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: 9/29/2021 **VisitType:** Licensing Study **Arrival:** 10:00 AM **Departure:** 11:15 PM

CCLC-46538
Bemiss Academy Preschool
5111 Bemiss Road Valdosta, GA 31605 Lowndes County
(229) 474-4004 bemissacademy@hotmail.com

Regional Consultant
Beth Houtz
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Mailing Address
P.O. Box 2274
Valdosta, GA 31604

Quality Rated: ★ ★

Compliance Zone Designation		
09/29/2021	Licensing Study	Good Standing
01/21/2021	Monitoring Visit	Good Standing
08/28/2020	Complaint Closure	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
Building 2	Room E - 3 year old room		0	0	C	15	C	20	C	
Building 2	Room F - GA Pre-K	PreK	2	18	C	28	C	40	C	Centers
Building 2	Room G - school age		0	0	C	19	C	27	C	
		Total Capacity @35 sq. ft.: 62			Total Capacity @25 sq. ft.: 129					
Main	A- 6wks - 2 yrs	Infants	1	1	C	14	C	NA	NA	Free Play
Main	B- 2 year olds	Two Year Olds	1	6	C	15	C	NA	NA	Centers
Main	C- Private Pre-K	Four Year Olds	1	3	C	22	C	31	C	Centers
Main	D - 3's & 4's	Three Year Olds	1	9	C	16	C	22	C	Centers
		Total Capacity @35 sq. ft.: 67			Total Capacity @25 sq. ft.: 129					
Total # Children this Date: 37		Total Capacity @35 sq. ft.: 129			Total Capacity @25 sq. ft.: 129					

Building	Playground	Playground Occupancy	Playground Compliance
Main	All Ages	64	C

Comments
An Administrative Review was conducted on September 22, 2021. Staff files, children’s files, training, transportation forms, and background checks were all reviewed. A virtual inspection was conducted on September 29, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic

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

QUALITY RATED CHILD CARE

CAPS CHILDCARE AND PARENT SERVICES

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)

Jennifer Laster, Program Official	Date	Beth Houtz, Consultant	Date

Bright from the Start Georgia Department of Early Care and Learning
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Findings Report

Date: 9/29/2021 **VisitType:** Licensing Study **Arrival:** 10:00 AM **Departure:** 11:15 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

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

Comment
Discussed rotating toys to support the procedures of daily disinfecting.

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: 3**

Child # 1 Not Met

"Missing/Incomplete Components"

.08(1)-Address Missing

Child # 2 Met

Child # 3 Not Met

"Missing/Incomplete Components"

.08(1)-Emergency Contact information Missing,.08(1)-Address Missing

Child # 4 Met

Child # 5 Not Met

"Missing/Incomplete Components"

.08(1)-Address Missing,.08(1)-Doctor, Clinic, Phone Numbers,.08(1)-Allergies and Disabilities

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 on a review of records that three or five records were missing address information for release persons, one of five records was missing emergency contact information, one of five records was missing name and telephone number of the child’s primary source of health care, and one of five records was missing a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child’s participation in the program.

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: 9/29/2021

Facility

591-1-1-.06 Bathrooms **Met**

Comment
Bathrooms observed to be clean and well maintained.

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) **Met**

Comment
Please be mindful to keep items that pose a hazard inaccessible to children.

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

Comment
A Virtual Visit was conducted due to the COVID-19 pandemic. Please ensure to monitor the playground areas for the following hazards: - Normal wear and tear of playground equipment and toys. Potential entrapment hazards in the fence surrounding the playground area. Biting and/or stinging insects (i.e. ants, bees, etc.). Loose and/or weak tree branches surrounding the playground area. Standing water in and around playground equipment after inclement weather.

Regulations regarding the associated rules with fencing, playground equipment, resilient surfacing and keeping playground area free of hazards were discussed with the Director/Provider on this date.

Technical Assistance
591-1-1-.26(8) - The consultant discussed with the director about maintaining a six foot fall zone around any equipment that is of a height that children could potentially fall from.

Correction Deadline: 10/2/2021

Food Service

591-1-1-.15 Food Service & Nutrition **Met**

Comment
Center menu meets USDA guidelines.

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
A Virtual Visit was conducted due to the COVID-19 pandemic. Diapering was not directly observed during the virtual walk through. Procedures and sanitation regarding proper diapering were discussed with the Director/Provider on this date. Changing pad and table as well as the adjacent sink were observed.

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

Comment
A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing was not directly observed during the virtual walk through. Hand washing supplies were observed, and hand washing practices were discussed with the Director on this date.

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

Comment
The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures **Met**

Comment
Program observed to have completed and documented emergency drills.

Safety

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

Comment
A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director/Provider on this date.

591-1-1-.36 Transportation(CR) **Not Met**

Finding
591-1-1-.36(7)(a) requires that each vehicle contains current information including: the full names of all children to be transported, each child's pick-up location, pick-up time, delivery location, alternate delivery location if a Parent is not at home and name of person authorized to receive each child. In addition, the vehicle shall contain current information identifying the Center's name, telephone number and the name of the driver of the vehicle. It was determined based on a review of records that two of five children's transportation agreements reviewed did not have an alternate delivery location if a Parent is not at home and name of person authorized to receive each child. Additionally, on the week of September 6, 2021, and the week of September 13, 2021, school transportation checklists the following items were missing: the name of the driver of the vehicle, children's pick-up location, and children's delivery location. Finally, On the Home transportation checklists dated September 7, 8, 9, 10, 13, and 14, 2021, the name of the driver of the vehicle was missing.

POI (Plan of Improvement)
The Center will ensure that the Center's information and the children's information is included on each vehicle.

Correction Deadline: 9/23/2021

Finding
591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on a review of records that three of five records were missing information pertaining to the local medical facility that the Center uses, two of five records were missing the name and telephone number of the child's doctor, and one of five records was missing a parent's information.

POI (Plan of Improvement)
The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

Correction Deadline: 9/23/2021

Finding
591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on a review of records that on the week of September 6, 2021 School transportation checklist on September 8, 2021 there was no load or unload mark for one of two children, on the September 10, 2021 PM checklist there was no mark indicating unloading for five of six children, and on the September 13, 2021 PM Home transportation checklist there was no mark for load or unload for one of six children.

POI (Plan of Improvement)
The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

Correction Deadline: 9/23/2021

Finding
591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on a review of documents that on the week of September 6, 2021 School transportation checklist there was no departure time from the center documented and no load or unload times documented for the children on Thursday, September 9, 2021, and Friday, September 10, 2021, as required.

POI (Plan of Improvement)
The Center will ensure that each time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

Correction Deadline: 9/23/2021

Finding
591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle’s interior; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on a review of records that on the September 6-10, 2021, school transportation checklist there was no first check signature documented indicating all of the children have exited the vehicle as required on Thursday, September 9, 2021, and Friday, September 10, 2021.

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: 9/23/2021

Finding
591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check.   It was determined based on a review of records that on the September 6-10, 2021, school transportation checklist there was no second check signature documented indicating all of the children have exited the vehicle as required on Thursday, September 9, 2021, and Friday, September 10, 2021.

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: 9/29/2021

Sleeping & Resting Equipment

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

Comment
A Virtual Visit was conducted due to the COVID-19 pandemic. Tight fitting sheets, SIDS, and infant sleeping position were discussed with the Director on this date. 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: 16 **Records with Missing/Incomplete Components: 0**

Staff # 1 — Met
Date of Hire: 05/12/2020

Staff # 2 — Met
Date of Hire: 04/01/2021

Staff # 3 — Met

Staff # 4 — Met

Records Reviewed: 16	Records with Missing/Incomplete Components: 0	
Staff # 5		Met
Staff # 6		Met
Staff # 7 Date of Hire: 07/13/2021	Reminder - Health & Safety training is required within 90 calendar days of hired	Met
Staff # 8 Date of Hire: 04/26/2021		Met
Staff # 9 Date of Hire: 10/12/2020		Met
Staff # 10		Met
Staff # 11 Date of Hire: 07/22/2021	Reminder - Health & Safety training is required within 90 calendar days of hired	Met
Staff # 12		Met
Staff # 13		Met
Staff # 14 Date of Hire: 01/07/2020		Met
Staff # 15 Date of Hire: 07/26/2021	Reminder - Health & Safety training is required within 90 calendar days of hired	Met
Staff # 16 Date of Hire: 08/30/2021	Reminder - Health & Safety training is required within 90 calendar days of hired	Met

Staff Credentials Reviewed: 9

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

Comment
Criminal record checks were observed to be complete.

Correction Deadline: 1/21/2021

Corrected on 9/29/2021
.09(1)(c) - This citation was observed to be corrected on this date. All staff had a satisfactory comprehensive record as required.

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

Comment
Evidence observed of 50% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training **Met**

Comment
Documentation observed of required staff training.

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
Staff observed to provide direct supervision and be attentive to children's needs.