



**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:** 8/15/2022 **VisitType:** Licensing Study

**Arrival:** 10:15 AM **Departure:** 11:45 AM

**CCLC-52958**

**Steppin' Stones Daycare and Preschool**

229 Houseal St. Cedartown, GA 30125 Polk County  
(678) 901-1285 cdh@steppinstones.org

**Regional Consultant**

Jessica Grant

Phone: (770) 359-5808

Fax: (404) 591-5814

jessica.grant@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.
08/15/2022	Complaint Investigation & Licensing Study	Good Standing	
04/19/2022	Complaint Investigation Follow Up	Good Standing	
02/02/2022	Licensing Study	Good Standing	

**Good Standing** - Program is demonstrating an acceptable level of performance in meeting the rules.  
**Support** - Program performance is demonstrating a need for improvement in meeting rules.  
**Deficient** - Program is not demonstrating an acceptable level of performance in meeting the rules.

**Ratios/License Capacity**

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Main	A 3-5yrs	Two Year Olds and Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	1	9	C	36	C	NA	NA	Art
Main	B 3yrs		0	0	C	6	C	NA	NA	Not In Use
Main	C 2yrs		0	0	C	11	C	NA	NA	Not In Use
Main	D 2yrs		0	0	C	16	C	NA	NA	Not In Use
Main	E Infants	Infants and One Year Olds and Two Year Olds	1	6	C	13	C	NA	NA	Floor Play
Main	F Pre-K		0	0	C	24	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 106					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 15			Total Capacity @35 sq. ft.: 106			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Left side-Toddler	40	C
Main	Right side(2,3,4)	39	C
Main	School Age	81	C

**Comments**

An admin review was completed on 8/23/2022.

Plan of Improvement: Developed This Date 08/15/2022

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/Regulations.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)

Carolyn Hightower, Program Official

Date

Jessica Grant, Consultant

Date



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**Findings Report**

**Date:** 8/15/2022 **VisitType:** Licensing Study

**Arrival:** 10:15 AM

**Departure:** 11:45 AM

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The following information is associated with a Licensing Study Visit:

**Activities and Equipment**

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.03(2) - Please ensure all lesson plans are completed in its entirety.

**Correction Deadline: 8/15/2022**

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

**Met**

**Comment**

Equipment and furniture observed to be properly secured, as applicable.

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

**Met**

**Comment**

Center does not provide swimming activities.

**Children's Records**

**Records Reviewed: 1**

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

Child # 1

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 files that no children files were submitted for the admin review.

**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: 8/15/2022**

<b>Facility</b>
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591-1-1-.19 License Capacity(CR)

Met

**Comment**

Licensed capacity observed to be routinely met by center.

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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 a black staff purse was accessible to the children in classroom A on the floor underneath a teacher desk. Clorox spray and glade spray were also observed on the cubbies accessible to the children in this classroom. Wizard Mist spray was observed on the manipulative shelf accessible to the children. A first aid kit was observed in a purple and white bag on a chair next to the exit door in classroom A. Cable cords were hanging on the wall behind the teacher desk accessible to the children.

**POI (Plan of Improvement)**

The Director stated she will remind the staff to store the items in the storage closet in the classroom and to ensure it is locked.

**Correction Deadline: 8/15/2022**

**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 classroom B had a leak in the ceiling. A blue trash can was placed underneath the leak to prevent water from getting on the floor.

**POI (Plan of Improvement)**

The Director stated maintenance was called to come and repair the leak.

**Correction Deadline: 8/15/2022**

**Finding**

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. It was determined based on observation that the closet in classroom A was unlocked.

**POI (Plan of Improvement)**

The Center will routinely check that doors to unapproved rooms remain latched or locked and that Staff can open the locked rooms in an emergency.

**Correction Deadline: 8/15/2022**

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

**Met**

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

**Corrected on 8/15/2022**

**.26(9) - Corrections observed.**

**Food Service**

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

**Met**

**Comment**

Please ensure that bottles are covered and fully labeled with child's full name.

**Health and Hygiene**

**591-1-1-.07 Children's Health**

**Not Met**

**Finding**

591-1-1-.07(5) requires Center Staff to not permit children to wear around their necks or attach to their clothing pacifier or other hazardous items. It was determined based on observation that a toddler in classroom E had a pacifier attached to their shirt.

**POI (Plan of Improvement)**

The staff unclipped the strap from the toddler's shirt.

**Correction Deadline: 8/15/2022**

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

**Met**

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Met**

**Comment**

Proper hand washing observed throughout the center.

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

**Met**

**Comment**

The Provider currently does not dispense/administer medication.

**Organization**

**Finding**

591-1-1-.16(f) requires the Center to submit an application for an amended License at least 30 days prior to a change if there is a change in the name of the program or Center, changes in the ages of the children to be served, an increase in the regular hours of operation such that the Center would be providing evening or night-time care in addition to day-time care, changes in the services provided, or additions to or changes in the use of the building by the licensed Center. If an emergency situation arises which makes it impossible to give thirty (30) days' notice, the management of the Center shall notify the Department by telephone and shall submit an application for an amended License as soon as management becomes aware of the change that will be necessitated by the emergency situation. In no case, however, shall a new owner operate the Center without first securing a new License or Permit from the Department. It was determined based on observation that the center changed classroom F into a diapering classroom when it was licensed as a non-diapering classroom. No amendment was submitted.

**POI (Plan of Improvement)**

Coordinator explained to the Director that an amendment would need to be completed. Measurements of the windows were taken for ventilation. The Director stated she would submit an application for amendment and upload all necessary documentation through decal koala.

**Correction Deadline: 8/15/2022**

**Safety**

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

Met

**Comment**

Age-appropriate discussion and/or redirection observed.

**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**

Discussed SIDS and infant sleeping position.

**Staff Records**

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 3**

Staff # 1	Met
Staff # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training,.33(3)-Health & Safety Certificate	
Staff # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 4	Not Met
Date of Hire: 06/19/2020	
<u>"Missing/Incomplete Components"</u>	

.33(4)-Food Prep Training Missing 4 hrs.

Staff # 5

Met

**Staff Credentials Reviewed: 4**

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

**Met**

**Comment**

Criminal record checks were observed to be complete.

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

**Met**

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

**Corrected on 8/15/2022**

**.14(2) - Observed all staff to have current first aid and CPR.**

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

**Not Met**

**Finding**

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on review that Health and Safety Orientation training for staff were not submitted for annual review for staff person #2 and #3.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates and will ensure that the training includes all required components as required.

**Correction Deadline: 8/23/2022**

**Recited on 8/15/2022**

**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 that food service and nutrition training was not submitted for annual review for the Director.

**POI (Plan of Improvement)**

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

**Correction Deadline: 8/23/2022**

**Recited on 8/15/2022**

**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 review of files that ten hours of training for fiscal year 2021 were not submitted for the annual review for staff person #2.

**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: 9/14/2022**

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

**Not Met**

**Finding**

591-1-1-.31(2)(c) requires the Center to maintain a copy and/or written verification of the credential or degree awarded to the lead teacher that is required by these rules in the lead teacher's file, to make the document available for inspection and to provide the document to Department staff upon request. It was determined based on review that Lead teacher credentials were not submitted for annual review for staff persons #2 and #3.

**POI (Plan of Improvement)**

The Center will review lead teacher records to ensure the required documentation is on file and will obtain and file it if not found.

**Correction Deadline: 8/23/2022**

**Recited on 8/15/2022**

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<b>Staffing and Supervision</b>
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**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 two, two-year-old children were housed in classroom A with older children.

**POI (Plan of Improvement)**

The Center will maintain separation of these children under three years old.

**Correction Deadline: 8/15/2022**



**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 children in classroom A were washing their hands in the hallway unattended after lunch while the staff removed cots from the classroom's closet. Once the cots were removed from the closet the staff did come to the door to watch the children at the sink while the other children remained inside the classroom.

**POI (Plan of Improvement)**

The Director stated she will remind the staff of the proper way to supervise a classroom.

**Correction Deadline: 8/15/2022**