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: 9/18/2023 **VisitType:** Licensing Study **Arrival:** 12:00 PM **Departure:** 3:30 PM

CCLC-57251

The Learning Tree

443 Airport Road Dublin, GA 31021 Laurens County
(478) 205-5449 thelearningtreedublin@gmail.com

Regional Consultant

Laura Johnson

Phone: (470) 891-3520
Fax: (678) 913-0577
laura.johnson@decal.ga.gov

Mailing Address
Same

Quality Rated: No

Compliance Zone Designation		
09/18/2023	Licensing Study	Good Standing
03/17/2023	Monitoring Visit	Good Standing
08/02/2022	ILS with PTO	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
Main	A- 3 year olds (front room)	Three Year Olds	2	10	C	25	C	NA	NA	Nap
Main	B- 3 year olds (first right)	Three Year Olds	1	8	C	11	C	NA	NA	Nap
Main	C- 2 year olds (far right)	Two Year Olds	1	5	C	9	C	NA	NA	Nap
Main	D- 4 year olds (back right)	Three Year Olds	2	7	C	22	C	NA	NA	Nap
		Total Capacity @35 sq. ft.: 0			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Heath Department Limitations		
Total # Children this Date: 30		Total Capacity @35 sq. ft.: 0			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A (front)	60	C
Main	Playground B (back)	41	C

Comments
The purpose of this visit was to complete a Licensing Study. The Director stated that the program does not provide routine transportation, administer medications, or provide swimming activities. A portability citation was left and an affidavit was asked to be completed on this date. The program does not provide care for infants.

Plan of Improvement: Developed This Date 09/18/2023

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

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)

QUALITY RATED CHILD CARE

CAPS

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 a1 855-800-7747 or qualityrated@decal.ga.gov **for more information. Free techincal assistance is available!**

Kellie Hamrick, Program Official Date

Laura Johnson, Regional Consultant Date

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(Findings Report)

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

591-1-1-.35 Swimming Pools & Water-related Activities(CR) **N/A**

Comment
Center does not provide swimming activities.

Children's Records

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

Child # 1 Not Met

"Missing/Incomplete Components"

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

Child # 2 Not Met

"Missing/Incomplete Components"

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

Child # 3 Not Met

"Missing/Incomplete Components"

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

Child # 4 Not Met

"Missing/Incomplete Components"

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

Child # 5 Not Met

"Missing/Incomplete Components"

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

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, intellectual disabilities or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records that the program's child enrollment forms did not include a place for parents to include the following information:

- parent's work addresses
- 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

POI (Plan of Improvement)
Center staff will modify the current children enrollment forms to include the information that was currently missing. The program will obtain the missing information from all parents of currently enrolled children.

Correction Deadline: 10/2/2023

Facility

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

Comment
Bathrooms observed to be clean and well maintained.

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

Correction Deadline: 3/17/2023

Corrected on 9/18/2023
.19(1) - This citation was corrected on this date.

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

Comment
Center appears clean and well maintained.

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

Finding
591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that there was a nine-inch by five-inch gap in the fencing on the back playground near the left back corner and posed a potential entrapment hazard to the children in care.

POI (Plan of Improvement)
The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 9/30/2023

Food Service

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

Comment
Center menu meets USDA guidelines.

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

Comment
Kitchen appears clean and well organized.

Technical Assistance
591-1-1-.18(8) requires that containers of food be stored above the floor on clean surfaces protected from splash and other contamination. Containers for food storage other than the original container or package in which the food was obtained shall be impervious and non-absorbent, have tight-fitting lids or covers and labeled as to contents.

The consultant spoke with center staff about ensuring that all food items that had been opened were stored in labeled containers that had non-absorbent, tight -fitting lids as required.

Correction Deadline: 9/18/2023

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) **Met**

Comment
Proper hand washing observed throughout the center.

591-1-1-.20 Medications(CR) **Not Evaluated**

Comment
The Provider currently does not dispense/administer medication.

Policies and Procedures

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

Comment
Program observed complete emergency drills

591-1-1-.27 Posted Notices **Met**

Comment
Observed all required posted notices.

Safety

591-1-1-.05 Animals **N/A**

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) **Not Evaluated**

Comment
Center does not participate in field trips at this time.

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

Comment
Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Comment
Pleasant naptime environment observed.

Staff Records

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) **Not Met**

Finding
591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of records and statements from the provider that the Program had a paper copy of the satisfactory comprehensive records check determination for staff member #5, but had not electronically ported the records check determination in the program's Decal Koala account as required. The records check determination for staff member #5 were within their portability window.

POI (Plan of Improvement)
IMMEDIATE CORRECTION - The Center will submit a portability request electronically in Decal Koala for all potential employees before they are employed to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will review and maintain the record check determination letter issued by the Department and ensure all are current, valid, and showing up in Decal Koala as required to ensure CRC rules are maintained. The consultant assisted the Director with completing portability for staff member #5 during the visit on this date.

Correction Deadline: 9/18/2023

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

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

Comment
Please replace/add missing/expired item(s) in first aid kit(s).

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

591-1-1-.32 Supervision(CR) **Not Met**

Finding
591-1-1-.32(7) requires that children be supervised at all times appropriate to the individual age, needs and capabilities of each child. Such supervision must include, but not be limited to, indoor and outdoor activities, mealtimes, naptime, transportation, field trips, and transitions between activities. "Supervision" means that the appropriate number of Staff members are physically present in the area where children are being cared for and are providing watchful oversight to the children, volunteers and Students-in-Training. The persons supervising in the child care area must be alert, positioned to maximize their ability to hear and see the children at all times, and able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the volunteers and Students-in-Training, and provide timely attention to the children's actions and needs. 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. It was determined based on observation that there was a staff:child ratio of 0:8 with eight two-year-old children and required a staff child ratio of 1:8 in classroom A when the teacher briefly stepped out of classroom A and then walked back in after one minute.

POI (Plan of Improvement)
The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

Correction Deadline: 9/18/2023