



**Bright from the Start Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive SE, 670 East Tower
Atlanta, GA 30334**

Phone: (404) 657-5562 WWW.DECAL.GA.GOV

Cover Sheet

Date: 4/29/2021 **VisitType:** Licensing Study **Arrival:** 11:00 AM **Departure:** 12:30 PM

CCLC-48035

Tracey's Stay-N-Play

153 Evergreen Street Warner Robins, GA 31093 Houston County
(478) 225-2015 rickjones30909@gmail.com

Regional Consultant

Charlene Story

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charlene.story@dec.al.gov

Mailing Address

725 Maddox Rd
Griffin, GA 30224

Quality Rated: ★

Compliance Zone Designation			Compliance Zone Designation - A summary measure of a program's 12 month monitoring history, as it pertains to child care health and safety rules. The three compliance zones are good standing, support, and deficient. Good Standing - Program is demonstrating an acceptable level of performance in meeting the rules. Support - Program performance is demonstrating a need for improvement in meeting rules. Deficient - Program is not demonstrating an acceptable level of performance in meeting the rules.
04/29/2021	Licensing Study	Good Standing	
11/03/2020	Monitoring Visit	Good Standing	
03/12/2020	MV POI Follow Up	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	Room A (Infants)		0	0	C	10	C	NA	NA	Nap
Main	Room B (1 & 2 year old)	Infants and One Year Olds and Two Year Olds	1	7	NC	15	C	NA	NA	Free Play
Main	Room C (3 year old)	Three Year Olds and Four Year Olds	1	10	C	18	C	NA	NA	Centers
Main	Room D		0	0	C	27	C	NA	NA	

Total Capacity @35 sq. ft.: 70

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 17

Total Capacity @35 sq. ft.: 70

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	59	C

Comments

An Administrative Review was conducted on April 28, 2021 and completed on April 29, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on April 28, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on March 31, 2021 was reviewed during the virtual inspection.

An office conference with the Director has been scheduled for Thursday May 13, 2021 at 10:00 AM.

Plan of Improvement: To Be Submitted 05/12/2021

Any rule violation which subjects a child to injury or life-threatening situation or any rule violations previously cited but not corrected, may result in the imposition of an adverse enforcement action. Serious or continued noncompliance may also jeopardize participation in one or more DECAL program(s).



Please refer to the website, <http://www.dec.state.ga.us/CCS/Regulations.aspx>, for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

- New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry
- New clearance is required at least once every five years
- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
- All staff members are required to have completed at least a national fingerprint based clearance check
- Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance
- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee



Important New Deadlines:

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

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

O.C.G.A. Section 42.1.12(i)(2) requires Bright from the Start: Georgia Department of Early Care and Learning to notify licensed child care programs on accessing and retrieving from the Georgia Bureau of Investigation's (GBI) website a list of the names and addresses of all registered sexual offenders. Please see GBI's website located at <http://gbi.georgia.gov> to access the Georgia Sex Offender Registry.

Refutation Process:

You have the right to refute any of the citations noted in this report with which you disagree. To refute a citation(s), e-mail the following information to CCSRefutations@dec.state.ga.us.

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

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

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

Your refutation will be forwarded to the appropriate CCS manager, who will follow up with you about your concerns. If you have any questions about this process, contact our office at 404-657-5562.

Bright from the Start recommends that all licensed child care providers carry liability insurance coverage sufficient to protect its clients. If you do not have this liability insurance, you are required to post a notice with 1/2 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)

Rick Jones, Program Official

Date

Charlene Story, Consultant

Date



Bright from the Start Georgia Department of Early Care and Learning
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Phone: (404) 657-5562 WWW.DECAL.GA.GOV

Findings Report

Date: 4/29/2021 **VisitType:** Licensing Study **Arrival:** 11:00 AM **Departure:** 12:30 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

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

Met

Comment

Equipment and furniture observed to be properly secured on this date.
A Virtual Visit was conducted on this date due to COVID-19 Pandemic.

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: 5

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)-Name of School,.08(1)-Emergency Contact information Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)-Emergency Contact information Missing,.08(1)(a)-Special Care Procedures,.08(1)(a)-Home Number Missing,.08(1)(a)-Home Address Missing

Child # 3

Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers,.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

Child # 4

Not Met

"Missing/Incomplete Components"

.08(1)-Emergency Contact information Missing,.08(1)-Name of School,.08(1)(a)-Home Number Missing,.08(1)(a)-Home Address Missing,.08(1)(a)-Work Number Missing

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Home Number Missing,.08(1)-Emergency Contact information Missing,.08(1)(a)-Work Number Missing,.08(1)(a)-Work Address Missing

591-1-1-.08 Children's Records

Not Met

Finding

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on children's records that five out five children's enrollment forms were incomplete and missing information pertaining to home phone number and address, parents place of work and work number and emergency contact information.

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Correction Deadline: 4/28/2021

Facility

591-1-1-.06 Bathrooms

Met

Comment

Bathrooms observed to be clean and well maintained.
A virtual visit was conducted on this date due to COVID-19 Pandemic.

591-1-1-.19 License Capacity(CR)

Met

Comment

Licensed capacity observed to be met by center on this date.
A virtual visit was conducted on this date due to COVID-19 Pandemic.

591-1-1-.25 Physical Plant - Safe Environment(CR)

Met

Comment

No hazards observed accessible to children on this date.
A virtual visit was conducted on this date due to COVID-19 Pandemic.

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

Met

Comment

Playground observed to be clean and in good repair.
A virtual visit was conducted on this date due to COVID-19 Pandemic.

Food Service

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

Met

Comment

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.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://decal.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

591-1-1-.18 Kitchen Operations

Met

Comment

Kitchen appears clean and well organized.
A virtual visit was conducted on this date due to COVID-19 Pandemic.

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

A virtual visit was conducted on this date due to COVID-19 Pandemic. Proper hand washing of children and
staff was discussed with the director on this date.

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

Met

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

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

Met

Comment

Program observed complete emergency drills
A virtual visit was conducted on this date due to COVID-19 Pandemic.

591-1-1-.27 Posted Notices

Met

Comment

Observed all required posted notices.
A virtual visit was conducted on this date due to COVID-19 Pandemic.

591-1-1-.29 Required Reporting

Met

Comment

Consultant and Director discussed reporting requirements.
Director was unable to upload documentation for Administrative Review.
Consultant received the documentation via email and entered a Required Report on behave of the Director.

Safety

591-1-1-.05 Animals

Met

Comment

Center does not keep animals on premises.

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.

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)

Not Met

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Correction Deadline: 11/3/2020

Corrected on 4/29/2021

.36(4)(c) - This citation was observed to be corrected on this date. The consultant observed the fire extinguisher on the transportation van to be in working order and inaccessible to the children.

Finding

591-1-1-.36(7)(a) requires that each vehicle contains current information including: the full names of all children to be transported, each child's pick-up location, pick-up time, delivery location, alternate delivery location if a Parent is not at home and name of person authorized to receive each child. In addition, the vehicle shall contain current information identifying the Center's name, telephone number and the name of the driver of the vehicle. It was determined based on review of children's transportation records that three out of five children's Transportation Agreement were incomplete and missing location, miles from the center and the name of the facility on the bottom portion of the Transportation Agreement. It was further determined that the name of authorized person to receive child and the procedures to follow if authorized person not available were incomplete.

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Correction Deadline: 4/29/2021

Finding

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on review of children's transportation records, that three out of five children's Vehicle Emergency Medical Information were missing home and work phone numbers for parents. It was further observed that three out of five children's Vehicle Emergency Medical Information were also missing the name and address of the Medical Facility used by the center.

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Correction Deadline: 4/29/2021

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: 3

Records with Missing/Incomplete Components: 0

Staff # 1 Met

Date of Hire: 12/18/2018

Staff # 2 Met

Date of Hire: 01/25/2019

Staff # 3 Met

Date of Hire: 08/01/2016

Staff Credentials Reviewed: 2

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**Not Met****Finding**

591-1-1-.09(1)(d) requires the Center to ensure that every Provisional Employee has a valid and current satisfactory Fingerprint 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 and must be supervised at all times by a Director or Employee with a valid and current satisfactory Comprehensive Records Check Determination. The Fingerprint 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 Provisional Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Fingerprint Records Check Determination is required. It was determined based on consultant observation and review of staff records, that staff member #1 in classroom C, has a satisfactory National Determination and was not being supervised by the Director or employee with a current satisfactory Comprehensive Records Check Determination.

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Correction Deadline: 4/28/2021

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

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit

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

Evidence observed of 100% of center staff certified in First Aid and CPR.
An Administrative Review was completed on this date due to COVID-19 Pandemic.

591-1-1-.33 Staff Training**Technical Assistance****Comment**

Consultant observed documentation required annual staff training for the year 2020.
An Administrative Review was completed on this date due to COVID-19 Pandemic.

Technical Assistance

591-1-1-.33(4) - Consultant and Director/Owner discussed that the Director and person responsible for preparing food, are to complete the Four (4) Hour Food Preparation and Nutrition training within the first year of hire.

Consultant gave Pro-solutions training website as a resource to this training.

Correction Deadline: 5/28/2021

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

Staff observed to be compliant with applicable laws and regulations.
Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on March 31, 2021.

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Finding

591-1-1-.31(2)(b)2. requires teachers and lead care givers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on review of staff records, that the lead teachers in Classrooms A and C did not have the minimum academic requirements to qualify for the lead teacher position on file for the consultant to review. Provider developed a Professional Learning Plan for the Lead Teacher in Classroom B, but staff member has been employed with the facility for over the twenty-four (24) month deadline.

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Correction Deadline: 5/28/2021

Recited on 4/29/2021

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 a virtual visit with the facility, that in Classroom B the consultant observed two (2) infants, two (2) one-year-old and three (3) two-year-old children with one staff member present. Due to the youngest child in the group being an infant and using the twenty percent of the total number of children, the ratio would be one staff member to six mixed age children.

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Correction Deadline: 4/28/2021

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

Comment

Adequate supervision observed on this date.
A virtual visit was conducted on this date due to COVID-19 Pandemic.