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: 2/2/2022 **VisitType:** Licensing Study **Arrival:** 9:45 AM **Departure:** 11:20 AM

CCLC-25658

Children Unique-Windsor Spring Road

2440 Windsor Spring Road Augusta, GA 30906 Richmond County
(706) 798-9363 uniquekids@aol.com

Mailing Address
Same

Regional Consultant
Kaycee Purvis
Phone: (770) 357-4915
Fax: (404) 478-8085
kaycee.purvis@decal.ga.gov

Quality Rated: ★ ★ ★

Compliance Zone Designation		
02/02/2022	Licensing Study	Good Standing
09/20/2021	Monitoring Visit	Good Standing
02/09/2021	Licensing Study	Good Standing

Compliance Zone Designation - A summary measure of a program's 12 month monitoring history, as it pertains to child care health and safety rules. The three compliance zones are good standing, support, and deficient.

Good Standing - Program is demonstrating an acceptable level of performance in meeting the rules.
Support - Program performance is demonstrating a need for improvement in meeting rules.
Deficient - Program is not demonstrating an acceptable level of performance in meeting the rules.

Ratios/License Capacity

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Main	1st Back Left		0	0	C	40	C	NA	NA	
Main	1st Back Right	Two Year Olds	2	10	C	20	C	NA	NA	Centers
Main	1st Front Left		0	0	C	20	C	NA	NA	
Main	1st Front Right		0	0	C	11	C	NA	NA	
Main	2nd Back Left	PreK	2	14	C	20	C	NA	NA	Centers
Main	2nd Back Right	Infants and One Year Olds	2	5	C	15	C	NA	NA	Story,Centers,Nap
Main	2nd Front Right		0	0	C	8	C	NA	NA	
Main	Far Back Left		0	0	C	12	C	NA	NA	
Main	Middle	Three Year Olds and Four Year Olds	1	14	C	29	C	NA	NA	Centers
		Total Capacity @35 sq. ft.: 175			Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 43		Total Capacity @35 sq. ft.: 175			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	A-Small	22	C
Main	Large-Play	47	C

Comments
A copy of the licensing study was emailed to the provider. A exit conference was conducted virtually.

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

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.decal.ga.gov/CCS/RulesAndRegulations.aspx , for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

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

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.decal.ga.gov/
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@decal.ga.gov

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@decal.ga.gov.

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://decal.ga.gov/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)

Yvonne Jones, Program Official Date

Kaycee Purvis, Consultant Date

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Findings Report

Date: 2/2/2022 **VisitType:** Licensing Study **Arrival:** 9:45 AM **Departure:** 11:20 AM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities — **Technical Assistance**

Technical Assistance
591-1-1-.03(2) - The Consultant and Director discussed ensuring that all lesson plans were current in each classroom.

Correction Deadline: 2/2/2022

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

Technical Assistance
591-1-1-.12(1) - The Consultant and Director discussed replacing batteries in toys that require batteries.

Correction Deadline: 2/2/2022

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 upon observation that the yellow triangle cushion in the library center was torn on the top and bottom of all three corners with exposed foam and the blue vinyl chair in the library center was torn at the left bottom and right bottom of the chair with exposed foam in the First Back Right Classroom on this date. It was further determined that the cardboard boxes in the block center were torn in the Second Back Right Classroom on this date.

POI (Plan of Improvement)
The Center will ensure that equipment and furniture are used by the age-appropriate group of children.

Correction Deadline: 2/2/2022

591-1-1-.35 Swimming Pools & Water-related Activities(CR) — **N/A**

Comment
Center does not provide swimming activities.

Children's Records

Records Reviewed: 1	**Records with Missing/Incomplete Components: 0**
Child # 1	Met

591-1-1-.08 Children's Records **Not Met**

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 upon a review of records that the center failed to submit evidence of children's enrollment forms during an administrative review.

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: 2/2/2022

Facility

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**

Finding
591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based upon observation that the following hazards were observed accessible to children on this date:

Middle Classroom:
•Two packs of Antibacterial Wet Wipes on a shelf in the back right corner

First Back Left Classroom:
•One bottle of Soft Soap Antibacterial Soap at the sink used for hand washing
•One bottle of Sanihands Sanitizer at the table in the middle of the classroom
•One container of Clorox Disinfecting wipes at the table in the middle of the classroom
•Two bottles of Coty Hand Sanitizer at the table in the middle of the classroom
•One bottle of XtraCare Hand Sanitizer at the table in the middle of the classroom
•One bottle of Pure Care Hand Sanitizer at the table in the middle of the classroom
•One bottle of Everyone for Everybody Hand Sanitizer Spray at the table in the middle of the classroom

First Back Right Classroom:
•Dial Spring Waters Hydrating Soap at the sink used for hand washing.

POI (Plan of Improvement)
The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 2/2/2022

Finding
591-1-1-.25(7) requires that doors to rooms not approved for child care, other than the kitchen doors, be latched or locked so children cannot wander into those areas. Except in School-age Centers, interior Center door locks shall permit Personnel to open the locked room from outside of the room in an emergency. It was determined based upon observation that the storage closet in the Second Back Right Classroom was unlocked on this date.

POI (Plan of Improvement)
The Center will routinely check that doors to unapproved rooms remain latched or locked and that Staff can open the locked rooms in an emergency.

Correction Deadline: 2/2/2022

591-1-1-.26 Playgrounds(CR) **Not Met**

Finding
591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based upon observation that the back middle of the fence on the A-Small Playground was broken and leaning into the playground on this date. It was further determined that the back middle of the fence on the Large-Play Playground was broken and leaning back out of the playground on this date.

POI (Plan of Improvement)
The Consultant and Director discussed adding a construction mesh fence barrier until the fence is repaired permanently.

Correction Deadline: 2/2/2022

Food Service

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

Finding
591-1-1-.15(5) requires that the Center provide a menu listing all meals and snacks to be served during the current week except for School-age Centers where the food may be provided by the Parent(s) by agreement between the School-age Center and the Parent(s). Substitutions shall be recorded on the posted menu and menus shall be retained at the Center for six (6) months. It was determined based upon a review of records that the center failed to provide the Consultant with the weekly menu during an administrative review.

POI (Plan of Improvement)
The Center will list all of the current week's meals and snacks and all substitutions on the menu and keep past menus on file for six months and will implement a system to monitor this.

Correction Deadline: 2/2/2022

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

Comment
Kitchen appears clean and well organized.

Health and Hygiene

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

Comment
Staff state proper knowledge of diapering procedures.

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

Finding
591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based upon observation that one child in the First Back Right Classroom failed to wash their hands with liquid soap and warm running water after touching bodily fluids on this date.

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

Correction Deadline: 2/2/2022

Finding
591-1-1-.17(8) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means. It was determined based upon observation that center staff in the First Back Right Classroom failed to wash their hands with liquid soap and warm running water after handling bodily fluids on this date.

POI (Plan of Improvement)
The Center will ensure liquid soap and warm running water are available for handwashing, train Staff on the handwashing requirements, review the requirements with Staff periodically, and monitor handwashing.

Correction Deadline: 2/2/2022

591-1-1-.20 Medications(CR) **N/A**

Comment
The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures **Not Met**

Finding
591-1-1-.21(1)(p) requires the Center to have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. It was determined based upon a review of records that the center failed to provide the Consultant with evidence of a written plan for handling emergencies during an administrative review.

POI (Plan of Improvement)
The Center will write or revise an emergency plan that includes all of the required items.

Correction Deadline: 2/7/2022

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 upon a review of records that the center failed to provide the Consultant with evidence of conducting fire and other emergency drills during an administrative review.

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: 2/7/2022

Safety

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

Comment
Age-appropriate discussion and/or redirection observed.

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

Comment
A current/completed inspection was observed for all vehicles used in transporting children this date.

Comment
Complete documentation of transportation observed.

Defer
591-1-1-.36(7)(d)2.-Citation deferred. Program failed to send the consultant transportation documentation

POI (Plan of Improvement)
The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 9/20/2021

Sleeping & Resting Equipment

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

Comment
Discussed SIDS and infant sleeping position.

Staff Records

Records Reviewed: 19 **Records with Missing/Incomplete Components: 1**

Staff # 1 Date of Hire: 09/15/2015	Met
Staff # 2 Date of Hire: 07/05/2011	Met
Staff # 3 Date of Hire: 04/20/2000	Met
Staff # 4	Met
Staff # 5 Date of Hire: 01/06/2020	Met
Staff # 6 Date of Hire: 05/29/2018	Met

Records Reviewed: 19	Records with Missing/Incomplete Components: 1

Staff # 7 — Met
Date of Hire: 01/07/1997

Staff # 8 — Met

Staff # 9 — Not Met
Date of Hire: 06/21/2017

"Missing/Incomplete Components"
.09-Criminal Records Check Missing

Staff # 10 — Met

Staff # 11 — Met
Date of Hire: 04/12/1998

Staff # 12 — Met
Date of Hire: 03/01/1999

Staff # 13 — Met

Staff # 14 — Met

Staff # 15 — Met
Date of Hire: 02/10/2010

Staff # 16 — Met
Date of Hire: 08/13/2015

Staff # 17 — Met

Staff # 18 — Met
Date of Hire: 10/13/2003

Staff # 19 — Met

Staff Credentials Reviewed: 7

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

Comment
Criminal record checks were observed to be complete.

591-1-1-.14 First Aid & CPR — **Technical Assistance**

Technical Assistance
591-1-1-.14(3) - The Consultant and Director discussed replacing/adding items to the first aid kits as needed.

Correction Deadline: 2/12/2022

591-1-1-.33 Staff Training — **Defer**

Defer
591-1-1-.33(5)-Citation deferred. The center failed to provide the Consultant with documentation of training for the 2021 calendar year.

POI (Plan of Improvement)
The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 12/31/2021

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

Comment
Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

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**

Comment
Adequate supervision observed on this date.