



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: 4/9/2021 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 9:50 AM **Departure:** 1:30 PM

CCLC-37111

Precious Jewels Early Learning Center

1805 Spooner Road Douglas, GA 31533 Coffee County
 (912) 381-1210 mshaynes40@yahoo.com

Regional Consultant

Beth Houtz

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Mailing Address

1209 Old Axson Road
 Douglas, GA 31535

Quality Rated:

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.
04/09/2021	Complaint Investigation & Licensing Study	Good Standing	
01/19/2021	Monitoring Visit	Good Standing	
05/15/2020	Licensing Study	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
1	A	Infants and One Year Olds	1	7	NC	19	C	NA	NA	Floor Play
1	B		0	0	C	10	C	NA	NA	
1	C	One Year Olds and Two Year Olds	2	11	C	13	C	NA	NA	Centers
Total Capacity @35 sq. ft.:			42		Total Capacity @25 sq. ft.:		0			
2	D	Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	1	11	C	11	C	NA	NA	Circle Time
2	E	Six Year Olds and Over	0	3	NC	17	C	NA	NA	Transitioning
Total Capacity @35 sq. ft.:			28		Total Capacity @25 sq. ft.:		0			
Total # Children this Date:			32		Total Capacity @35 sq. ft.:		70			
					Total Capacity @25 sq. ft.:		0			

Building	Playground	Playground Occupancy	Playground Compliance
1	Playground A	30	C
1	Playground B	37	C

Comments

The purpose of today's visit is a licensing study and a complaint investigation. The center was observed to be in compliance with the Executive Order issued on April 8, 2021.

Plan of Improvement: Developed This Date 04/09/2021

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 New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.state.ga.us/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@dec.state.ga.us

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), e-mail the following information to CCSRefutations@dec.state.ga.us.

- 1) Facility name, license number and visit date
- 2) Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
- 3) Specific rule number(s) that you are refuting, along with your concerns or questions regarding the rule citation

Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date.

A sample form for submitting a refutation can be found at: <http://dec.state.ga.us/ChildCareServices/RefutationInformation.aspx>

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 Haynes, Program Official

Date

Beth Houtz, Consultant

Date



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Findings Report

Date: 4/9/2021 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 9:50 AM **Departure:** 1:30 PM

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The following information is associated with a Licensing Study Visit:

Activities and Equipment

591-1-1-.03 Activities

Met

Comment

591-1-1-.03(2) - Lesson plans were observed for each classroom.

Correction Deadline: 4/9/2021

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

Not Met

Finding

591-1-1-.12(2) requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. It was determined based on observation that in the infant classroom there were four baby gates that were cracked or broken or unsecured resulting in a hazard to children in care. A gray baby gate leading to the backside of the classroom was cracked, a long baby divider that split the room in half and a folding baby divider used at the doorway were unsecured, and the gate at the door was broken.

POI (Plan of Improvement)

The Center will ensure that equipment and furniture are used by the age-appropriate group of children.

Correction Deadline: 4/9/2021

Finding

591-1-1-.12(4) requires that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. It was determined based on observation that in the front classroom of building 2 there was an unsecured shelf of a weight and mass that could cause injury, that was on uneven flooring resulting in the shelf being a potential falling hazard.

POI (Plan of Improvement)

The Center will ensure that the identified equipment or furniture and any other such existing or future items are secured adequately and will have a system for checking these for stability.

Correction Deadline: 4/9/2021

Comment

Center does not provide swimming activities.

Children's Records**Records Reviewed: 5****Records with Missing/Incomplete Components: 2**

Child # 1	Met
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers	
Child # 3	Met
Child # 4	Met
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers	

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 that two of five records were missing the parent's work information and one of five records was missing the mother's name.

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: 4/9/2021**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 a review of sign in and out documentation that 28 children were signed and a total of 32 children were observed during the walk through, therefore four children were not signed in as required.

POI (Plan of Improvement)

The Center will maintain arrival and departure records as required, will ensure the documentation includes all of the required information, and will provide the records to the Department when requested.

Correction Deadline: 4/9/2021

	Facility
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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) **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 accessible to children in care:

- A backpack/purse in the infant classroom.
- A can of Mellow Yellow

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items. The director removed the advil, drink, and sanitizer and stored them where they could not be accessed. The director will zip tie the cords to keep them from being a hazard.

Correction Deadline: 4/9/2021

Recited on 4/9/2021

591-1-1-.26 Playgrounds(CR) **Not Met**

Technical Assistance

591-1-1-.26(4) - The consultant observed two bolts on the playground side of the gate that exceeded the two thread length and need to be cut back.

Correction Deadline: 4/9/2021

Technical Assistance

591-1-1-.26(6) - The consultant observed a pink and blue cozy coupe car to have a hole where the steering wheel used to be and another hole where the gas cap used to be. The holes present a potential hazard to children in care.

Correction Deadline: 4/19/2021

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 there was a hole that was a tripping/falling hazard right outside of the playground gate. The consultant provided technical assistance during the in person visit on January 19, 2021 regarding this hazard.

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards. The director stated that she will order a truck load of dirt to fill in the hole and other holes.

Correction Deadline: 4/9/2021

	Food Service
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Finding

591-1-1-.15(10) requires that portions of food or drink which are served to children or placed on the table for service and are not consumed at that meal or snack by the children to whom the portions are served shall be thrown away. Any formula or breast milk remaining one hour from the beginning of the feeding shall be discarded or returned to Parent(s). It was determined based on staff statement that infant bottles were left out up to two hours when trying to feed bottles to infants and were not discarded or not used after an hour as required.

POI (Plan of Improvement)

The Center will train Staff and monitor that food, drink, formula, and breast milk are discarded or returned to Parent(s) as required.

Correction Deadline: 4/9/2021

Technical Assistance

591-1-1-.15(2) - Please ensure the new updated infant feeding form is used. Discussed revision to the written feeding plans for children under the age of 1 years old. Age-appropriate solid foods (including cereal) shall not be given to infants or children less than one (1) year of age until recommended as developmentally appropriate by the child's primary care physician and indicated in writing by the Parent(s). As soon as the feeding plan indicates that a child is ready for solid foods, the child shall be fed from individual spoons and individual containers or dishes. A child shall not be fed directly from the original baby food container if the contents are to be fed to the child at more than one (1) meal or to more than one (1) child.

Correction Deadline: 4/9/2021

Finding

591-1-1-.15(2)(g) requires that Center Personnel ensure that children do not have excessive amounts of food in their mouths while eating and are chewing their food appropriately to prevent instances of choking. Children shall always be seated when eating and shall not be allowed to lie down or be put to sleep while food is present in their mouths. It was determined based on observation that a one-year-old child was allowed to be in the play area while drinking a bottle and was not seated as required for eating.

POI (Plan of Improvement)

The Center will ensure that Staff are monitoring the amount of food children put into their mouths and will ensure that children are always seated while eating, and are not laying down.

Correction Deadline: 4/9/2021

Finding

591-1-1-.15(3) requires baby bottles and formula to be labeled with the individual child's name; supplied by the Parent daily in bottles; and refrigerated at a temperature of forty (40) degrees Fahrenheit or less. Only the current day's formula or breast milk shall be served. If formula must be provided by the Center, only commercially prepared, ready-to-feed formula shall be used. Refrigerated or frozen breast milk shall only be heated or thawed under warm running water or in a container of warm water. It was determined based on observation that five bottles on the counter top were not labeled and five bottles in the refrigerator were not labeled as required. Additionally, staff stated that two bottles were left out of the fridge all day per a parent's request and not refrigerated as required.

POI (Plan of Improvement)

The Center will train Staff to follow the required procedures, ensure that parents are fully informed, and will review and monitor regularly.

Correction Deadline: 4/9/2021

Finding

591-1-1-.15(4) requires that a feeding chair or similar equipment designed for feeding children shall be provided for the use of each child being fed who is capable of sitting up but who is unable to sit unassisted at a table and must be cleaned with a disinfectant after each use. Such chair or similar equipment shall have a broad base to prevent tipping, a surface that the child cannot raise, a strap or other device which prevents the child from sliding out of the chair, and a feeding surface free of cracks. It was determined based on observation that two of the four high chairs were missing safety straps that would prevent a child from sliding out of the chair.

POI (Plan of Improvement)

The Center will inspect feeding equipment to ensure it meets each of the listed criteria and to verify a feeding chair or equipment is provided for each child who requires one. The Center will train staff and monitor to ensure that the feeding equipment is cleaned with a disinfectant after each use.

Correction Deadline: 4/9/2021

Technical Assistance

591-1-1-.15(7) - Discussed new revision to restricted food rule which states: Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

Correction Deadline: 4/9/2021

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 pacifiers or other hazardous items. It was determined based on observation that four infants, in the infant classroom, had a pacifier clipped/attached to their clothing.

POI (Plan of Improvement)

The Center will instruct Staff regarding this safety requirement.

Correction Deadline: 4/9/2021

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.

Policies and Procedures

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

Comment

Program observed complete emergency drills and the consultant discussed with the director about updating the center's emergency plans to include sheltering in place, lock down procedures, and other required plans.

Safety

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

Comment

Age-appropriate discussion and/or redirection observed.

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

Comment

Center does not participate in field trips at this time.

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 based on a review of records that the driver had last taken the transportation training in 2016 and had not repeated the training every two years as required.

POI (Plan of Improvement)

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 4/19/2021

Technical Assistance

591-1-1-.36(7)(c)2. - the consultant discussed with the provider about using an A to mark if a child was absent and not transported on certain days.

Correction Deadline: 4/10/2021

Technical Assistance

591-1-1-.36(7)(c)3. - The consultant discussed with the provider about ensuring load and unload times are documented for each day on the transportation checklists.

Correction Deadline: 4/10/2021

Sleeping & Resting Equipment

Finding

591-1-1-.30(1)(a)1. requires that cribs be in good repair and free of hazards. Stack cribs and cribs with drop sides shall not be used. It was determined based on observation that one of the seven cribs had a hole on the bottom portion of the crib that supports the mattress and was not free from hazards as required.

POI (Plan of Improvement)

The Center will remove cribs that are not in good repair or that are hazardous and will always provide a crib that is in good repair and is free of hazards for each infant. Stack cribs and cribs with drop sides will not be used

Correction Deadline: 4/9/2021

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 staff statement that the crib sheets were changed weekly and not daily as required.

POI (Plan of Improvement)

The center will ensure that each crib has an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant.

Correction Deadline: 4/9/2021

Staff Records

Records Reviewed: 8

Records with Missing/Incomplete Components: 5

Staff # 1

Met

Date of Hire: 04/09/2021

Records Reviewed: 8**Records with Missing/Incomplete Components: 5**

Staff # 2 Date of Hire: 11/15/2020	Met
Staff # 3 Date of Hire: 08/31/2009	Met
Staff # 4 Date of Hire: 10/01/2009 <u>"Missing/Incomplete Components"</u> .36(3)(a-b)-2 hrs. Transportation Training missing	Not Met
Staff # 5 Date of Hire: 07/22/2009 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 6 Date of Hire: 07/22/2009 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 7 Date of Hire: 05/30/2020 <u>"Missing/Incomplete Components"</u> .24(1)-Evidence of Orientation Missing	Not Met
Staff # 8 Date of Hire: 10/06/2016 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met

Staff Credentials Reviewed: 5

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)	Met
Comment Director provided one file(s) 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

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 records that three of eight employees had not completed the required ten hours of annual training for the 2020 calendar year.

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: 5/9/2021

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

Staff observed to be compliant with applicable laws and regulations and the Executive Order issued on April 8, 2021.

Staffing and Supervision**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Not Met****Finding**

591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20; and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined based on observation that upon arrival in the infant classroom there were four infants, three one-year-olds, and only one teacher. The ratio should have been based on the youngest age group in the classroom and should have been 1:6 or 2:7 and not 1:7 as observed. Additionally, in the back classroom of building 2 three school age children were observed to be in the classroom without a teacher. The children stated that they were asked to move to that classroom because there were too many children in the other classroom.

POI (Plan of Improvement)

The Center will hire additional Staff or reschedule current Staff to meet required Staff:child ratios and will organize children into groups that meet requirements.

Correction Deadline: 4/9/2021

591-1-1-.32 Supervision(CR)**Not Met****Technical Assistance**

591-1-1-.32(7) - Discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during meal times and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.

Correction Deadline: 4/9/2021

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 three school age children were in the back classroom of building 2 with no supervision.

POI (Plan of Improvement)

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

Correction Deadline: 4/9/2021