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Quality Rated: ★ ★

Compliance Zone Designation		
01/28/2022	Monitoring Visit	Good Standing
07/26/2021	Licensing Study	Good Standing
01/14/2021	Monitoring Visit	Good Standing

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.

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(210)-6wks-12m		0	0	C	11	C	NA	NA	
Main	B (208)6wks-7m	Infants	2	9	C	11	C	NA	NA	Floor Play
Main	C(207) 7M-12m	Infants	2	5	C	11	C	NA	NA	Nap,Floor Play
Main	D(206) 12M-18M	One Year Olds	2	15	C	17	C	NA	NA	Free Play
Main	E(204) 12M-24M	One Year Olds	2	8	C	19	C	NA	NA	Art
Main	F(205) 18M-35M	Two Year Olds	2	16	C	23	C	NA	NA	Art
Main	G (209)18M-35 M	Two Year Olds	2	18	C	22	C	NA	NA	Free Play
Main	H (211)3yrs	Three Year Olds	1	13	C	22	C	NA	NA	Outside
Main	I (213) 3 & 4yrs	Three Year Olds and Four Year Olds	1	12	C	23	C	NA	NA	Outside
Main	J(212) 4yrs	GA PreK	2	16	C	18	C	NA	NA	Outside
Main	K(214) 4yrs	GA PreK	2	19	C	21	C	NA	NA	Outside
Main	L (215) 8-12yrs		0	0	C	26	C	NA	NA	
Main	L(215) 5-7 yrs		0	0	C	24	C	NA	NA	
Total Capacity @35 sq. ft.: 248					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 131			Total Capacity @35 sq. ft.: 248			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A Infants Toddlers	17	C
Main	B Toddler/Preschool	66	C
Main	C Preschool/School age	152	C
Main	D School age	171	C

Comments

On January 28, 2022, the consultant followed up to previous visit and conducted an on-site Monitoring Visit. Consultant requested the Director submit required documents for the Administrative Review process.

An Administrative Review was conducted on February 4, 2022. Staff files, children's files, training, and background checks were all reviewed. The Consultant completed the exit conference virtually on February 11, 2022 and a copy of the revised monitoring visit report was electronically emailed to the Program on February 11, 2022.

Consultant requested to review all Criminal Record checks for all employees hired after last visit. Director provided fourteen files for employees hired since last visit.

Plan of Improvement: Developed This Date 01/28/2022

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.al.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.dec.al.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@dec.al.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@dec.al.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://dec.al.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 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

Findings Report

Date: 1/28/2022 **VisitType:** Monitoring Visit **Arrival:** 10:00 AM **Departure:** 1:00 PM

CCLC-11775

Little Caterpillars Development Center, Inc.

141 Chase Court Milledgeville, GA 31061 Baldwin County
(478) 452-1800 little_caterpillars@yahoo.com

Mailing Address
Same

Regional Consultant

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Joint with: Kesha McNeal

The following information is associated with a Monitoring Visit:

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

Pool not in use at this time, gates observed locked.

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) **Technical Assistance**

Technical Assistance

591-1-1-.25(11) - requires that floor coverings be tight, smooth, free of odors and washable or cleanable. On this date the Consultant observed torn carpet on the left side of classroom F. Please ensure that all floor coverings are in good condition without rips or tears.

Correction Deadline: 2/27/2022

Technical Assistance

591-1-1-.25(8) - requires protective caps on all unused electrical outlets within children's reach and requires that electrical outlets in use be made inaccessible to children. On this date the Consultant observed in classroom F that an outlet cover was missing on the left wall near the windows. Please ensure that all electrical outlets have protective caps as required.

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

Not Met

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute.

Finding

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on the Consultant's observation that the following potential fencing hazards existed in that:

Playground A:

*There was a four inch gap located at the bottom of the fence located directly across from the tree.

Playground B:

*There was a four inch gap located at the left middle bottom of the fence.

Playground C:

* There was a fence bar that was not attached to the bottom of the left fence located directly in front of the parking lot.

*There was a five inch gap at the bottom middle of the fence located directly in front of the wooden shade covering.

*There was a seven inch gap at the left middle bottom of the fence.

*There was an eleven inch gap at the top of the gate door of the fence that connected playground C to D.

Playground D:

*There was a seven inch gap at the back right bottom of the fence.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 1/28/2022

Technical Assistance

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. On this date the Consultant's observed that on playground D the rubbing backing on the steps on the right side of the slide was torn and exposed rust. Additionally, the rubber backing on the top of the blue climber on playground D on the right side near the steps was torn and exposed rust. Please ensure that the rubbing backing is in good repair as required.

Correction Deadline: 2/7/2022

Technical Assistance

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. On this date the Consultant observed that exposed tree roots were under the swing set on playground C and playground D. Additionally, the Consultant observed that there was exposed concrete at the corner of playground C near the parking lot. Please ensure that the exposed tree roots and exposed concrete are removed or covered with resilient surface as required.

Correction Deadline: 1/28/2022

Health and Hygiene

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)**Technical Assistance****Comment**

Discussed proper medication documentation and procedures.

Technical Assistance

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. The signature of a parent on one medical authorization form was missing. Please ensure that all medical authorization forms include the signature of the parent as required.

Correction Deadline: 1/28/2022

Safety

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

Staff were observed to maintain a positive learning environment on this date.

Comment

The center's discipline policy was reviewed on this date. Regulations regarding proper discipline were discussed with the director on this date.

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

The vehicle had an approved fire extinguisher and first aid kit on this date.

Sleeping & Resting Equipment

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

Discussed SIDS and infant sleeping position.

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

Staff # 1

Met

Date of Hire: 07/09/2013

Staff # 2

Met

Date of Hire: 07/28/2021

Staff # 3 Date of Hire: 07/28/2021	Met
Staff # 4 Date of Hire: 01/19/2022	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 5 Date of Hire: 01/03/2022	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 6 Date of Hire: 08/31/2020	Met
Staff # 7 Date of Hire: 06/28/2018	Met
Staff # 8 Date of Hire: 08/18/2008	Met
Staff # 9 Date of Hire: 08/11/2021	Met
Staff # 10 Date of Hire: 09/07/2021	Met
Staff # 11 Date of Hire: 08/14/2004	Met
Staff # 12 Date of Hire: 08/13/2020	Met
Staff # 13 Date of Hire: 09/14/2021	Met
Staff # 14 Date of Hire: 08/14/2004	Met
Staff # 15 Date of Hire: 06/04/2021	Met
Staff # 16 Date of Hire: 07/24/2019	Met
Staff # 17 Date of Hire: 10/14/2021	Met

Staff # 18	Not Met
Date of Hire: 10/04/2021	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 19	Met
Date of Hire: 09/15/2021	
Staff # 20	Met
Date of Hire: 08/14/2004	
Staff # 21	Met
Date of Hire: 01/08/2007	
Staff # 22	Met
Date of Hire: 01/23/2009	
Staff # 23	Met
Date of Hire: 05/10/2021	
Staff # 24	Met
Date of Hire: 10/08/2021	
Staff # 25	Met
Date of Hire: 11/30/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 26	Met
Date of Hire: 01/02/2018	
Staff # 27	Met
Date of Hire: 12/17/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 28	Met
Date of Hire: 03/06/2018	
Staff # 29	Met
Date of Hire: 08/19/2019	
Staff # 30	Met
Date of Hire: 05/24/2021	
Staff # 31	Met
Staff # 32	Met

Records Reviewed: 35**Records with Missing/Incomplete Components: 1**

Date of Hire: 08/10/2020

Staff # 33

Met

Date of Hire: 06/02/2020

Staff # 34

Met

Date of Hire: 08/14/2020

Staff # 35

Met

Date of Hire: 10/17/2011

Staff Credentials Reviewed: 9**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Comment**

Director provided fourteen files for employees hired since last visit.

Finding

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on Consultant's review of records that staff member # 18 was not ported electronically as required on this date.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will review all staff files to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will watch videos to ensure CRC rules are maintained.

Correction Deadline: 1/28/2022**591-1-1-.31 Staff(CR)****Met****Comment**

Staff observed to be compliant with applicable laws and regulations.

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**

Staff observed to provide direct supervision and be attentive to children's needs.

