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: 8/24/2023 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 10:00 AM **Departure:** 5:30 PM

CCLC-55067

Happy Feet Academy Preschool

1112 North Patterson St Valdosta, GA 31601 Lowndes County
(229) 474-4288 eltonmack08@yahoo.com

Regional Consultant

Rena Keene

Phone: (912) 544-9930
Fax: (912) 544-9926
rena.keene@decal.ga.gov

Mailing Address
Same

Quality Rated:

Compliance Zone Designation		
08/24/2023	Complaint Investigation & Licensing Study	Good Standing
07/24/2023	TA Follow Up	Good Standing
03/15/2023	Complaint Investigation Follow Up	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	Room A	Three Year Olds	1	7	C	19	C	NA	NA	Centers
Main	Room B	One Year Olds and Two Year Olds	4	13	C	24	C	NA	NA	Transitioning,Floor Play,Nap,Circle Time
		Total Capacity @35 sq. ft.: 43			Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 20		Total Capacity @35 sq. ft.: 43			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	24	C

Comments
The purpose of today's visit was to conduct a Licensing Study.

08/25/2023: Revision was made to show correct Techanical Assistance for Rule listed for 591-1-1-.25(4) regarding screens on windows. Consultant had incorrectly listed comment about diapering in this area in addition to the Technical Assistance given for 591-1-1-.10. (Rena Keene)

September 8, 2023: Complaint Closure was completed and allegations were unsubstantiated. Technical Assistance was added to Rule No. 591 -1-1-.11(2). Rena Keene

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 CHILDCARE AND PARENT SERVICES

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!

Shawnasty Jackson, Program Official Date

Rena Keene, Regional Consultant Date

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(Findings Report)

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The following information is associated with a Licensing Study Visit:

Activities and Equipment

591-1-1-.12 Equipment & Toys(CR) **Not Met**

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

Finding
591-1-1-.12(4) requires that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. It was determined based on consultant's observation that shelves and cubbies in the rooms used by the three-year-old children and the toddlers were not anchored to prevent injury from tipping, falling, or being pulled or pushed over by a child. Six book/toy shelves and one cubbie n the three-year-old classroom was observed to be unanchored, and eight similar pieces were observed in the toddler room to be unanchored.

POI (Plan of Improvement)
The Center will ensure that the identified equipment or furniture and any other such existing or future items are secured adequately and will have a system for checking these for stability.

Correction Deadline: 8/24/2023

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

Comment
Center does not provide swimming activities.

Children's Records

Records Reviewed: 9 **Records with Missing/Incomplete Components: 6**

Child # 1 Not Met

"Missing/Incomplete Components"

.08(1)-No Record

Child # 2 Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities,.08(1)-Living arrangements if not with both parents,.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing,.08(3)-Address of Release Person Missing,.08(1)(c)-Keep center advised of change in Work Locations,.08(1)(c)-Keep center advised of change inEmergency Contact,.08(1)(c)-Keep center advised of change in Family Physicians,.08(1)(c)-Keep center advised of change in Phone Numbers

Child # 3 Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing,.08(3)-Address of Release Person Missing,.08(1)(c)-Keep center advised of change in Family Physicians,.08(1)(c)-Keep center advised of change in Phone Numbers,.08(1)-Allergies and Disabilities,.08(1)-Living arrangements if not with both parents,.08(1)(c)-Keep center advised of change in Work Locations,.08(1)(c)-Keep center advised of change inEmergency Contact

Child # 4 Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities,.08(1)-Living arrangements if not with both parents,.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing,.08(3)-Address of Release Person Missing,.08(1)(c)-Keep center advised of change in Family Physicians,.08(1)(c)-Keep center advised of change in Phone Numbers,.08(1)(c)-Keep center advised of change in Work Locations,.08(1)(c)-Keep center advised of change inEmergency Contact,.08(1)(a)-Name of both parents,.08(1)(a)-Special Care Procedures

Child # 8 Not Met

"Missing/Incomplete Components"

.08(1)-Living arrangements if not with both parents,.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing,.08(3)-Address of Release Person Missing,.08(1)(c)-Keep center advised of change in Family Physicians,.08(1)(c)-Keep center advised of change in Phone Numbers,.08(1)-Allergies and Disabilities,.08(1)(c)-Keep center advised of change inEmergency Contact,.08(1)(c)-Keep center advised of change in Work Locations

Child # 9 Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities,.08(1)-Living arrangements if not with both parents,.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing,.08(3)-Address of Release Person Missing,.08(1)(c)-Keep center advised of change in Family Physicians,.08(1)(c)-Keep center advised of change in Phone Numbers,.08(1)(c)-Keep center advised of change inEmergency Contact,.08(1)(c)-Keep center advised of change in Work Locations

591-1-1-.08 Children's Records **Not Met**

Technical Assistance

591-1-1-.08 - A copy of the department's standard Parental Agreement was provided to the owner to begin using immediately and obtain for all children currently enrolled.

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 children's records that a file was not maintained for all children that contained all required information. The enrollment records for five children were reviewed and did not include statements from the parent as to whether each child had any allergies or special needs. Additionally, the records did not contain information for both parents to include the work addresses and telephone numbers for both parents. The electronic records kept were also missing complete information for the persons authorized to pick up each child to include their addresses and relationship to the child and to the parent. A copy of the department's standard enrollment form posted on the Bright From The Start Webster was provided to the owner to show the minimum required information to be maintained for each child and available to the department. It was also determined based on a review of transportation records and children's records that Child No. 1 for whom transportation was provided from Moulton Branch Elementary School to the center on August 7, 2023, had no record on file in the center.

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: 8/24/2023

Finding
591-1-1-.08(1)(b) requires Center Staff to maintain a file for each child that includes parental authorizations, including, but not limited to, written authorization for the Center to obtain emergency medical care for the child when the Parent is not available. It was determined based on a review of five children's enrollment records that no parental authorizations were on file which authorized the Center to obtain emergency medical care when the Parent is not available. A copy of the department's standard form taken from the Bright From The Start website was provided to the owner.

POI (Plan of Improvement)
The Center will develop and follow a system to place and maintain all types of parental authorizations in these files.

Correction Deadline: 8/24/2023

Evening Care

591-1-1-.32 Staffing/Supervision(CR) **Met**

Comment
No evening care hours provide at this time, according to the owner.

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) **Technical Assistance**

Technical Assistance
591-1-1-.25(7) requires that doors to rooms not approved for child care, other than the kitchen doors, be latched or locked so children cannot wander into those areas. Except in School-age Centers, interior Center door locks shall permit Personnel to open the locked room from outside of the room in an emergency. Please ensure that the door to the office is kept latched or the door knob protected so that the children do not have access to it.

Correction Deadline: 8/24/2023

591-1-1-.25 Physical Plant-Structural/Mechanical **Technical Assistance**

Technical Assistance
591-1-1-.25(4) requires the Center to maintain the temperature in the range of 65 to 85 degrees Fahrenheit and to ventilate the Center be ventilated either by mechanical or natural means for the purpose of providing fresh air and controlling unpleasant odors. Facilities which do not have a functioning central heating and air-conditioning system shall make fifty percent (50%) of all required windows operable for ventilation. Any openings used for ventilation shall be screened.

Correction Deadline: 8/24/2023

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

Technical Assistance
591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. Please remove and replace the torn shade covering connected to the outdoor kitchen play set.

Correction Deadline: 9/3/2023

Technical Assistance
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. Please ensure that the plastic border used to secure resilient material is secured so that it is not loose and pose a tripping hazard to the children.

Correction Deadline: 8/24/2023

Food Service

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

Comment
The lunch served during the visit met USDA standards and included Shepherd's Pie (ground beef and mashed potatoes), corn, peaches and milk.

Finding
591-1-1-.15(1) requires that meals and snacks are served, with serving sizes dependent upon the age of the child, that meet nutritional guidelines as established by the United States Department of Agriculture Child and Adult Care Food Program. Meals and snacks shall be varied daily, and additional servings of nutritious food shall be offered to children over and above the required daily minimum, if not contraindicated by special diets. It was determined based on consultant's observation that the snack served in the three-year-old classroom to the seven children present did not meet USDA guidelines. The snack served included crackers and water. An approved snack must include a minimum of two components. Water can be served as the beverage, but cannot replace a second component of the snack. Current USDA guidelines are shown below.

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk
5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk
2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA’s website:
DECAL
http://decal.ga.gov/CACFP/Handbook.aspx
USDA
http://www.fns.usda.gov/cacfp/cacfp-handbooks

POI (Plan of Improvement)
Center Staff will prepare menus and/or serve foods that meet the USDA guidelines and will offer and serve seconds to children.

Correction Deadline: 8/24/2023

Comment
591-1-1-.15(11) - Lunches are catered and a Food Service Inspection completed by Public Health was on file with a score of 100.

Correction Deadline: 8/24/2023

591-1-1-.18 Kitchen Operations — **Not Met**

Finding
591-1-1-.18(5) requires the refrigeration of all perishable and potentially hazardous foods at 40 degrees Fahrenheit or below and served promptly after cooking. Freezer temperature shall be maintained at zero (0) degrees Fahrenheit or below. It was determined based on consultant's observation that the refrigerator in the infant and toddler classroom did not measure 40 degrees Fahrenheit or below - it was shown to measure forty-eight (48) degrees Fahrenheit.

POI (Plan of Improvement)
The Center will refrigerate foods as required, will train Staff on proper refrigerator and freezer temperature settings and monitor the settings. Food will be served promptly after cooking.

Correction Deadline: 8/24/2023

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR) — **Technical Assistance**

Technical Assistance
591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. Staff were advised that good practice recommends that the diaper-changing surface be cleaned with soapy water prior to using the disinfectant.

Correction Deadline: 8/24/2023

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

Comment
Staff were observed to remind children to wash hands.

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

Comment
The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.27 Posted Notices **Not Met**

Finding
591-1-1-.27 requires each Center to post in a designated area for public viewing near the front entrance the following: the Center's current License or Permit; a copy of these rules; a copy of the current communicable disease chart; a statement allowing Parent(s) access to all child care areas upon notifying any staff member of his or her presence; names of persons responsible for the administration of the Center in the administrator's absence; the dated current week's menu for meals and snacks; emergency plans for severe weather, fire, and other emergency situations; a statement requiring visitors to check in with Staff when entering the Center; no smoking signs; and a notice provided by the Department which advises Parents of their right to review a copy of the Center's most recent licensure evaluation report upon request to the Center Director. The Center shall provide any Parent with a copy of this evaluation report upon request. It was determined based on consultant's observation that all required notices were not posted. The administrator and the person in charge in the director's absence was not posted. Additionally, the menu showing the meals and snacks for the current week was not posted.

POI (Plan of Improvement)
The Center will post the notices as required and ensure they remain posted.

Correction Deadline: 8/24/2023

Safety

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

Comment
Center does not keep animals on premises.

591-1-1-.11 Discipline(CR) **Technical Assistance**

Technical Assistance
591-1-1-.11(2) requires that Personnel not: physically or sexually abuse a child or engage or permit others to engage in sexually overt conduct in the presence of any child enrolled in the Center; inflict corporal/physical punishment upon a child; shake, jerk, pinch or handle a child roughly; verbally abuse or humiliate a child which includes, but is not limited to, the use of threats, profanity or belittling remarks about a child or his family; isolate a child in a dark room, closet or unsupervised area; use mechanical or physical restraints or devices to discipline children; use medication to discipline or control children's behavior without written medical authorization issued by a licensed professional and given with the parent's written consent; restrict unreasonably a child from going to the bathroom; punish toileting accidents; force-feed a child or withhold feeding a child regularly scheduled meals and/or snacks; force or withhold naps; allow children to discipline or humiliate other children; or confine a child for disciplinary purposes to a swing, highchair, infant carrier, walker or jump seat. Please remind staff that poking a child is not an acceptable form of guidance. Any physical discipline is not allowed to be used in child care centers.

Correction Deadline: 8/24/2023

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) **Not Met**

Finding
591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on a review of transportation records, staff statements and consultant's observation that the employee who transported one child from Sallas Mahone Elementary School on August 24, 2023, did not have the required two hours of transportation safety training.

POI (Plan of Improvement)
The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 9/3/2023

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 consultant's observation and staff statements that four children were transported from three different schools to the center on August 24, 2023, and there was no emergency medical information on the vehicle for any of the four children transported. The owner and employee who transported the children in two separate vehicles left hurriedly from the center as consultant was checking the two vehicles that had just had inspections completed immediately prior to being used to transport the children and had just been brought to the center.

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: 8/25/2023

Finding
591-1-1-.36(7)(c)1 requires that children be listed individually on the passenger transportation checklist using their first and last names. It was determined based on a review of transportation records that only the first names of Child No. 5 and Child No. 6 was listed on the transportation logs used on August 24, 2023.

POI (Plan of Improvement)
The Center will ensure that each child is listed individually by first and last name on the checklist.

Correction Deadline: 8/25/2023

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 consultant's observation, a review of transportation records, and staff statements that two children were transported from W. G. Nunn Elementary School, and one child from Moulton Branch Elementary School to the center on August 24, 2023, and were not accounted for on a log when they were loaded and unloaded at the school and at the center. Additionally, these same children, Child No. 5, Child No. 6, and Child No. 7, were transported from the same schools to the center on August 21, 2023, August 22, 2023, and August 23, 2023, and they were not accounted for on the log for the current week.

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: 8/25/2023

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 consultant's observation, staff statements, and a review of the transportation logs that a child was transported from Moulton Branch Elementary School to the center on August 24, 2023, and the driver who conducted the first check of the vehicle did not sign the log indicating that a first check of the vehicle had been completed.

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: 8/25/2023

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 transportation records that there was no signature showing that a second check of the vehicle was made on August 7, 2023 when Child No. 6 was transported from Moulton Branch Elementary School to the center. Additionally, it was determined that Child No. 1 and Child No. 7 were transported from W. G. Nunn Elementary School to the center on August 7, 2023, and there was no signature on the log showing that a second check of the vehicle had been made.

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: 8/24/2023

Sleeping & Resting Equipment

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

Comment
Discussed SIDS and infant sleeping position.

Comment
Please ensure that cribs/cots are labeled for individual use.

Staff Records

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

Comment
Criminal record checks were observed to be complete.

Comment
Director provided seven (7)] files for employees hired since last visit.

591-1-1-.14 First Aid & CPR **Not Met**

Finding
591-1-1-.14(1)(a) requires, in a Center that provides transportation, that either the driver or another Staff person present on the vehicle have current evidence of successful completion of a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid offered by certified or licensed health care professionals or trainers and which dealt with the provision of emergency care to infants and children. It was determined based on consultant's observation and a review of staff records that the employee who transported a child from Sallas Mahone Elementary School on August 24, 2023, did not have current training and certification in CPR and First Aid.

POI (Plan of Improvement)
The Center will verify proof of CPR/1st aid training and schedule Staff so that there is always a staff person on the vehicle with this training.

Correction Deadline: 8/24/2023

Finding
591-1-1-.14(3) requires the Center to have a first aid kit in each building of the Center and in any vehicle used by the Center for transportation of children, that contains scissors, tweezers, gauze pads, adhesive tape, thermometer, band-aids, assorted sizes, antibacterial ointment, insect-sting preparation, an antiseptic cleansing solution, triangular bandages, rubber gloves, protective eye wear, a protective face mask, and a cold pack. The first aid kit, together with a first aid instruction manual which must be kept with the kit at all times, shall be stored so that it is not accessible to children but is easily accessible to Staff. It was determined based on consultant's observation that the two new first aid kits placed on the vehicles used to transport children on the day of the visit did not contain a thermometer, protective eye wear, a protective face mask, scissors and tweezers.

POI (Plan of Improvement)
Center Staff will provide any missing first aid kits, add any missing items to each first aid kit and will develop and use a plan for checking the kits and replacing missing items in each kit in the future. First aid kits and instruction manuals will be stored so that they kits are not accessible to children but are easily accessible to Center Staff.

Correction Deadline: 9/3/2023

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 staff records and staff statements that four staff currently employed did not have a file that contains all the required information.

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.

Correction Deadline: 8/29/2023

591-1-1-.33 Staff Training — Not Met

Finding
591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined based on a review of seven employee records that none of the files contained evidence of orientation prior to assuming duties with the children.

POI (Plan of Improvement)
The Center will develop and provide orientation for all new Staff prior to their staff's assignment to children or task.

Correction Deadline: 8/24/2023

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 a review of staff records and staff statements that the three teachers serving in the capacity of lead teachers for their groups do not possess one of the required credentials.

POI (Plan of Improvement)
A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

Correction Deadline: 8/24/2023

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.