



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: 6/9/2022 **VisitType:** Licensing Study **Arrival:** 1:40 PM **Departure:** 3:15 PM

CCLC-38492

The Busy Box Day Care Center

4715 Moon's Grove Road Danielsville, GA 30633 Madison County
 (706) 795-2951 director@thebusybox.com

Mailing Address

4715 Moon's Grove Church Road
 Danielsville, GA 30633

Regional Consultant

Kelly Jones

Phone: (770) 357-7062

Fax: (770) 357-7061

kelly.jones@decal.ga.gov

Quality Rated: No

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.
06/09/2022	Licensing Study	Good Standing	
11/17/2021	Monitoring Visit	Good Standing	
06/10/2021	Complaint Investigation by Phone	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
I	A/R Front	Two Year Olds and Three Year Olds	3	18	C	21	C	NA	NA	Nap, Transitioning, Snack
I	B/Left	One Year Olds and Two Year Olds	2	9	C	15	C	NA	NA	Outside, Transitioning, Nap, Snack
Total Capacity @35 sq. ft.: 38			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Fire Marshall Limitations				
II	1R	Four Year Olds and Five Year Olds and Six Year Olds and Over	2	17	C	20	C	NA	NA	Nap, Transitioning, Free Play
II	Back Room Left	Three Year Olds and Four Year Olds	2	11	C	18	C	NA	NA	Nap, Transitioning
Total Capacity @35 sq. ft.: 38			Total Capacity @25 sq. ft.: 38			Building @35 capacity limited by Fire Marshall Limitations				
Total # Children this Date: 55			Total Capacity @35 sq. ft.: 76			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
I	PG A Right	46	C
I	PG B/Left	17	C
II	PG C/ Large	63	C

Comments

The Consultant conducted the exit conference via telephone and emailed a copy of the report electronically to the Program.

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)

Sandy Thomason, Program Official

Date

Kelly Jones, 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)

Technical Assistance

Technical Assistance

591-1-1-.12 - Equipment and furniture observed to be properly secured, as applicable. Discussed with the director alternative methods for securing the T.V.

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.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

591-1-1-.08 Children's Records**Met****Comment**

Parent agreements observed obtained/completed.

Comment

Parent authorizations obtained/completed.

Comment

Records were observed to be complete and well organized.

Facility

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

Please monitor bathrooms for necessary supplies.

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**

No hazards observed accessible to children on this date.

Comment

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

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

Playground observed to be clean and in good repair.

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**

Staff state proper knowledge of diapering procedures.

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

Proper hand washing observed throughout the center.

Comment

Staff were observed to remind children to wash hands.

Finding

591-1-1-.17(2) requires that Personnel, to the extent possible, keep children clean, dry and comfortable. It was determined based on observation that children in Classroom B Left Building 1 went outside with no shoes on for play time.

POI (Plan of Improvement)

The Center will train staff, review regularly, and monitor. Consultant discussed with the director that children should wear shoes at all times to ensure they are safe and free of injury.

Correction Deadline: 6/9/2022

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**Technical Assistance****Technical Assistance**

591-1-1-.21(1)(p) - Consultant discussed with the director to ensure to used the up to date form.

Correction Deadline: 6/14/2022

Technical Assistance

591-1-1-.21(3) - Consultant discussed with the director to ensure to use the updated emergency form.

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

Observed all required posted notices.

591-1-1-.29 Required Reporting**Met****Comment**

Thank you for reporting as required.

Safety

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

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

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

Comment

Center does not care for infants.

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: 15****Records with Missing/Incomplete Components: 1**

Staff # 1	Met
Date of Hire: 05/18/2015	
 Staff # 2	 Not Met
Date of Hire: 07/13/2020	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
 Staff # 3	 Met
Date of Hire: 01/07/2019	
 Staff # 4	 Met
Date of Hire: 11/10/2020	
 Staff # 5	 Met
Date of Hire: 03/01/2022	
 Staff # 6	 Met
Date of Hire: 04/05/2021	
 Staff # 7	 Met
Date of Hire: 05/31/2021	
 Staff # 8	 Met
Date of Hire: 07/22/2021	
 Staff # 9	 Met
Date of Hire: 05/08/2017	
 Staff # 10	 Met
Date of Hire: 04/13/2015	
 Staff # 11	 Met
Date of Hire: 12/02/2021	
 Staff # 12	 Met

Records Reviewed: 15

Date of Hire: 04/22/2022

Staff # 13

Date of Hire: 03/16/2010

Staff # 14

Date of Hire: 05/31/2022

Staff # 15

Date of Hire: 06/24/2013

Records with Missing/Incomplete Components: 1Reminder - Health & Safety training is required within 90 calendar days of hired

Met

Met

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

Met

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

15 of 15 criminal record checks were observed to be complete.

Comment

Director provided four file(s) for employees hired since last visit 11/17/2021.

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

Evidence observed of 100% 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**Not Met****Finding**

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on a review of documentation that staff member #, hire date 7/13/2020, did not have evidence of annual training for the year 2021.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 12/31/2022**591-1-1-.31 Staff(CR)****Met****Comment**

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

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**

Adequate supervision observed on this date.