



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: 12/28/2021 **VisitType:** Initial Licensing Study **Arrival:** 9:30 AM **Departure:** 12:00 PM

CCLC-54572

Little Steps Community Daycare

3606 McEver Rd Oakwood, GA 30566 Hall County
 (770) 535-0786 lindsey@familypromiseshall.org

Mailing Address
 Same

Regional Consultant

Melissa McFarlin

Phone: (770) 359-5224

Fax: (770) 302-9130

melissa.mcfarlin@decal.ga.gov

Joint with: Kedirile Magakgala

Quality Rated: No

Compliance Zone Designation			Compliance Zone Designation - A summary measure of a program's 12 month monitoring history, as it pertains to child care health and safety rules. The three compliance zones are good standing, support, and deficient. 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.
12/28/2021	Initial 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 Building	A-Infants-One-Year-Olds		0	0	C	7	C	NA	NA	
Main Building	B-One-Two-Year-Olds		0	0	C	6	C	NA	NA	
Main Building	C-Preschool and older		0	0	C	15	C	NA	NA	
Total Capacity @35 sq. ft.: 28			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 0			Total Capacity @35 sq. ft.: 28							
			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main Building	Playground	25	C

Comments

During the Initial Licensing Study conducted on December 28, 2021, the Hall County Fire Rescue Fire Inspector conducted an inspection and reported that the Hood System in the center was not compliant. The information was provided to the Applicant Services Manager, the Hall County Fire Rescue Fire Inspector was contacted and advised the hood violation must be corrected prior to the issuance of a license. An Administrative Review was conducted on December 9, 2021, Staff files, children's files, training, and background checks were all reviewed. An in person Initial Licensing Study was conducted on December 28, 2021. The exit conference was conducted virtually on December 29, 2021, at 3:00 pm with the director. Permission to Operate will be issued upon completion of the Exit Conference and signature pages are returned to the consultant. Facility does carry Liability Insurance. All rooms are used for diapering due to inclusion per center. Permission to operate was granted January 7, 2022.

Plan of Improvement: No Plan Developed

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/Regulations.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

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

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

Refutation Process:

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

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

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

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

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

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

Danielle Latlippe, Program Official	Date
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Kedirile Magakgala, Consultant	Date
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Melissa McFarlin, Consultant	Date
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Findings Report

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The following information is associated with a Initial Licensing Study:

Activities and Equipment

591-1-1.12 Equipment & Toys(CR)

Met

Comment

On this date, the consultant observed equipment, furniture and toys throughout the Center, to be non - hazardous, fully - secured, and not able to cause injury from tipping, falling, or being pulled or pushed over.

591-1-1.35 Swimming Pools & Water-related Activities(CR)

Met

Comment

No pool on the premises of the center.

Comment

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

Facility

591-1-1.06 Bathrooms

Met

Comment

On this date, the bathrooms were observed to be clean and well maintained.

591-1-1.19 License Capacity(CR)

Met

Comment

The total Licensed capacity of the center measured at 28 children, based on measurements of three (3) of three (3) classrooms, Licensed this date.

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

On this date, no hazards observed accessible to children.

591-1-1-.26 Playgrounds(CR)**Technical Assistance****Comment**

On this date, the playground was observed to be clean and in good repair.

Technical Assistance

591-1-1-.26(9) - The center will ensure that all the holes on the plastic that encloses the inside of the playground and houses the resilient surfacing is covered to prevent hazards while children are at play.

Correction Deadline: 12/28/2021

Food Service

591-1-1-.18 Kitchen Operations**Technical Assistance****Technical Assistance**

591-1-1-.18 - Staff will clean, cover or replace the shelves in the refrigerator to ensure food is stored in a safe and non-hazardous area.

Health and Hygiene

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

Hand washing requirements for diapering were discussed with the director on this date. All classrooms are diapering rooms due to inclusion. Staff was advised all children with head control should wash their hands at the sink.

Comment

On this date, staff stated proper knowledge of diapering procedures.

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

There were no children enrolled on this date. Proper hand washing of children and staff was discussed with the director on this date.

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

The Center Director/Owner stated that the Center does not currently dispense medication. Consultant discussed proper medication documentation and administration procedures with Center Director/Owner, prior to the visit and on this date.

Safety

591-1-1-.05 Animals**Met****Comment**

On this date, the Center does not keep animals on premises.

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

There were no children enrolled on this date. The center's discipline policy was reviewed on this date. Regulations regarding proper discipline were discussed with the director on this date.

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

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

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

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

Sleeping & Resting Equipment

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

A virtual visit was conducted on this date, the consultant observed four (4) of four (4) cribs in the Infant Classroom with the manufacturing date, December 2019, used for sleeping and resting, to meet Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials International (ASTM) safety standards. The center will use cots for walking one (1) year old children. The consultant also discussed all Infant Safe Sleeping and Resting requirements with Center Director. Further, the Consultant observed a pleasant nap time environment, and discussed cot and mat disinfecting requirements with Center Director and Owner on this date.

Technical Assistance

591-1-1-.30(1)(a)3 - The center will ensure the sheets used for the crib mattresses are fitted to prevent suffocation and to ensure safe sleeping.

Correction Deadline: 12/28/2021

Staff Records

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

Staff # 1	Met
Staff # 2	Met
Staff # 3	Met

Staff Credentials Reviewed: 1

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

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

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

591-1-1-.14(1) - The director took an online course of biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in First Aid. The director will complete Hands on CPR and the regional consultant will follow up on the next scheduled monitoring visit.

Correction Deadline: 1/27/2022

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

591-1-1-.31(13) - Staff observed to be compliant with applicable laws and regulations on this date.

Correction Deadline: 12/28/2021

Staffing and Supervision

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

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

Comment

A supervision plan was created on this date.

Supervision Plan**Playground Equipment**

During all use of the Playground Equipment, Center Staff will closely monitor, supervise, provide watchful oversight, and remain within close proximity of children. Staff will also ensure that children use all Playground equipment safely and appropriately and will provide prompt and timely response to the needs of all children at all times. Further, Staff will ensure that children use the main designated paths between all Playground equipment to move and transition around the Playground area.

Non – Licensed areas

The Center will ensure that all non-Licensed areas remain locked at all times. The Center will also ensure that only Center Staff and person(s) age 17-years and older, with a current Satisfactory COGENT Criminal Records Check Determination letter are present on the premises when children are present for care. Further, the Center will ensure that no person(s) age 17-years or older, without a current Satisfactory COGENT Criminal Records Check Determination letter (church staff, janitorial, etc.), will be present on the property when children are present for care.

Playground Route

The Playground is located at the back of the Center, near the main entrance/exit door. The route from the main entrance/exit door of the Center to the Playground entry/exit gate, is not fenced and measures approximately 136 feet in distance. During all transitions to and from the Playground, based on each classroom's individual Playground schedule, Center Staff will line up children; with Staff positioned at the front and rear of the line, and will travel down the main hallway of the Center, to the front/main entrance/exit door. Prior to children exiting the Center, Center Staff will place orange plastic cones or other temporary barrier (i.e., - movable chain/rope fence, etc.), from the entrance/exit door of the Center, along the path/route to the Playground entry/exit gate. Staff will ensure that the barrier is placed and that Staff are positioned, to completely prevent children's access to the main sidewalk area, outside of the Playground. Staff will then closely monitor, supervise and escort children on the route from the Center entrance/exit door, to the Playground entry/exit gate. The same procedure will be used by Center Staff to transition children from the Playground, back to the Center.

Hallway Bathroom Use – Preschool (ages three-years and older)

Bathrooms are not located inside of the Preschool classrooms. As such, Preschool children (ages three-years and older), will use the bathrooms located inside of the Center, on the left of the main hallway area. The left hallway bathrooms measure approximately 11 feet in distance from the classroom doors. During all use of the hallway bathrooms, Center Staff will monitor and closely supervise children. Center Staff will also escort children to and from the hallway bathrooms, will ensure all children's proper handwashing immediately following bathroom use, and will ensure children's safe return the Preschool classroom. Additionally, a sink is located inside the classroom. Staff will also ensure that the classroom sinks are used for all children's additional handwashing, during all required intervals.