



**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:** 4/19/2022    **VisitType:** Licensing Study    **Arrival:** 2:05 PM    **Departure:** 3:00 PM

**CCLC-39256**

**Guiding Light Child Care Center**

7118 Eastman Road Soperton, GA 30457 Treutlen County  
 (912) 529-2012 leonorablair@yahoo.com

**Regional Consultant**

Connie Boatright  
 Phone: (912) 544-9701  
 Fax: (912) 544-9700  
 connie.boatright@dec.al.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.
04/19/2022	Licensing Study	Support	
10/18/2021	Monitoring Visit	Good Standing	
05/11/2021	Licensing Study	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	Left	One Year Olds and Two Year Olds and Three Year Olds	2	8	C	8	C	NA	NA	Centers, Transitioning, Nap, Snack
Main	Right	Two Year Olds and Three Year Olds	1	6	C	6	C	NA	NA	Centers, Nap, Snack, Transitioning
Total Capacity @35 sq. ft.: 14			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Centers Request				
Total # Children this Date: 14			Total Capacity @35 sq. ft.: 14			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Only	58	C

**Comments**

The consultant completed a Licensing Study. The center director stated no new staff have been hired. No medication is administered, no field trips or routine transportation is provided. Documents for the Administrative Review is to be uploaded by Tuesday, April 26, 2022, by close of business.

Plan of Improvement: To Be Submitted 04/19/2022

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)

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Lenora Blair, Program Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Connie Boatright, Consultant

\_\_\_\_\_  
Date



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**Findings Report**

**Date:** 4/19/2022 **VisitType:** Licensing Study

**Arrival:** 2:05 PM

**Departure:** 3:00 PM

**CCLC-39256**

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The following information is associated with a Licensing Study:

**Activities and Equipment**

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.03(5) - The center director will add age appropriate activities to classrooms.

**Correction Deadline: 4/19/2022**

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

**Met**

**Comment**

Equipment and toys were observed to be in good repair.

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

**Met**

**Comment**

Center does not provide swimming activities.

**Children's Records**

**Records Reviewed: 2**

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

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

Child # 2

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 review of two child files when five child files were requested that one of the two files was missing the father's name, address, and work information.

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**Correction Deadline: 5/10/2022**

**Finding**

591-1-1-.08(6) requires the Center to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was determined based on review of the sign in and sign out sheet and child head count conducted that ten children were signed in on this day and fourteen children were present.

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**Correction Deadline: 5/10/2022**

**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.

**Comment**

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

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**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 a toilet brush and a potty lid were being stored under the children's handwashing sink in a cabinet with no safety latch and accessible to the children.

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**Correction Deadline: 5/10/2022**

**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 hazards were accessible to the children in care:  
---One window air condition unit was observed to have an abundance of dust / mold and needs to be cleaned.  
---The green area rug in the back classroom was soiled and in need of cleaning.  
---The blue rug in the front classroom is soiled and in need of cleaning.  
---Plastic bags were being stored under the toddler handwashing sink and accessible to children.

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**Correction Deadline: 5/10/2022**

**Finding**

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. It was determined based on observation that the following hazards were present:

- Tree roots were exposed under the play house with the tic-tac-toe board.
- The red art board was not anchored to the ground and was mobile.
- The post to the red basketball post was not sturdy.
- Roots were exposed around all of the trees on the playground.

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**Correction Deadline: 5/10/2022**

**Finding**

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on measurements that the blue climbing dome had no resilient surface and six inches are required.

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**Correction Deadline: 5/10/2022**

**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 the red basketball goal had protruding cement with sharp edges around the goal post.

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**Correction Deadline: 5/10/2022**

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

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://dec.al.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

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**591-1-1-.18 Kitchen Operations****Met****Comment**

The provider will ensure that the kitchen appears clean and well organized.

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Proper diapering procedures observed.

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

Proper hand washing observed throughout the center.

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

The center director stated no medication is administered.

<b>Organization</b>
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**591-1-1-.16 Governing Body & License****Met****Comment**

The consultant observed a 2022 license with DECAL to be posted at the center.

**Correction Deadline: 4/19/2022**

<b>Policies and Procedures</b>
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**591-1-1-.21 Operational Policies & Procedures****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 the document produced by the provider and uploaded, that the written plan for handling emergencies is not current and up to date.

**Correction Deadline: 5/10/2022**

**Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on review of the fire drill log uploaded, no fire drill was completed in March of 2022 as required.

**Correction Deadline: 5/10/2022**

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**591-1-1-.22 Parental Access**

**Met**

**Comment**

The consultant observed the parental access notice to be posted at the center.

**Correction Deadline: 4/19/2022**

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.27 - The center director will ensure 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.

**Correction Deadline: 4/19/2022**

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<b>Safety</b>
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**591-1-1-.05 Animals**

**Met**

**Comment**

Center does not keep animals on premises.

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

**Met**

**Comment**

Age-appropriate discussion and/or redirection observed.

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**591-1-1-.13 Field Trips(CR)**

**Met**

**Comment**

Center does not participate in field trips at this time.

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**591-1-1-.36 Transportation(CR)**

**Met**

**Comment**

Center does not provide routine transportation.



## Sleeping & Resting Equipment

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

Met

**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: 3**

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

Staff # 1

Not Met

Date of Hire: 07/20/2009

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.33(4)-Food Prep Training Missing 4 hrs.

Staff # 2

Not Met

Date of Hire: 11/20/2020

"Missing/Incomplete Components"

.33(4)-Food Prep Training Missing 4 hrs.,.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 3

Met

Date of Hire: 08/19/2009

**Staff Credentials Reviewed: 3**

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

Met

**Comment**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit

**Comment**

Criminal record checks were observed to be complete.

### 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

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 review of the staff files that the center director and a new staff member hired November 20, 2020 have not completed the required four clock hours of Food Preparation and Nutrition training as required.

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**Correction Deadline: 5/10/2022**

**Recited on 4/19/2022**

**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 observation that one staff member had six clock hours of 2021 annual training and ten hours are required.

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**Correction Deadline: 5/19/2022**

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**591-1-1-.31 Staff(CR) Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR) Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Comment**

Adequate supervision observed on this date.