



**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:** 7/26/2022    **VisitType:** POI Follow Up    **Arrival:** 9:30 AM    **Departure:** 11:30 AM

**CCLC-3602**

**Haynes Day Care Center, Inc**

916 Metropolitan Parkway Atlanta, GA 30310 Fulton County  
 (404) 753-3161 maryhy21@aol.com

**Regional Consultant**

Brandi Mangino

Phone: (478) 314-9726  
 Fax: (478) 599-0169  
 brandi.mangino@decal.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** ★

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.
07/26/2022	POI Follow Up	Support	
06/21/2022	Licensing Study	Support	
01/18/2022	Monitoring Visit	Good Standing	

  

<b>Good Standing</b>	- Program is demonstrating an acceptable level of performance in meeting the rules.
<b>Support</b>	- Program performance is demonstrating a need for improvement in meeting rules.
<b>Deficient</b>	- 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	2nd Right		0	0	C	16	C	22	C		
Main	A 1st Left		0	0	C	15	C	21	C		
Main	B 1st Right		0	0	C	15	C	NA	NA		
Main	C		0	0	C	21	C	NA	NA		
Main	C 2nd Left Left	One Year Olds and Three Year Olds and Five Year Olds and Six Year Olds and Over	1	5	C	27	C	NA	NA	Free Play	
Total Capacity @35 sq. ft.:			94			Total Capacity @25 sq. ft.:			106		
Total # Children this Date: 5			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.:			106		

Building	Playground	Playground Occupancy	Playground Compliance
Main	Main playground	61	C

**Comments**

Plan of Improvement: To Be Submitted 08/09/2022

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/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



### 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](mailto: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](http://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)

Mary Haynes, Program Official

Date

Brandi Mangino, Consultant

Date



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**Findings Report**

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The following information is associated with a POI Follow Up:

**Activities and Equipment**

**591-1-1-.03 Activities**

**Not Met**

**Finding**

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on observation that the available lesson plans were for the week of July 18, 2022, through July 22, 2022.

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**Correction Deadline: 7/27/2022**

**Recited on 7/26/2022**

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

**Met**

**Correction Deadline: 6/21/2022**

**Corrected on 7/26/2022**

**.12(2) - Citation corrected.**

**Children's Records**

Child # 1 Not Met  
"Missing/Incomplete Components"  
 .08(1)-Allergies and Disabilities,.08(1)-Doctor, Clinic, Phone Numbers,.08(1)-Emergency Contact information Missing,.08(1)-Parent Names, Work Numbers

Child # 2 Not Met  
"Missing/Incomplete Components"  
 .08(3)-Address of Release Person Missing

Child # 3 Not Met  
"Missing/Incomplete Components"  
 .08(1)-Allergies and Disabilities,.08(1)-Parent Names, Work Numbers

Child # 4 Not Met  
"Missing/Incomplete Components"  
 .08(1)-Allergies and Disabilities,.08(1)-Parent Names, Work Numbers,.08(1)-Emergency Contact information Missing

Child # 5 Not Met  
"Missing/Incomplete Components"  
 .08(1)-Parent Names, Work Numbers,.08(1)-Emergency Contact information Missing,.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 the following information was missing from enrollment applications:

- four of five did not have listed if the child had any allergies
- one of five did not have any information listed for a release person(s)
- one of five was missing the phone number for the release person
- four of five was missing the parents' work information
- one of five did not have emergency contact information
- three of five did not have listed if the child had any special conditions
- two of five did not have listed the physician's name and/or phone number.

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**Correction Deadline: 8/4/2022**

**Recited on 7/26/2022**

**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 one of five enrolled children did not have a consent for emergency medical care on file.

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**Correction Deadline: 7/26/2022**

	<b>Facility</b>
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**591-1-1-.06 Bathrooms**

**Not Met**

**Finding**

591-1-1-.06(4) requires a Center first licensed after March 1, 1991, and Centers that remodel or add to existing plumbing facilities, to have the bathroom area fully enclosed and ventilated to the outside of the building with either an open screened window or functioning exhaust fan and duct system and requires Centers without fully enclosed bathrooms to ensure there is adequate ventilation to control odors and adequate sanitation measures to prevent the spread of contagious diseases. It was determined that ventilation was not working in the center restrooms due to the fans not circulating as needed when the switch was turned on.

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**Correction Deadline: 8/2/2022**

**Recited on 7/26/2022**

**Finding**

591-1-1-.06(7) requires Center Staff to ensure bathrooms are cleaned daily with a disinfectant. It was determined based on observation that restrooms were not cleaned daily in that urine was observed on the bottom of the toilets.

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**Correction Deadline: 7/26/2022**

Recited on 7/26/2022

**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 following hazards were observed to be accessible:

- four brooms and two dust pans next to the sink in the 2nd Left Classroom
- paper cutter on the shelf in the 1stRight Classroom
- stapler on the table in the 1st Right Classroom
- broom and dust pan by the sink in the 2nd Right Classroom

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**Correction Deadline: 7/26/2022**

Recited on 7/26/2022

**Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that the following items were in need of being cleaned or repaired:

- back porch had purple wood on the ceiling chipping
- red paint was observed to be coming off the wall in the 1st Right Classroom over the cubbies
- live and dead roaches were observed on the classroom floors, kitchen floor, kitchen counter and refrigerators throughout
- tile in the center hallway was cracked in several areas
- walls and baseboards throughout need to be wiped down due to cobwebs on walls and dirt and debris around baseboards
- rubber around the bottom of the floors in the hallway, and 2nd Left was missing with exposed rust
- 2nd Right Classroom had white tiles coming off the bottom of the wall near the 2nd entrance door
- tiles were observed to be coming off the bottom of the wall in the hallway restroom

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**Correction Deadline: 8/12/2022**

Recited on 7/26/2022

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

**Not Met**

**Defer**

591-1-1-.26(8)-Citation will be deferred until the next regulatory visit.

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**Correction Deadline: 6/28/2022**

**Finding**

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. It was determined based on observation that toys on the playground were unclean in that green moss was observed to be on them. It was further determined that limbs and gumballs were on the ground throughout and vines were observed to be growing through the fencing.

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**Correction Deadline: 8/2/2022**

**Recited on 7/26/2022**

<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition** **Met**

**Correction Deadline: 6/21/2022**

**Corrected on 7/26/2022**  
**.15(5) - Citation corrected.**

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

**Finding**

591-1-1-.18(7) requires each Center to have a designated space for storage of food and kitchen items and that the area be kept clean and free of accumulation of dust, dirt, food particles and grease deposits. It was determined based on observation that the kitchen area was not kept clean in that grease splatter was observed on walls and dust was observed on baseboards.

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**Correction Deadline: 8/2/2022**

**Recited on 7/26/2022**

<b>Health and Hygiene</b>
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591-1-1-.17 Hygiene(CR)

Met

Correction Deadline: 6/21/2022

Corrected on 7/26/2022  
.17(7) - Citation corrected.

Correction Deadline: 6/21/2022

Corrected on 7/26/2022  
.17(8) - Citation corrected.

Organization

591-1-1-.16 Governing Body & License

Met

Correction Deadline: 6/21/2022

Corrected on 7/26/2022  
.16(h) - Citation corrected.

Policies and Procedures

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

Not Met

Finding

591-1-1-.21(1)(p) requires the Center to have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. It was determined based on review of records that the center did not have the most current emergency preparedness plan.

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Correction Deadline: 8/2/2022

Recited on 7/26/2022

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Correction Deadline: 6/26/2022



Corrected on 7/26/2022  
.21(3) - Citation corrected.

591-1-1-.29 Required Reporting

Met

Correction Deadline: 6/21/2022

Corrected on 7/26/2022  
.29(3) - Citation corrected.

**Safety**

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 the director and staff member did not have current transportation training.

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**Correction Deadline: 7/27/2022**

**Recited on 7/26/2022**

**Finding**

591-1-1-.36(4)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on review of files that the center annual safety check had "REC" and no check mark beside brakes, suspension, steering and tires. The center had no receipts for repairs.

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**Correction Deadline: 7/26/2022**

**Recited on 7/26/2022**

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**Correction Deadline: 6/22/2022**

**Corrected on 7/26/2022**  
**.36(4)(b) - Citation corrected.**

**Finding**

591-1-1-.36(6) requires written Parental authorization for routine transportation provided by or on behalf of the Center. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined based on review of files that the center did not have transportation agreements for three of five kids.

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**Correction Deadline: 7/26/2022**

**Recited on 7/26/2022**

**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 pickup location, pickup 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 the center transportation logs did not have the center name, phone number, and the drivers listed.

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**Correction Deadline: 7/27/2022**

**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 review of files that the following information was missing from emergency medical forms:

- three of five were missing the medical facility the center uses and the address
- one of five was missing the work number for the parent
- two of five were missing the physicians name and/or phone number
- two of five were missing the contact information for the emergency contact
- one of five was missing if the child had any allergies
- one of five was missing if the child was on any medication
- one of five was missing if the child had any special conditions
- one of five did not have an emergency medical form

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**Correction Deadline: 7/26/2022**

**Recited on 7/26/2022**

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**Correction Deadline: 6/22/2022**

**Corrected on 7/26/2022**

**.36(7)(c) - Citation corrected.**

**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 records that on July 25, 2022, the time the child was dropped off was not documented and the arrival time back to the facility was not documented.

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Correction Deadline: 7/27/2022

**Sleeping & Resting Equipment**

**591-1-1-.30 Safe Sleeping and Resting Requirements(CR) Not Met**

**Finding**

591-1-1-.30(1)(a)3 requires that each crib shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. It was determined based on observation that the center had one crib in use and the one crib sheet was not tight-fitting.

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Correction Deadline: 7/26/2022

**Staff Records**

**Records Reviewed: 2 Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Staff # 2	Met

**Staff Credentials Reviewed: 1**

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

Correction Deadline: 6/21/2022

Corrected on 7/26/2022  
.09(1)(a) - Citation observed to be corrected.  
Correction Deadline: 6/21/2022

Corrected on 7/26/2022  
.09(1)(b) - Citation observed to be corrected.  
Correction Deadline: 6/21/2022

Corrected on 7/26/2022  
.09(1)(c) - Citation observed to be corrected.

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

**Defer**  
591-1-1-.14(1)-Citation will be deferred until the next regulatory visit as the center's working on getting a trainer.  
Correction Deadline: 7/21/2022

**Defer**  
591-1-1-.14(1)(a)-Citation will be deferred until next regulatory visit as the center is working on getting a trainer.  
Correction Deadline: 6/21/2022

**Defer**  
591-1-1-.14(3)-Citation will be deferred until next regulatory visit as the center is working on getting a trainer.

**Correction Deadline: 6/28/2022**

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

**Not Met**

**Finding**

591-1-1-.33(4) requires within the first year of employment, the Director and person with primary responsibility for food preparation shall have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on a review of records that the director and cook do not have the required food service and nutrition training.

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**Correction Deadline: 8/2/2022**

**Recited on 7/26/2022**

**Defer**

591-1-1-.33(5)-Citation will be deferred until the first regulatory visit of 2023 as the center has until December 31, 2022 to obtain training hours for the 2022 year.

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**Correction Deadline: 7/21/2022**

**Staffing and Supervision**

**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Not Met**

**Finding**

591-1-1-.32(4) requires that children under three years old be housed in separate physical areas from older children and cannot be mixed with older children except at specified times and circumstances. It was determined based on observation that in the 2nd Left Classroom a one-year-old, three-year-old, five-year-old and two children over the age of six-years-old were present.

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**Correction Deadline: 7/26/2022**

**Recited on 7/26/2022**

**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 a staff member in the 2nd left classroom left the room for a brief moment and walked to the 2nd Right Classroom.

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**Correction Deadline: 7/26/2022**

**Recited on 7/26/2022**