



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: 2/3/2022 **VisitType:** Licensing Study **Arrival:** 10:10 AM **Departure:** 12:00 PM

CCLC-15166

Myra Carson DBA Mommy's Cottage

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 Same

Regional Consultant

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 Joint with: Neli Todorova

Quality Rated: No

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.
02/03/2022	Licensing Study	Good Standing	
09/30/2021	Monitoring Visit	Good Standing	
07/29/2021	Complaint Investigation by Phone	Good Standing	

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 Front	Three Year Olds and Four Year Olds	2	16	C	18	C	NA	NA	Centers,Free Play
Main	B Back	One Year Olds and Two Year Olds	1	11	C	11	C	NA	NA	Story,Centers
Main	C	Infants and One Year Olds	1	7	C	11	C	NA	NA	Diapering,Floor Play
Total Capacity @35 sq. ft.: 40					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 34			Total Capacity @35 sq. ft.: 40			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG	195	C

Comments

An on-site Licensing Study was conducted on February 3, 2022.

Plan of Improvement: Developed This Date 02/03/2022

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 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)

_____	_____	_____	_____
Sandi Barnett, Program Official	Date	Lynn Schnitzer, Consultant	Date
_____	_____	_____	_____
Neli Todorova, Consultant	Date		



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Findings Report

Date: 2/3/2022 **VisitType:** Licensing Study **Arrival:** 10:10 AM **Departure:** 12:00 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Not Met

Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development. The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on observation that three of three classrooms did not have current lesson plans on site.

POI (Plan of Improvement)

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

Correction Deadline: 2/3/2022

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

Not Met

Comment

Equipment and furniture observed to be properly secured, as applicable.

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 the red shelf in classroom A was cracked and had a hole on the top, right corner; the bolts on the toilet had rust and were not capped, and the television in Classroom A had hanging cords that needed to be secured away from the children.

POI (Plan of Improvement)

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

Correction Deadline: 2/3/2022

591-1-1-.35 Swimming Pools & Water-related Activities(CR)**Met****Comment**

Center does not provide swimming activities.

Children's Records

Records Reviewed: 4**Records with Missing/Incomplete Components: 0**

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

591-1-1-.08 Children's Records**Technical Assistance****Technical Assistance**

591-1-1-.08 - Consultant discussed with Director to ensure that children's records have complete contact information for parents and persons authorized to pick up children.

Facility

591-1-1-.06 Bathrooms**Technical Assistance****Comment**

Liquid soap and paper towels were observed accessible in the restroom area.

Technical Assistance

591-1-1-.06(4) - Consultant discussed with the director to ensure the exhaust vent in the boys' bathroom is operational.

Correction Deadline: 3/19/2022

591-1-1-.19 License Capacity(CR)**Not Met****Finding**

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on observation and investigation that the center's capacity was limited to twenty-nine students and thirty-four students were present for care on this date.

POI (Plan of Improvement)

The Center will limit the number of children in this space to the licensed capacity.

Correction Deadline: 2/3/2022

591-1-1-.25 Physical Plant - Safe Environment(CR)**Not Met****Finding**

591-1-1-.25(11) requires that floor coverings be tight, smooth, free of odors and washable or cleanable. It was determined based on observation that the laminate floors in classrooms A and C were torn.

POI (Plan of Improvement)

Floors will be maintained to be safe and sanitary.

Correction Deadline: 3/19/2022

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 a stapler, Sharpie markers, a tape dispenser with a serrated edge, and hand sanitizer were on the table in classroom A. Further, a package of baby wipes and a hole punch were accessible to children in classroom A.

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.

Correction Deadline: 2/3/2022

Technical Assistance

591-1-1-.25(17) - Consultant discussed with the director to ensure that the Pothos plant is made inaccessible to the children in classroom A and that the vines with thorns on the fence are removed. Consultant provided a list of poisonous plants in Georgia.

Correction Deadline: 2/3/2022

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that the vents in the bathrooms, the paper towel dispenser in boys' bathroom, the doll house on shelf between classrooms A and B were covered in dust; the windows in classroom C had accumulated dirt in the sills.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 2/3/2022

Finding

591-1-1-.25(7) requires that doors to rooms not approved for child care, other than the kitchen doors, be latched or locked so children cannot wander into those areas. Except in School-age Centers, interior Center door locks shall permit Personnel to open the locked room from outside of the room in an emergency. It was determined based on observation that the gate to the office area was not latched and was accessed by a child on this date.

POI (Plan of Improvement)

The Center will routinely check that doors to unapproved rooms remain latched or locked and that Staff can open the locked rooms in an emergency.

Correction Deadline: 2/3/2022

Finding

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. It was determined based on observation that both receptacles in the boys' bathroom and a receptacle in Classroom A were not covered with protective caps.

POI (Plan of Improvement)

The Center will train Staff to check outlets and replace protective caps when needed and identify and monitor how outlets in use are inaccessible to children.

Correction Deadline: 2/3/2022

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

591-1-1-.26 - Consultant discussed with the director that to ensure that playground is monitored and standing water is emptied after rain.

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 observation and measurement that the fence on the left measured approximately three feet, eight inches, in the back left corner it measured approximately three feet, two inches. Additionally, there was rust observed on the fence, the top rail of the fence was separated at the back; and there were exposed, sharp prongs by the gate on the right, front section and at the back.

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: 2/3/2022

Finding

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. It was determined based on observation that the structure over the sandbox had a protruding nail and splintered wood, the yellow train had peeling paint and splintered wood, and the basketball goal had rust on the pole.

POI (Plan of Improvement)

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

Correction Deadline: 2/27/2022

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 the playground had exposed tree roots, cracked concrete, two uncoiled hoses, and the bars used to anchor the gray, blue and red slide protruded from the ground to the extent that they posed a tripping 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.

Correction Deadline: 2/3/2022

Food Service

591-1-1-.15 Food Service & Nutrition

Not Met

Technical Assistance

591-1-1-.15(1) - Consultant discussed the CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018:

3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk

5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk

2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

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 bottles were not refrigerated and not labeled with the child's name.

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: 2/3/2022

591-1-1-.18 Kitchen Operations**Not Met****Technical Assistance**

591-1-1-.18(10) - Consultant discussed with the director to ensure that garbage is stored in trash containers with lids that are emptied and cleaned as needed.

Correction Deadline: 2/3/2022

Finding

591-1-1-.18(12) prohibits children from being in the kitchen except as part of a planned, supervised learning experience. It was determined based on observation that the door to the kitchen in classroom A was observed to be unlocked and thus not excluding the children from the kitchen.

POI (Plan of Improvement)

The Center will ensure that children's access to the kitchen is restricted as required.

Correction Deadline: 2/3/2022

Finding

591-1-1-.18(2) requires the Center to have a designated space for food preparation separate from rooms used by children and in an area not used for diaper changing. The area shall be kept clean and free of accumulation of dust, dirt, food particles and grease deposits. Food preparation surface areas shall be nonporous with no unsealed cracks or seams. It was determined based on observation that there were droppings in the cabinet under the sink in the kitchen, food stored in open containers and a half eaten pop-tart on the counter.

POI (Plan of Improvement)

The Center will ensure that a separate food preparation area is provided that meets the requirements. If needed, the area will be cleaned and cracks and seams will be sealed.

Correction Deadline: 2/27/2022

Finding

591-1-1-.18(3) requires ventilation to be provided either by mechanical or natural means so as to provide fresh air and control of unpleasant odors in the food preparation area. It was determined based on observation that the ventilation hood over the stove was not operational.

POI (Plan of Improvement)

The Center will ensure there is an adequate working ventilation system in the food preparation area.

Correction Deadline: 2/13/2022

Finding

591-1-1-.18(5) requires the refrigeration of all perishable and potentially hazardous foods at 40 degrees Fahrenheit or below and served promptly after cooking. Freezer temperature shall be maintained at zero (0) degrees Fahrenheit or below. It was determined based on observation and measurement that the refrigerator temperature was 50 degrees on this date.

POI (Plan of Improvement)

The Center will refrigerate foods as required, will train Staff on proper refrigerator and freezer temperature settings and monitor the settings. Food will be served promptly after cooking.

Correction Deadline: 2/3/2022

Health and Hygiene

591-1-1-.07 Children's Health

Technical Assistance

Technical Assistance

591-1-1-.07(5) - Consultant discussed with the director to ensure that children are not permitted to wear around their necks or attach to their clothing pacifiers or other hazardous items.

Correction Deadline: 2/3/2022

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

Not Met

Technical Assistance

591-1-1-.10(1) - Consultant discussed with the director to ensure that both windows in classrooms B and C are opened during diapering. Consultant discussed the possibility of adding exhaust fans.

Correction Deadline: 2/3/2022

Finding

591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. It was determined based on observation that the changing table had a quilted pad that was not smooth and was not disinfected after use.

POI (Plan of Improvement)

The Center will ensure there is a smooth, nonporous changing surface that has a guard or rails for safety in each classroom that houses children wearing diapers. Center Staff will be trained and have adequate supplies to properly clean the diaper changing surface between each diaper change.

Correction Deadline: 2/3/2022

Finding

591-1-1-.10(5) requires that Center Staff shall not leave infants or children unattended while being diapered or having their clothes changed on the diaper changing surface. It was determined based on observation that a staff member in classroom C walked away from the changing table while a child was being changed.

POI (Plan of Improvement)

The Center will ensure Staff are trained, procedures are reviewed periodically and diaper changing is monitored periodically.

Correction Deadline: 2/3/2022

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

Not Met

Finding

591-1-1-.17(10) requires that if used potty chairs be emptied in a flush toilet after each use, cleaned with a disinfectant and stored in the bathroom. If a sink is used, the sink shall also be disinfected. It was determined based on observation that a potty chair in the boys' bathroom contained urine on this date.

POI (Plan of Improvement)

The Center will instruct staff to ensure the sanitary use of potty chairs and sinks.

Correction Deadline: 2/3/2022

Technical Assistance

591-1-1-.17(8) - Consultant discussed with the director to ensure that staff wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means.

Correction Deadline: 2/3/2022

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

The Provider currently does not dispense/administer medication.

Organization

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

591-1-1-.16(f) - Discussed with the provider to submit an amendment application to the Department for the changes in the configuration of the rooms that took place in 2017. An additional amendment application needs to be submitted for the change in operating hours.

Correction Deadline: 2/3/2022

Policies and Procedures

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

591-1-1-.21(1)(p) requires the Center to have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. It was determined based on the review of records that there was no evidence of current emergency plans.

POI (Plan of Improvement)

The Center will write or revise an emergency plan that includes all of the required items.

Correction Deadline: 2/8/2022

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 records that center failed to provide documentation of emergency drills.

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: 2/8/2022

591-1-1-.27 Posted Notices**Not Met****Finding**

591-1-1-.27 requires each Center to post in a designated area for public viewing near the front entrance the following: the Center's current License or Permit; a copy of these rules; a copy of the current communicable disease chart; a statement allowing Parent(s) access to all child care areas upon notifying any staff member of his or her presence; names of persons responsible for the administration of the Center in the administrator's absence; the dated current week's menu for meals and snacks; emergency plans for severe weather, fire, and other emergency situations; a statement requiring visitors to check in with Staff when entering the Center; no smoking signs; and a notice provided by the Department which advises Parents of their right to review a copy of the Center's most recent licensure evaluation report upon request to the Center Director. The Center shall provide any Parent with a copy of this evaluation report upon request. It was determined based on observation that the Center had no posted notices.

POI (Plan of Improvement)

The Center will post the notices as required and ensure they remain posted.

Correction Deadline: 2/3/2022

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

Consultant discussed reporting requirements with the director on this date.

Safety

591-1-1-.05 Animals**Met****Comment**

Center does not keep animals on premises.

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

Consultant discussed regulations regarding proper discipline with the Director on this date.

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

Center does not participate in field trips at this time.

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

The director stated and confirmed during the Administrative Review process that the center has not provided transportation during the last 12 months.

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**Not Met****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 observation that crib sheets were were loose enough that the consultant was able to pull approximately two inches of fabric away from the mattress. Per the center staff statement, crib sheets were changed every other day.

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: 2/3/2022

Technical Assistance

591-1-1-.30(1)(b)1 -Discussed with the director to ensure that cots and mats are of sound construction and of sufficient size to accommodate comfortably the size and weight of the child; and that mats are in good repair, washable, covered with a waterproof material and at least two inches (2") thick.

Correction Deadline: 2/3/2022

Finding

591-1-1-.30(2) requires the Center to provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants. Center Staff shall place an infant to sleep on the infant's back in a crib unless the Center has been provided a physician's written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over into his or her preferred position and not re-position the infant. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines and will not slide up around the infant's face may be used when necessary for the comfort of the sleeping infant. Swaddling shall not be used unless the Center has been provided a physician's written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Center Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. It was determined based on observation that a two-month-old child was asleep in a crib on their stomach and covered with a blanket.

POI (Plan of Improvement)

The Center will take all steps necessary to provide a safe sleep environment for infants as listed in these rules; will train Staff to follow these rules; and will monitor for compliance.

Correction Deadline: 2/3/2022

Finding

591-1-1-.30(2)(c) requires that infants shall not sleep in equipment other than safety-approved cribs, such as, but not limited to, a car safety seat, bouncy seat, highchair, or swing. Infants who arrive at the Center asleep or fall asleep in such equipment, on the floor or elsewhere, shall be transferred to a safety-approved crib. It was determined based on observation that a child was placed in a swing to sleep and there were four cribs available for seven infants.

POI (Plan of Improvement)

The Center will only place infants in safe cribs to sleep and will transfer them to a safe crib when the infants are asleep in other equipment.

Correction Deadline: 2/3/2022

Finding

591-1-1-.30(4). requires that if cots and mats are stored in the children's activity room or area, they shall be stored to prevent children's access to them and to allow maximum use of play space. When storage is available and used for the storage of cots and mats that allows the cots, mats and any bedding to be stored without touching any other cots, mats or bedding, the bedding may be left on the cot or mat. When such storage is not available for the cots and mats, each child's bedding shall be kept separate from other children's bedding and stored in containers marked for individual use, such as, but not limited to, bins, cubbies, or bags. It was determined based on observation that the cots stored in the girls' bathroom had bedding touching other mats and bedding.

POI (Plan of Improvement)

The Center will store cots and mats so children do not have access to them and they don't take up play space and will store them so each child's bedding is separate from the others.

Correction Deadline: 2/3/2022

Staff Records

Records Reviewed: 9

Records with Missing/Incomplete Components: 4

Staff # 1 Date of Hire: 06/01/2018	Met
Staff # 2 Date of Hire: 11/07/1990 <u>"Missing/Incomplete Components"</u> .31(2)(b)2.-Staff Qualifications-Education Missing	Not Met
Staff # 3 Date of Hire: 07/25/1988	Met
Staff # 4 Date of Hire: 08/01/2008 <u>"Missing/Incomplete Components"</u> .31(2)(b)2.-Staff Qualifications-Education Missing	Not Met
Staff # 5 Date of Hire: 09/01/1990 <u>"Missing/Incomplete Components"</u> .31(2)(b)2.-Staff Qualifications-Education Missing	Not Met
Staff # 6 Date of Hire: 11/01/1990	Met
Staff # 7 Date of Hire: 06/17/2017	Met
Staff # 8 Date of Hire: 06/04/2015	Met
Staff # 9 Date of Hire: 01/17/2022 <u>"Missing/Incomplete Components"</u> .31(2)(b)2.-Staff Qualifications-Education Missing,.09-Criminal Records Check Missing	Not Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>

Staff Credentials Reviewed: 2

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)

Not Met

Finding

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that staff member #9 did not submit a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site and was observed to be present and caring for children in classroom C.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will require all applicants to obtain a records checks prior to being eligible for hire 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 to ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as 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 not hire any applicant who has not to The Center will require all applicants to obtain a records checks prior to being eligible for hire 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 to ensure the CRC rules are maintained.

Correction Deadline: 2/17/2022

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 the records that staff member #9 did not have a valid and current satisfactory Comprehensive Records Check Determination on file and was observed to be present and caring for children in classroom C.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will require all applicants to obtain a records checks prior to being eligible for hire 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 check their KOALA account quarterly to ensure the CRC rules are maintained.

Correction Deadline: 2/3/2022

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

Comment

Director provided one file for employee hired since September 31, 2021.

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

Comment

Complete first aid kit observed in center.

Comment

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

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

Comment

Documentation observed of required annual staff training.

591-1-1-.31 Staff(CR) **Not Met**

Comment

Staff observed to be compliant with applicable laws and regulations.

Technical Assistance

591-1-1-.31(1)(a) -Consultant discussed with the director to ensure that if the Director is absent from the Center at any time during the hours of the Center's operation, there shall be an officially designated person on the Center site to assume responsibility for the operation of the Center, and this person shall have full access to all records required to be maintained under these rules.

Correction Deadline: 2/3/2022

Finding

591-1-1-.31(1)(c) requires that a copy and/or written verification of the credential or degree awarded to the Director by the technical college, university, school or Department-approved trainer listed in 591-1-1-.31(1)(b)2. (i) through (xiii) be maintained by the Center in the Director's file and such documentation shall be available for inspection by Department staff upon request. It was determined based on review of records that there was no evidence of documentation of credentials or degrees for the director.

POI (Plan of Improvement)

The Center will obtain the written verification from the Director, place it in the Director's file, and provide it to the Department if requested.

Correction Deadline: 2/3/2022

Finding

591-1-1-.31(2)(c) requires the Center to maintain a copy and/or written verification of the credential or degree awarded to the lead teacher that is required by these rules in the lead teacher's file, to make the document available for inspection and to provide the document to Department staff upon request. It was determined based on review of records that there was no evidence of documentation of credentials or degrees for any of the lead teachers.

POI (Plan of Improvement)

The Center will review lead teacher records to ensure the required documentation is on file and will obtain and file it if not found.

Correction Deadline: 2/3/2022

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

591-1-1-.32(2) requires the Center maintain Staff:child ratios in mixed-age groups based on the age of the youngest group of children that includes more than twenty percent of the total number of children in the mixed-age group. It was determined based on observation that Classroom C had six infants and one one-year-old child with with one staff person in the room. The required ratio for the group was one adult to six children. In Classroom B, one staff person was in the room with four one-year-old children and seven two-year-old children. The required ration for the younger group was one person with eight children.

POI (Plan of Improvement)

The Center will provide adequate staff when there is a mixed-age group.

Correction Deadline: 2/3/2022

591-1-1-.32 Supervision(CR)
Met
Comment

Consultant discussed proper supervision with the directors.