



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: 9/8/2022 **VisitType:** Licensing Study **Arrival:** 6:50 AM **Departure:** 8:50 AM

CCLC-3316

Susan's Early Learning Center

2868 Whitesville Road LaGrange, GA 30240 Troup County
 (706) 845-8556 shawkins58@hotmail.com

Regional Consultant

Laura Swann

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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.
09/08/2022	Licensing Study	Good Standing	
08/05/2022	Complaint Investigation Follow Up	Good Standing	
04/05/2022	Complaint Closure	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
Bldg. I	1st right		0	0	C	8	C	NA	NA	
Bldg. I	2nd Right	Infants and One Year Olds and Two Year Olds and Three Year Olds and Four Year Olds	2	12	C	9	NC	NA	NA	TV
Bldg. I	3rd Right	Three Year Olds	1	4	C	10	C	NA	NA	Centers, Transitioning
Bldg. I	Back		0	0	C	10	C	NA	NA	
Bldg. I	Left Side		0	0	C	8	C	NA	NA	
Total Capacity @35 sq. ft.: 45			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Fire Marshall Limitations				
Bldg.II	Front-Pre-K		0	0	C	30	C	NA	NA	
Bldg.II	Right Side	Three Year Olds and Four Year Olds	1	7	C	30	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 58			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Fire Marshall Limitations				
Total # Children this Date: 23			Total Capacity @35 sq. ft.: 103			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Bldg. I	left side playground	37	C
Bldg. I	Right side Playground	81	C

Comments

Correction made to time of visit. LS

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 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@dec.state.ga.us for more information. Free technical assistance is available!

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)

Susan Hawkins, Program Official

Date

Laura Swann, Consultant

Date



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Findings Report

Date: 9/8/2022 **VisitType:** Licensing Study **Arrival:** 6:50 AM **Departure:** 8:50 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) - Please ensure all classrooms have current lesson plans available.

Correction Deadline: 9/8/2022

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

Technical Assistance

Technical Assistance

591-1-1-.12(4) - Please monitor child size equipment to ensure it is secure.

Correction Deadline: 9/8/2022

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

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

Technical Assistance

591-1-1-.08(1) - Please monitor enrollment information to ensure paperwork is completed. 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.

Correction Deadline: 9/8/2022

Facility

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

Discussed movement of children to maintain capacities.

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 on observation that the following hazards were present:

Building I

Back Right:

On lower shelf in children's individual baskets were baby wipes and sunscreen.

Back:

On lower shelf in children's individual baskets were baby wipes.

Building II

Pre-K:

On lower shelf in children's individual baskets were baby wipes.

Right side:

On lower shelf in children's individual baskets were baby wipes, sunscreen, "Lysol" wipes and baby powder.

All items had the label "Keep out of Reach of Children"

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: 9/8/2022

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

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 present:

Building I left side:

The red and yellow tunnel under the yellow slide had paint chipping.

Black mats were not flush with the ground posing a tripping hazard.

There were exposed tree roots posing a tripping hazard.

Building I right side:

The red and yellow riding metal car had paint chipping.

The blue jeep had an exposed screw on the front left side where the tire was not attached.

The wooden kids playhouse had an exposed screw to the right of the door.

There were exposed tree roots posing a tripping hazard.

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.

Correction Deadline: 9/15/2022

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

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined based on a review of infant feeding plans 3 of 7 were not updated every ninety days.

POI (Plan of Improvement)

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

Correction Deadline: 9/9/2022

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 on observation that children had not washed their hands upon arrival nor when moving from one room to another.

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.

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

Comment

Documentation for medication dispensing observed complete.

Safety

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

Comment

Age-appropriate discussion and/or redirection observed.

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

Comment

Center does not participate in field trips at this time.

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

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Comment

The correct number of mats, sheets and blankets were observed on this date.

Staff Records

Records Reviewed: 14

Records with Missing/Incomplete Components: 0

Staff # 1 Met

Date of Hire: 06/13/2022

Staff # 2 Met

Date of Hire: 05/28/2021

Staff # 3 Met

Date of Hire: 08/13/2008

Staff # 4 Met

Date of Hire: 08/14/2015

Staff # 5 Met

Date of Hire: 07/15/2019

Staff # 6 Met

Date of Hire: 10/01/2001

Staff # 7 Met

Date of Hire: 02/29/2020

Records Reviewed: 14**Records with Missing/Incomplete Components: 0**

Staff # 8	Met
Date of Hire: 08/25/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 9	Met
Date of Hire: 02/17/2017	
Staff # 10	Met
Date of Hire: 01/16/2019	
Staff # 11	Met
Date of Hire: 01/10/2020	
Staff # 12	Met
Date of Hire: 12/29/2021	
Staff # 13	Met
Date of Hire: 08/09/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 14	Met
Date of Hire: 08/01/2018	

Staff Credentials Reviewed: 8**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)** **Met****Comment**

Criminal record checks were observed to be complete.

Comment

Director provided 3 file(s) for employees hired since last visit.

591-1-1-.14 First Aid & CPR **Met****Comment**

Complete first aid kits observed in center and on vehicles.

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.