



**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:** 12/10/2021 **VisitType:** Licensing Study

**Arrival:** 10:30 AM

**Departure:** 11:45 AM

**CCLC-26100**

**First Baptist Church Children's Learning Center**

311 N. Thornton Ave. Dalton, GA 30720 Whitfield County  
(706) 226-3906 sward@fbc Dalton.org

**Regional Consultant**

Leena Mitchell

Phone: (706) 433-7111

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leena.mitchell@decals.ga.gov

**Mailing Address**

PO Box 827  
Dalton, GA 30722

**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.  <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.
12/10/2021	Licensing Study	Good Standing	
03/17/2021	Incident Investigation Closure	Good Standing	
03/17/2021	Incident Investigation/Monitoring Visit	Good Standing	

**Ratios/License Capacity**

The subsequent (0) child(ren) could not be found at the specified location on (0) Key Service Report (D) O Ratio (0) :

**Comments**

An Administrative Review was conducted on December 10, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on December 10, 2021 with the director. An in-person visit was not conducted due to the COVID-19 pandemic.

Plan of Improvement: No Plan Developed

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.decals.ga.gov/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 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.decal.ga.gov/>  
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or [qualityrated@decal.ga.gov](mailto:qualityrated@decal.ga.gov)

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@decal.ga.gov](mailto:CCSRefutations@decal.ga.gov).

- 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://decal.ga.gov/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)

\_\_\_\_\_  
Sarah Ward, Program Official

Date

\_\_\_\_\_  
Leena Mitchell, Consultant

Date



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### Findings Report

**Date:** 12/10/2021 **VisitType:** Licensing Study

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#### CCLC-26100

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The following information is associated with a Licensing Study:

### Activities and Equipment

#### 591-1-1-.03 Activities

Met

Correction Deadline: 3/17/2021

Corrected on 12/10/2021

.03(9) - The consultant observed the previous citation to be corrected in that the consultant observed staff engaging in appropriate activities with children.

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

Met

#### Comment

A virtual walk through was conducted on this date due to the COVID-19 pandemic. Upon the virtual walk through, a variety of equipment was observed to be clean, properly secured, and 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: 5**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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**591-1-1-.08 Children's Records****Met****Comment**

Records were observed to be complete and well organized.

**Facility**

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**591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

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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)****Met****Comment**

A virtual walk through was conducted on this date due to the COVID-19 pandemic. The center appeared to be clean and well maintained upon virtual walk through.

**Comment**

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

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

A Virtual Visit was conducted due to the COVID-19 pandemic. The consultant was unable to review the playground area during the scheduled virtual visit due to technical difficulties. The consultant reviewed the playground pictures submitted via email by the provider and observed pictures of the playground equipment, appropriate fence height, and adequate resilient surfacing.

**Food Service**

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**591-1-1-.15 Food Service & Nutrition****Technical Assistance****Comment**

Center menu meets USDA guidelines.

**Comment**

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

**Technical Assistance**

Please ensure the new updated infant feeding form is used. The consultant discussed the revised written feeding plans for children under the age of one (1) years old. Age-appropriate solid foods (including cereal) shall not be given to infants or children less than one (1) 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.

**Technical Assistance**

The consultant discussed the revision as of October 1, 2020, 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.

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**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**

Staff stated proper knowledge of diapering procedures. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date.

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

**Met**

**Comment**

Staff stated proper knowledge of hand washing and hygiene procedures for staff and children during virtual visit.

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

**Not Met**

**Comment**

Discussed proper medication documentation and procedures.

**Finding**

591-1-1-.20(1) requires Personnel to obtain specific written authorization from the child's physician or parent in order to dispense prescription or non-prescription medications, except for first aid. Such authorization will include when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent. It was determined based on review of records that one medication form given on November 29-30 and December 1, 2021 did not list the prescription number or amount to be given.

**POI (Plan of Improvement)**

The Center will train Staff to obtain and review parental authorizations to ensure the authorization contains complete information. The designated person(s) will monitor daily.

**Correction Deadline: 12/10/2021**

**Organization**

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

**Not Met**

**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 classrooms #113, #117 and #118 were being used as a diapering classroom prior to an amendment being approved.

**POI (Plan of Improvement)**

An application for amendment and all necessary documentation will be submitted.

**Correction Deadline: 12/10/2021**

**Policies and Procedures**

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

Please make sure that all required signs are posted and up to date.

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**591-1-1-.29 Required Reporting****Met****Comment**

The consultant discussed the updated required reporting requirements regarding suspected cases of child abuse (at the center and/or home) reported to the Department of Family and Children Services, communicable illness required to be reported to the Department of Public Health, and temporary closure of the center via DECAL KOALA.

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**Safety**

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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**

A virtual visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date.

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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.

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**Sleeping & Resting Equipment**

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

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed.

**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.

**Finding**

591-1-1-.30(1)(c) requires that pillows shall not be used by children under two (2) years of age. When used for children two (2) years of age or older, pillows shall be assigned for individual use and covered with pillow cases that are marked for individual use or covered with cases that are laundered daily. Pillow cases that are marked for individual use shall be laundered weekly or more frequently as needed. It was determined based on observation that one-year-old children slept with pillows in classroom's #101 and #102.

**POI (Plan of Improvement)**

The Center will: remove pillows from any children under two (2) years of age; assign pillows for individual and use pillow cases; mark each pillow case or launder them daily; and launder individually marked pillow cases at least weekly.

**Correction Deadline: 12/10/2021**

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**Staff Records**

Staff # 1	Met
Date of Hire: 03/22/2021	
Staff # 2	Not Met
Date of Hire: 08/27/2021	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 3	Not Met
Date of Hire: 01/20/2020	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 4	Not Met
Date of Hire: 08/24/2020	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 5	Met
Date of Hire: 07/29/2019	
Staff # 6	Not Met
Date of Hire: 09/14/2020	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate,.14(2)-First Aid Missing,.14(2)-CPR missing	
Staff # 7	Met
Date of Hire: 10/26/2021	
<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>	
Staff # 8	Met
Date of Hire: 03/12/2012	
Staff # 9	Met
Date of Hire: 07/24/2017	
Staff # 10	Not Met
Date of Hire: 08/27/2021	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 11	Not Met
Date of Hire: 07/18/2021	
<u>"Missing/Incomplete Components"</u>	

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.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 12	Met
Date of Hire: 01/04/2021	
Staff # 13	Met
Date of Hire: 07/30/2018	
Staff # 14	Not Met
Date of Hire: 04/30/2021	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 15	Met
Date of Hire: 09/22/2021	
Staff # 16	Met
Date of Hire: 08/18/2008	
Staff # 17	Met
Date of Hire: 05/07/2021	
Staff # 18	Not Met
Date of Hire: 08/30/2011	
<u>"Missing/Incomplete Components"</u>	
.14(2)-First Aid Missing,.14(2)-CPR missing	
Staff # 19	Met
Date of Hire: 07/29/2019	
Staff # 20	Met
Date of Hire: 01/05/2021	
Staff # 21	Met
Date of Hire: 01/09/2017	
Staff # 22	Met
Date of Hire: 09/14/2021	
Staff # 23	Met
Date of Hire: 10/05/2020	
Staff # 24	Met
Date of Hire: 01/29/2021	
Staff # 25	Met



Date of Hire: 03/08/2021

Staff # 26 Met

Date of Hire: 08/21/2020

Staff # 27 Met

Date of Hire: 09/14/2020

Staff # 28 Met

Date of Hire: 10/21/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 29 Met

Date of Hire: 09/21/2020

Staff # 30 Met

Date of Hire: 03/15/2021

Staff # 31 Not Met

Date of Hire: 07/20/2020

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 32 Met

Date of Hire: 07/01/2021

Staff # 33 Met

Date of Hire: 10/21/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 34 Met

Date of Hire: 06/22/2021

Staff # 35 Met

Date of Hire: 08/24/2020

Staff # 36 Met

Date of Hire: 09/15/2020

Staff # 37 Met

Date of Hire: 02/26/2021

Staff # 38 Met

Date of Hire: 11/17/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 39 Met

**Records Reviewed: 49****Records with Missing/Incomplete Components: 9**

Date of Hire: 03/08/2021

Staff # 40 Met

Date of Hire: 02/10/2020

Staff # 41 Met

Date of Hire: 06/26/2021

Staff # 42 Met

Date of Hire: 02/11/2021

Staff # 43 Met

Date of Hire: 10/25/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 44 Met

Date of Hire: 09/14/2020

Staff # 45 Met

Date of Hire: 07/30/2021

Staff # 46 Met

Date of Hire: 03/08/2021

Staff # 47 Met

Date of Hire: 10/19/2020

Staff # 48 Met

Date of Hire: 01/03/2017

Staff # 49 Met

Date of Hire: 06/15/2021

**Staff Credentials Reviewed: 11****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****Comment**

The director provided twenty four files for staff members hired since the previous visit conducted on March 17, 2021. The consultant observed twenty four of twenty four newly hired staff members to have evidence of a satisfactory criminal record check letter on file.

**591-1-1-.09 Criminal Records Check(CR) Met****Comment**

Criminal records checks were observed to be complete.

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

Complete first aid kits observed in center.

**Comment**

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

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

**Not Met**

**Comment**

Documentation observed of required staff training.

**Comment**

Please ensure completed orientation checklists are documented and signed.

**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 of records that fourteen staff members had not completed health and safety orientation training within their first 90 days of employment:

**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: 1/9/2022**

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**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.

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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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)**

**Technical Assistance**

**Comment**

A supervision plan for diapering and bathrooms was discussed with the Director on this date.

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Proper supervision of children, including being prompt to children's needs, was discussed with the Director on this date.

**Technical Assistance**

Please ensure that staff members are attentive and participating with all children during mealtimes and shall be seated within an arms length away from children 36-months of age and younger.