



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: 4/25/2022 **VisitType:** Monitoring Visit **Arrival:** 8:35 AM **Departure:** 9:20 AM

CCLC-39281

Little Branches Learning Center

354 Hill Farm Road Alamo, GA 30411 Wheeler County
 (912) 423-2088 christieshaw78@gmail.com

Mailing Address

354 Hill Farm Rd
 Alamo, GA 30411

Regional Consultant

Connie Boatright

Phone: (912) 544-9701

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connie.boatright@dec.al.gov

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.
04/25/2022	Monitoring Visit	Good Standing	
11/01/2021	Licensing Study	Good Standing	
03/08/2021	Monitoring Visit	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	Little Fruit	Three Year Olds and Four Year Olds	1	13	C	16	C	23	C	Outside, Transitioning, Story, Floor Play, Centers
Main	Little Sprouts	Infants and One Year Olds	1	6	C	8	C	NA	NA	Free Play, Centers, Floor or Play
Main	Little Twigs	Two Year Olds	1	5	NC	9	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 25			Total Capacity @25 sq. ft.: 25			Building @35 capacity limited by Insufficient Toilets/Sinks				
Total # Children this Date: 24			Total Capacity @35 sq. ft.: 25			Total Capacity @25 sq. ft.: 25 Building @25 capacity limited by Insufficient Toilets/Sinks				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	27	C

Comments

An in person Monitoring Visit was completed on 04-25-2022. The center director stated there are a total of 5 staff members with 1 being a new hire since the consultant's last visit. The center director stated no medication is administered, no field trip or routine transportation is provided. The consultant request documents to be uploaded for the administrative review. The administrative review was completed on 05-03-2022. The findings were discussed with the provider and a copy of the report emailed.

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/RuleAndRegulations.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)

Christie Shaw, Program Official

Date

Connie Boatright, Consultant

Date



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Findings Report

Date: 4/25/2022 **VisitType:** Monitoring Visit

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The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.03 Activities

Met

Comment

591-1-1-.03(12) - The consultant observed a variety of age appropriate activities through out the center.

Correction Deadline: 4/26/2022

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

Met

Comment

Toys and equipment were observed to be clean and in good repair.

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

Met

Comment

Center does not provide swimming activities.

Children's Records

591-1-1-.08 Children's Records

Not Met

Finding

591-1-1-.08(6) requires the Center to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was determined based on review of the sign in and sign out sheet and child head count that twenty-four children were present where twenty-one children were signed in.

POI (Plan of Improvement)

The Center will maintain arrival and departure records as required, will ensure the documentation includes all of the required information, and will provide the records to the Department when requested.

Correction Deadline: 4/26/2022

Facility**591-1-1-.06 Bathrooms****Technical Assistance****Technical Assistance**

591-1-1-.06(6) - The center director will ensure that the Center Staff will equip bathrooms with soap, toilet tissue and single-use towels or cloth towels used only once between launderings (paper towels for hand drying was missing).

Correction Deadline: 4/26/2022

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 on observation that a large, beige Michael Kors backpack was being stored on the table and accessible to the three and four-year-old 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: 4/26/2022

591-1-1-.26 Playgrounds(CR)**Met****Comment**

Playground observed to be clean and in good repair.

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

Proper diapering procedures observed.

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

Proper hand washing observed throughout the center.

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

The Provider currently does not dispense/administer medication.

Policies and Procedures

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 on review of documentation uploaded in Koala for the Administrative Review, there is no proof that the correct emergency preparedness plan has been completed.

POI (Plan of Improvement)

The Center will write or revise an emergency plan that includes all of the required items.

Correction Deadline: 11/11/2021

Safety

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

Center does not keep animals on premises.

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

Staff were observed to maintain a positive learning environment on this date.

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**

Discussed SIDS and infant sleeping position.

Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Staff Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 2

Staff # 1

Not Met

Date of Hire: 03/14/2022

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

Records Reviewed: 5**Records with Missing/Incomplete Components: 2**"Missing/Incomplete Components"

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

Staff # 2

Met

Date of Hire: 04/01/2011

Staff # 3

Not Met

Date of Hire: 02/14/2018

"Missing/Incomplete Components"

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

Staff # 4

Met

Date of Hire: 04/01/2011

Staff # 5

Met

Date of Hire: 04/01/2011

Staff Credentials Reviewed: 5**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**

Met

Comment

Criminal record checks were observed to be complete.

Comment

Director provided 1 file(s) for employees hired since last visit.

591-1-1-.33 Staff Training

Met

Correction Deadline: 11/11/2021

Corrected on 4/25/2022

.33(4) - The previous citation was observed to be corrected on this date.

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

Not Met

Finding

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on review of documents uploaded for the Administrative Review, one staff member hired February 14, 2018 and a staff member hired 03-14-2022 does not have the required minimum academic requirement or, a variance or waiver to serve as a lead teacher.

POI (Plan of Improvement)

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

Correction Deadline: 5/13/2022

Recited on 4/25/2022

Technical Assistance

591-1-1-.31(2)(b)3.(iii) - The center director will ensure that the Center will maintain the lead teacher's professional development plan in the file and available for inspection by Department staff upon request.

Correction Deadline: 4/25/2022

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)	Met
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Comment
Center observed to maintain appropriate staff:child ratios.

591-1-1-.32 Supervision(CR)	Met
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Comment
Adequate supervision observed on this date.