



**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:** 3/1/2022      **VisitType:** Licensing Study      **Arrival:** 9:30 AM      **Departure:** 10:30 AM

**CCLC-38029**

**Funfield Learning Cottage**

20 Fairfield Rd. Villa Rica, GA 30180 Carroll County  
 (770) 834-6743 angie\_fflc@bellsouth.net

**Regional Consultant**

Tomekia Hudson  
 Phone: (770) 544-5978  
 Fax: (770) 544-5980  
 tomekia.hudson@dec.al.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.
03/01/2022	Licensing Study	Good Standing	
12/13/2021	Complaint Investigation by Phone	Good Standing	
08/19/2021	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
Building 2	Building 2-Prek	Three Year Olds and Four Year Olds	2	15	C	20	C	NA	NA	Outside
Total Capacity @35 sq. ft.: 20			Total Capacity @25 sq. ft.: 0							
Main	A- Middle Front ( Preschool)	Two Year Olds	2	16	C	20	C	NA	NA	Centers
Main	B-Front Right	One Year Olds	1	5	C	10	C	NA	NA	Outside
Main	D- 2nd Left ( 1's)	Infants	1	5	C	13	C	NA	NA	Nap,Floor Play
Main	Rm. C- 1st Left( 1'S)		0	0	C	7	C	NA	NA	
Total Capacity @35 sq. ft.: 50			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 41			Total Capacity @35 sq. ft.: 70			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance

**Comments**

An Administrative Review was conducted on 3/3/22. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on 3/1/22 with the Director.

The Consultant completed exit conference by phone and a copy of Licensing Study visit report was electronically emailed to the Program.

Plan of Improvement: Developed This Date 03/01/2022

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)

Angela Smith, Program Official

Date

Tomikia Hudson, 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)** **Met**

**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**  
Records were observed to be complete and well organized.

**Correction Deadline: 12/30/2021**

Corrected on 3/1/2022

.08(2) - Citation corrected on this date.

## 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)

Met

#### Comment

Center appears clean and well maintained.

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

Met

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. A virtual walk through of the playground was conducted and no hazards were observed. Please ensure the playground is inspected daily to ensure no hazards are present.

## 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

A Virtual Visit was conducted due to COVID-19 pandemic. Proper diapering procedure was not directly observed during the virtual walk through. Regulations regarding proper diapering procedures were discussed with the Provider on this date.

#### Comment

Staff state proper knowledge of diapering procedures.

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

Met

#### Comment

Proper hand washing observed throughout the center during virtual visit due to COVID-19 pandemic. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date.

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

Met

#### Comment

The Provider currently does not dispense/administer medication.

## Policies and Procedures

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

Observed all required posted notices.

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**Safety**

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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-.36 Transportation(CR)****Met****Comment**

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed.

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**Staff Records****Records Reviewed: 10****Records with Missing/Incomplete Components: 2**

Staff # 1	Met
Date of Hire: 02/14/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 2	Met
Date of Hire: 01/10/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 3	Met
Date of Hire: 04/19/2021	
Staff # 4	Met
Date of Hire: 06/07/2021	
Staff # 5	Not Met
Date of Hire: 02/01/2016	
<u>"Missing/Incomplete Components"</u>	
.33(4)-Food Prep Training Missing 4 hrs.	
Staff # 6	Met
Date of Hire: 09/01/2020	
Staff # 7	Met

**Records Reviewed: 10****Records with Missing/Incomplete Components: 2**

Date of Hire: 11/08/2021

Staff # 8

Met

Date of Hire: 08/16/2021

Staff # 9

Met

Date of Hire: 01/01/2015

Staff # 10

Not Met

Date of Hire: 11/14/2019

"Missing/Incomplete Components"

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

**Staff Credentials Reviewed: 4****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Director provided three files for employees hired since last visit.

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

Evidence observed of 50% of center staff certified in First Aid and CPR.

**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 the director did not complete four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage.

**POI (Plan of Improvement)**

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

**Correction Deadline: 4/3/2022****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.

**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.