check was not completed for the month of August 2025. The smoke detector check was not completed for February, March, April, May, June, July, and August of 2025. The fire extinguisher check was not conducted January, February, March, April, May, June, July, and August of 2025. additionally, the Tornado drill, Lockdown drill, and emergency plans procedures were not completed since January 2025.

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: 9/8/2025**Prior Visits: 09/13/2022****Technical Assistance**

The Consultant discussed with the Director to ensure updating the Center's policies and procedures to include the program's practices regarding the expulsion and suspension of children enrolled for care within the description of behavior management and discipline actions used by the Center.

Correction Deadline: 9/8/2025

Finding

591-1-1-.27 requires each Center to post in a designated area for public viewing near the front entrance the following: the Center's current License or Permit; a copy of these rules; a copy of the current communicable disease chart; a statement allowing Parent(s) access to all child care areas upon notifying any staff member of his or her presence; names of persons responsible for the administration of the Center in the administrator's absence; the dated current week's menu for meals and snacks; emergency plans for severe weather, fire, and other emergency situations; a statement requiring visitors to check in with Staff when entering the Center; no smoking signs; and a notice provided by the Department which advises Parents of their right to review a copy of the Center's most recent licensure evaluation report upon request to the Center Director. The Center shall provide any Parent with a copy of this evaluation report upon request. It was determined based on observation that the center did not have the names of persons responsible for the administration of the Center in the administrator's absence posted as required.

POI (Plan of Improvement)

The Center will post the notices as required and ensure they remain posted.

Correction Deadline: 9/3/2025

Safety

Records Reviewed: 11

Records with Missing/Incomplete Components: 5

Staff # 1

Not Met

Date of Hire: 01/08/2024

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 4

Not Met

Date of Hire: 08/01/2025

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 5

Not Met

Date of Hire: 09/01/2020

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 7

Not Met

Date of Hire: 08/25/2003

"Missing/Incomplete Components"

.33(4)-Food Prep Training Missing 4 hrs.

Staff # 10

Not Met

Date of Hire: 01/12/2021

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

591-1-1-.05 Animals

N/A

Comment

Center does not keep animals on the premises.

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

Met

Comment

Age-appropriate discussion and redirection observed.

Comment

Center does not participate in field trips at this time.

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

Not Met

Comment

A current and completed inspection was observed for the vehicle with license plate number CAR5231 used in transporting children on this date. Transportation was observed on this date.

Technical Assistance

The Consultant discussed with the Director to ensure that the inside of the vehicle is maintained.

Correction Deadline: 9/4/2025

Finding

591-1-1-.36(4)(c) requires that each vehicle be equipped with a fire extinguisher maintained in working order and kept inaccessible to children. It was determined based on observation that the fire extinguisher was not secured inside the vehicle. It was sitting underneath a seat which posed a safety hazard.

POI (Plan of Improvement)

The center will ensure that each vehicle has a working fire extinguisher and that the fire extinguisher is kept out of reach of children.

Correction Deadline: 9/3/2025

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 on the transportation agreement eight out of nine children were missing the procedures to be followed when the authorized pickup person is not present.

POI (Plan of Improvement)

The Center will obtain the required written parental authorization.

Correction Deadline: 9/4/2025

Prior Visits: 07/17/2023

Finding

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on a review of records for the week of August 25, 2025, through August 29, 2025, that the unload was not documented as required on the transportation checklist for Tuesday, August 26, 2025, for the p.m. route.

POI (Plan of Improvement)

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

Correction Deadline: 9/4/2025

Sleeping & Resting Equipment

Records Reviewed: 11

Records with Missing/Incomplete Components: 5

Staff # 1

Not Met

Date of Hire: 01/08/2024

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 4

Not Met

Records Reviewed: 11**Records with Missing/Incomplete Components: 5**

Date of Hire: 08/01/2025

Reminder - Health & Safety training is required within 90 calendar days of hired"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 5

Not Met

Date of Hire: 09/01/2020

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 7

Not Met

Date of Hire: 08/25/2003

"Missing/Incomplete Components"

.33(4)-Food Prep Training Missing 4 hrs.

Staff # 10

Not Met

Date of Hire: 01/12/2021

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**Met****Correction Deadline: 3/19/2025****Prior Visits: 03/19/2025****Corrected on 9/3/2025****The previous citation observed corrected on this date. The babies were observed sleeping in an approved crib in Main (1)- Infants- 1yr room.****Staff Records****Records Reviewed: 11****Records with Missing/Incomplete Components: 5**

Staff # 1

Not Met

Date of Hire: 01/08/2024

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 4

Not Met

Date of Hire: 08/01/2025

Reminder - Health & Safety training is required within 90 calendar days of hired"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 5

Not Met

Date of Hire: 09/01/2020

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 7

Not Met

Date of Hire: 08/25/2003

"Missing/Incomplete Components"

.33(4)-Food Prep Training Missing 4 hrs.

Staff # 10

Not Met

Date of Hire: 01/12/2021

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

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

Director provided two files for employees hired since the last visit.

591-1-1-.14 First Aid & CPR(CR)**Technical Assistance****Technical Assistance**

The Consultant discussed with the Director that effective July 1, 2025, new staff are required to obtain pediatric First Aid and pediatric CPR training within 45 days of employment. It was further discussed that programs must have at least one person with current pediatric First Aid and pediatric CPR training in each classroom at all times.

Correction Deadline: 10/3/2025

Correction Deadline: 4/18/2025

Corrected on 9/3/2025

The previous citation observed corrected on this date. The previous Staff Member was no longer employed.

591-1-1-.24 Personnel Records**Not Met****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 that the Students-in-Training #4 did not have evidence of orientation on file. Additionally, the Staff files reviewed were unorganized.

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.

Correction Deadline: 9/8/2025

Technical Assistance

The Consultant discussed with the Director to ensure that all Employees, including volunteers, independent contractors, students-in-training, etc. should have a completed initial program orientation form on file.

Correction Deadline: 9/10/2025

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

Correction Deadline: 4/18/2025

Prior Visits: 07/17/2023

Corrected on 9/3/2025

The previous citation observed corrected on this date. The previous Staff cited were no longer employed.

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 that Staff #7 did not have evidence of four clock hours of food and nutrition training 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: 10/3/2025

Finding

591-1-1-.33(5)(a) 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 offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on a review of records that Staff #5 did not have evidence of 10 clock hours of annual training as required.

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: 10/3/2025

Technical Assistance

The Consultant discussed with the Director to ensure that effective July 1, 2025, all staff are required to obtain at least two hours in evidence based, developmentally appropriate language and literacy practices and at least two hours in on-going child development and health and safety related topics as part of their 10 hours of annual training.

Correction Deadline: 10/3/2025

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

Not Met

Correction Deadline: 4/23/2025

Prior Visits: 03/19/2025

Corrected on 9/3/2025

The previous citation observed corrected on this date. The previous Staff Member was no longer employed.

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 a lead teacher, Staff #1, #5, and #10 did not have evidence of educational credentials as required in Main (1)- Infants- 1yr , Main (2)- Two's, and Main (4)- One's.

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: 12/31/2025

Prior Visits: 03/04/2024

Recited on 9/3/2025

Staffing and Supervision

Records Reviewed: 11

Records with Missing/Incomplete Components: 5

Staff # 1

Not Met

Date of Hire: 01/08/2024

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 4

Not Met

Records Reviewed: 11**Records with Missing/Incomplete Components: 5**

Date of Hire: 08/01/2025

Reminder - Health & Safety training is required within 90 calendar days of hired"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 5

Not Met

Date of Hire: 09/01/2020

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 7

Not Met

Date of Hire: 08/25/2003

"Missing/Incomplete Components"

.33(4)-Food Prep Training Missing 4 hrs.

Staff # 10

Not Met

Date of Hire: 01/12/2021

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

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

Center observed to maintain appropriate staff:child ratios.

591-1-1-.32 Supervision(CR)**Met****Correction Deadline: 3/19/2025****Prior Visits: 09/13/2022****Corrected on 9/3/2025****The previous citation observed corrected on this date. The center provided watchful supervision throughout.**