



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: 5/12/2025 **VisitType:** Monitoring Visit

Arrival: 9:30 AM **Departure:** 12:45 PM

CCLC-53980

Little Oaks Preschool

203 Bold Springs Ave Monroe, GA 30655 Walton County
(678) 635-7551 cedarhall@littleoakspreschool.net

Lead Consultant

Dianne Clarke

Phone: (770) 357-4923

Fax: (770) 357-4922

dianne.clarke@decal.ga.gov

Mailing Address

Same

Quality Rated: No

<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.
05/12/2025	Monitoring Visit	Good Standing	
11/05/2024	Licensing Study	Good Standing	
05/29/2024	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
Building A	Room A-Infants	Infants	3	9	C	10	C	NA	NA	Feeding,Free Play,Nap
Building A	Room B-Infants	Infants and One Year Olds	3	8	C	10	C	NA	NA	Free Play,Nap
Building A	Room C-Three Year-Olds	Three Year Olds and Four Year Olds	2	14	C	18	C	NA	NA	Snack,Free Play
Building A	Room D-Four/Five Year-Olds	Four Year Olds and Five Year Olds	2	14	C	21	C	NA	NA	Circle Time,Transitioning,Outside
Building A	Room E- Two Year-Olds	Two Year Olds	3	15	C	17	C	NA	NA	Story,Circle Time
Building A	Room F-One Year-Olds	One Year Olds and Two Year Olds	4	13	C	14	C	NA	NA	Circle Time,Transitioning
Total Capacity @35 sq. ft.: 90					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 73					Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
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Enrolled Children						
Under 1 years	1 years	2 years	3 years	4 years	5 years (Prekonly)	5 years and older
20	19	19	6	17	3	0

Comments

Be sure to enter all temporary closures by 7 a.m. (vacation, emergencies, school closures, inclement weather, holidays etc...) in DECAL KOALA at all times under the Required Report tab whenever your facility is closed temporarily because you are not caring for children for one or more days. SAVE the report before exiting.

All amendments are required to be electronically submitted in DECAL KOALA effective 2021.

Please be sure to hide staff who are no longer employed in your DECAL KOALA account. Please reach out for help with this, if needed.

**As of January 1, 2024, there is a free Transportation Training available on OLLI in Georgia PDS (GaPDS) as ProSolutions will no longer offer the class for free. Also, you will be able to find the Health and Safety Orientation Training, which will be 15 hours, for free as well (staff must complete all 15 hours for the course to be counted). PLEASE NOTE: If the Health & Safety Orientation Training date is outside of the previous 12 months, the training was not approved for 10 credit hours, or the training certificate is not documented in the employee's GaPDS account, the Staff person will be required to take this training again, within their first 90 days of employment at a new facility. Reminder: Health and Safety Orientation Training can only be taken once every five years.

Talk about updated orientation checklist.

Indicator manual and utilizing it. FYI: As of October 1, 2024, for larger equipment please be sure to have the amount of equipment for the number of children enrolled (this include cribs, chairs, etc.)

Discussed regarding ensuring to complete rechecks for Criminal Records checks at least 90 days before the five-year expiration. Suggestion: Check monthly or sooner to ensure that staff's criminal records checks are not about to expire.

Don't forget to post new license annually.

Discussed regarding mats using tape to repair; must replace (if applicable).

Coming soon: Core Rule: CPR and First Aid will be due within 45 days and 2 hours annually of required Literacy training rule changes beginning July 1, 2025. Also, SUIDS (Sudden Unexpected Infant Death Syndrome no longer SIDS) must be included on the orientation checklist along with abusive head trauma.

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:

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 CAPS/ QR Provisional Status, allowing for scholarships while working toward an initial star rating. Provisional Status eligibility will be determined at the time of CAPS enrollment as part of the CAPS application process.

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



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(Findings Report)

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The following information is associated with a Monitoring Visit:

Activities and Equipment

Records Reviewed: 23

Records with Missing/Incomplete Components: 2

Staff # 3

Not Met

Date of Hire: 04/28/2025

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

"Missing/Incomplete Components"

.24(1)-10 Yr. Work History Missing,.24(1)-Address Missing,.24(1)-DOB Missing,.24(1)-Name Missing,.24(1)-Phone Number Missing,.24(1)-SSN Missing

Staff # 12

Not Met

Date of Hire: 03/17/2025

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

"Missing/Incomplete Components"

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

Met

Comment

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

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

Met

Comment

Center does not provide swimming activities.

Facility

Records Reviewed: 23

Records with Missing/Incomplete Components: 2

Staff # 3

Not Met

Date of Hire: 04/28/2025

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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 the bottom drawer in Room E near the sink area was observed to be unlocked and contained diaper cream, insect repellent, sunscreen and wipes packaging accessible which read keep out of reach of children. Also, in a child's bag, a tube of sunscreen was observed to be accessible.

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. The item was removed from the child's bag and the lock on the drawer was repaired during the visit.

Correction Deadline: 5/12/2025

591-1-1.26 Playgrounds(CR)**Met****Comment**

Playground observed to be clean and in good repair.

Health and Hygiene

Staff # 3

Not Met

Date of Hire: 04/28/2025

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Staff # 12

Not Met

Date of Hire: 03/17/2025

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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**

Discussed proper medication documentation and procedures.

Safety**Records Reviewed: 23****Records with Missing/Incomplete Components: 2**

Staff # 3

Not Met

Date of Hire: 04/28/2025

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.24(1)-10 Yr. Work History Missing,.24(1)-Address Missing,.24(1)-DOB Missing,.24(1)-Name Missing,.24(1)-Phone Number Missing,.24(1)-SSN Missing

Staff # 12

Not Met

Date of Hire: 03/17/2025

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

.24(1)-10 Yr. Work History Missing,.24(1)-Address Missing,.24(1)-DOB Missing,.24(1)-Name Missing,.24(1)-Phone Number Missing,.24(1)-SSN Missing

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

Age-appropriate discussion and/or redirection observed.

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

Center does not provide routine transportation.

Sleeping & Resting Equipment**Records Reviewed: 23****Records with Missing/Incomplete Components: 2**

Staff # 3

Not Met

Date of Hire: 04/28/2025

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

.24(1)-10 Yr. Work History Missing,.24(1)-Address Missing,.24(1)-DOB Missing,.24(1)-Name Missing,.24(1)-Phone Number Missing,.24(1)-SSN Missing

Staff # 12

Not Met

Date of Hire: 03/17/2025

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

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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. Cleaning and disinfecting of mats was discussed with the director on this date.

Staff Records

Staff # 3

Not Met

Date of Hire: 04/28/2025

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

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Staff # 12

Not Met

Date of Hire: 03/17/2025

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

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

Criminal record checks were observed to be complete.

- Please ensure that applicants/staff are listing exact dates (including month/day/year) on 10-year work history form in order to determine any breaks in service from the childcare industry.
- Please ensure that all staff, volunteers, independent contractors, substitutes, therapists, etc...has their records check electronically ported to the center's list in KOALA before being present at the facility.
- Please ensure that records checks are redone if there is a six-month (180 calendar days) break in service from the childcare industry.
- Please also ensure that satisfactory records checks are updated before the expiration date.
- Ensure that all therapists and other independent contractors have an updated records check on file, before being present at the center or home or ensure that the individual is supervised at all times by a staff member who has a comprehensive records check if they do not have a records check on file.
- Please ensure that staff with a national background check is always present with a staff member who has a comprehensive background check. Staff should never be by themselves.

Comment

Director provided 15 files for employees hired since last visit.

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 staff #3, hired on April 28, 2025, and #12, hired on March 17, 2025, did not have evidence of their application in their file.

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. The application was completed and added to the staff's file during the visit.

Correction Deadline: 5/17/2025

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

Staffing and Supervision**Records Reviewed: 23****Records with Missing/Incomplete Components: 2**

Staff # 3

Not Met

Date of Hire: 04/28/2025

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

"Missing/Incomplete Components"

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Staff # 12

Not Met

Date of Hire: 03/17/2025

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

"Missing/Incomplete Components"

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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. Discussed the supervision rule which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.