



**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

**Date:** 5/24/2023    **VisitType:** Monitoring Visit    **Arrival:** 9:30 AM    **Departure:** 1:30 PM

**CCLC-279**

**The Family Tree Child Development Center**

309 W. 4th Ave. Albany, GA 31701 Dougherty County  
 (229) 312-2103 sfavors@phoebehealth.com

**Region Consultant**

Debrik Perry

Phone: (478) 599-9821  
 Fax: (478) 314-5864  
 debrik.perry@decal.ga.gov

**Mailing Address**

P.O. Box 3770  
 Albany, GA 31702

**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.
05/24/2023	Monitoring Visit	Good Standing	
12/02/2022	LS POI Follow Up	Good Standing	
11/07/2022	Incident Investigation Closure	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
Main	A-Infant 1	Infants	1	6	C	10	C	NA	NA	Free Play
Main	B-Infant 2	Infants	2	5	C	10	C	NA	NA	Free Play
Main	C-Infant 3	Infants	2	4	C	10	C	NA	NA	Music, Transitioning
Main	D-Baby 1	One Year Olds and Two Year Olds	2	9	C	17	C	NA	NA	Centers
Main	E-Baby 2	One Year Olds	2	7	C	14	C	NA	NA	Transitioning
Main	F-Baby 3	One Year Olds	1	8	C	22	C	NA	NA	Transitioning
Main	G-Toddler 3	Two Year Olds	1	8	C	18	C	NA	NA	Outside
Main	H-Toddler 2	Two Year Olds	1	8	C	17	C	NA	NA	Outside
Main	I-Toddler 1	Two Year Olds	1	10	C	16	C	NA	NA	Outside
Main	J-School age 2	Five Year Olds and Six Year Olds and Over	2	20	C	45	C	NA	NA	Circle Time, Art
Main	K-Pre-K 3		0	0	C	45	C	NA	NA	
Main	L-Pre-K 1		0	0	C	34	C	NA	NA	
Main	M-Pre-K 2	GA PreK	1	12	C	34	C	NA	NA	Circle Time
Main	N Preschool-2	Three Year Olds	2	18	C	34	C	NA	NA	Outside
Main	O Preschool-1	Three Year Olds and Four Year Olds	2	15	C	34	C	NA	NA	Outside

Total Capacity @35 sq. ft.: 253

Total Capacity @25 sq. ft.: 0

Building @35 capacity limited by Zoning


Building	Playground	Playground Occupancy	Playground Compliance
Main	A-Infants & Toddlers	29	C
Main	B Elementary	76	C
Main	C-Preschool & Pre-K	78	C

**Comments**

An in person inspection was conducted on May 24, 2023 with the program's coordinator.

Plan of Improvement: Developed This Date 05/24/2023

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

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)



**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.al.ga.gov](mailto:qualityrated@dec.al.ga.gov) for more information. Free technical assistance is available!**

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Stacy Favors, Program Official

Date

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Debrik Perry, Consultant

Date



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**(Findings Report)**

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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**

Center does not provide swimming activities.

**Evening Care**

**591-1-1-.32 Staffing/Supervision(CR)**

**Met**

**Comment**

Coordinator stated that the program operates until 7:30 p.m.

**Facility**

**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**

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**

Consultant discussed with the coordinator to ensure that the wood chips are redistributed throughout the playgrounds.

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**Health and Hygiene**

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

Proper diapering procedures observed.

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

Staff were observed to remind children to wash hands.

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

The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures****Not Met****Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of files that the the following areas on the monthly drill form were incomplete:

- 1) Smoke detector inspection
- 2) Fire extinguisher inspection

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

**Correction Deadline: 5/24/2023**

**Recited on 5/24/2023**

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**Safety**

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

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

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

**Correction Deadline: 11/7/2022**

**Corrected on 5/24/2023**

**Previous citation corrected on this date.**

**Correction Deadline: 11/7/2022**

**Corrected on 5/24/2023**

**Previous citation corrected on this date.**

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<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)** **Met**

**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.

<b>Staff Records</b>
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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)** **Not Met**

**Comment**  
Criminal record checks were observed to be complete.

**Finding**  
591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of files that staff #33 was present with an expired Criminal Records Determination.

**POI (Plan of Improvement)**  
IMMEDIATE CORRECTION - The Center will train staff to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. 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 complete videos to ensure the CRC rules are maintained.

**Correction Deadline: 5/24/2023**

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

**Correction Deadline: 1/1/2023**

Corrected on 5/24/2023  
Previous citation corrected. The cook and director completed the four hours of nutritional training.

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

**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)**

**Met**

**Comment**

Adequate supervision observed on this date.

**Correction Deadline: 11/7/2022**

**Corrected on 5/24/2023**

**Previous citation corrected. The transportation forms were completed on this date. The staff documented the first and second safety check for all routes.**