



**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:** 5/26/2022 **VisitType:** Licensing Study

**Arrival:** 9:00 AM

**Departure:** 1:00 PM

**CCLC-38322**

**Kids "R" First Learning Center**

1552 Flynt Street Griffin, GA 30223 Spalding County  
 (678) 603-2491 toya8856@yahoo.com

**Regional Consultant**

Brandi Mangino

Phone: (478) 314-9726

Fax: (478) 599-0169

brandi.mangino@decal.ga.gov

**Mailing Address**

Same

**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.
05/26/2022	Licensing Study	Good Standing	
08/10/2021	Monitoring Visit	Good Standing	
03/12/2021	Licensing Study	Good Standing	

  

<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.

**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- 1st Right	Infants and One Year Olds	2	7	C	7	C	NA	NA	Floor Play	
Main	B- 2nd Right	One Year Olds	2	9	C	11	C	NA	NA	Centers	
Main	C- 3rd Right	Two Year Olds	1	9	C	12	C	NA	NA	Story,Circle Time	
Main	D- 4th Right	Two Year Olds	1	11	NC	13	C	NA	NA	Circle Time	
Main	E- 1st Left	Three Year Olds and Four Year Olds	1	25	NC	18	NC	NA	NA	Free Play	
Main	F- 2nd Left		0	0	C	18	C	25	C		
Main	G- 3rd Left	Five Year Olds and Six Year Olds and Over	2	45	C	37	NC	52	C	Free Play	
Total Capacity @35 sq. ft.: 116					Total Capacity @25 sq. ft.: 120						
Total # Children this Date: 106			Total Capacity @35 sq. ft.: 116			Total Capacity @25 sq. ft.: 120			Building @25 capacity limited by Fire Marshall Limitations		

Building	Playground	Playground Occupancy	Playground Compliance
Main	Main Plgd	251	C
Main	Small Playground	23	C

**Comments**

Plan of improvement submitted

Plan of Improvement: No Plan Developed 05/26/2022

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

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)

Latoya Oliver, Program Official

Date

Brandi Mangino, Consultant

Date



**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:** 5/26/2022 **VisitType:** Licensing Study

**Arrival:** 9:00 AM

**Departure:** 1:00 PM

**CCLC-38322**

**Kids "R" First Learning Center**

1552 Flynt Street Griffin, GA 30223 Spalding County  
(678) 603-2491 toya8856@yahoo.com

**Mailing Address**  
Same

**Regional Consultant**

Brandi Mangino

Phone: (478) 314-9726

Fax: (478) 599-0169

brandi.mangino@decal.ga.gov

The following information is associated with a Licensing Study:

**Activities and Equipment**

**591-1-1-.03 Activities**

**Not Met**

**Technical Assistance**

Please ensure that each classroom has a detailed daily schedule.

**Correction Deadline: 5/26/2022**

**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 the 3rd Left Classroom did not have lesson plans.

**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: 5/26/2022**

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

**Not Met**

**Finding**

591-1-1-.12(4) requires that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. It was determined based on observation that the speakers on the brown shelf in the 4th Right Classroom and stacked crates in the 2nd Right Classroom were not secured and posed a falling hazard.

**POI (Plan of Improvement)**

The Center will ensure that the identified equipment or furniture and any other such existing or future items are secured adequately and will have a system for checking these for stability.

**Correction Deadline: 5/31/2022**

**Comment**

Center does not provide swimming activities.

**Children's Records**

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 5**

<p>Child # 1</p> <p><u>"Missing/Incomplete Components"</u></p> <p>.08(3)-Address of Release Person Missing,.08(1)-Allergies and Disabilities,.08(1)-Emergency Contact information Missing</p>	<p>Not Met</p>
<p>Child # 2</p> <p><u>"Missing/Incomplete Components"</u></p> <p>.08(1)-Allergies and Disabilities</p>	<p>Not Met</p>
<p>Child # 3</p> <p><u>"Missing/Incomplete Components"</u></p> <p>.08(1)-Parent Names, Work Numbers,.08(1)-Emergency Contact information Missing,.08(1)-Allergies and Disabilities,.08(3)-Address of Release Person Missing</p>	<p>Not Met</p>
<p>Child # 4</p> <p><u>"Missing/Incomplete Components"</u></p> <p>.08(1)-Parent Names, Work Numbers,.08(1)-Emergency Contact information Missing</p>	<p>Not Met</p>
<p>Child # 5</p> <p><u>"Missing/Incomplete Components"</u></p> <p>.08(1)(a)-Work Address Missing,.08(1)-Allergies and Disabilities</p>	<p>Not Met</p>

**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 review of records that following information was missing from enrollment applications:

- One of five did not have the phone number of the emergency contact
- Three of five did not have the full addresses of the emergency contacts
- Two of five did not have the full addresses of the release person(s)
- Four of five did not have if the child had any allergies or special care procedures

**POI (Plan of Improvement)**

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

**Correction Deadline: 5/31/2022**

	<b>Facility</b>
--	-----------------

**591-1-1-.06 Bathrooms**

**Technical Assistance**

**Technical Assistance**

Consultant discussed ventilation in the 1st Right Classroom restroom was in need of repair as it was not in working order.

**Correction Deadline: 6/25/2022**

**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 that in the 1st Left Classroom 25 children were present in a room that was licensed for 18 children. It was further determined that in the 3rd Left Classroom 45 children were present in a room that was licensed for 37 children.

**POI (Plan of Improvement)**

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

**Correction Deadline: 5/26/2022**

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

**Not Met**

**Comment**

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

**Technical Assistance**

Consultant discussed the tile in the 2nd Right Classroom was in need of repair.

**Correction Deadline: 6/25/2022**

**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 following items were in need of repair:

- 'O' rings behind the center toilets were rusted
- One of three toilets in the 1st Left Classroom's restroom was not in working order
- Paint was observed to be chipping off the exit door (leading to outside) of the 2nd Right Classroom
- Two small holes in the wall near the entrance door of the 2nd Right Classroom
- Brown debris around the back of the toilets in the 3rd Right and 4th right restrooms
- Baseboards in the 3rd Right and 4th Right restroom were in need of being cleaned
- Bottom left corner of the 4th Right Classroom sink had chipped wood
- Rubber in the far front corner of the 3rd Left Classroom was missing

**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: 6/9/2022**

**Technical Assistance**

Consultant discussed the bolts on the outside fencing need to be cut flush or have caps. In addition, the center needs to treat for vines growing through fencing.

**Correction Deadline: 5/26/2022**

**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 on the Front Small Playground six of seven 'Cozy Coupe' cars did not have steering wheels. It was further determined that one of seven 'Cozy Coupe' cars did not have a door.

**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: 6/5/2022**

**Finding**

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on observation that resilient surface around the blue and red metal climber and the sliding equipment was inadequate in that grass was growing through the resilient surface. Consultant observed approximately two inches around the fall zones when six inches were required.

**POI (Plan of Improvement)**

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

**Correction Deadline: 6/5/2022**

**Food Service**

**Comment**

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

**Finding**

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined based on review of records that one of one infant feeding plans was not updated as the form was filled out in December 2021 and stated that infant was eating five ounces and the child was currently being fed eight ounces.

**POI (Plan of Improvement)**

The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis that will include center staff involved with enrollment and those working in the infant classrooms.

**Correction Deadline: 5/26/2022**

**Finding**

591-1-1-.15(7) requires that food be served according to manufacturer’s instructions and recommendations. 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. Food shall not be accessible or served to children until it has been chopped, diced, cut or mashed and is appropriate for each child’s age and individual eating, chewing and swallowing ability. It was determined based on review of the center's menu that on May 11, 2022, corn dogs were served to children.

**POI (Plan of Improvement)**

The Center will train Staff and monitor food served and accessible to children to ensure that the food does not present a choking hazard.

**Correction Deadline: 5/26/2022**

**Health and Hygiene**

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

**Met**

**Comment**

Hand washing requirements for diapering were discussed with the director on this date.

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

**Not Met**

**Finding**

591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on observation that a child entered the 1st Left Classroom and was not required to wash their hands.

**POI (Plan of Improvement)**

The Center will train Staff on required handwashing for children and Staff will ensure children’s hands are washed when required. The Director will monitor for compliance.

**Correction Deadline: 5/26/2022**

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

**Not Evaluated**

**Comment**

The Provider currently does not dispense/administer medication.

**Policies and Procedures**

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

**Met**

**Comment**

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

**Safety**

**591-1-1-.05 Animals**

**Not Evaluated**

**Comment**

Center does not keep animals on premises.

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

**Met**

**Comment**

Age-appropriate discussion and/or redirection observed.

**Comment**

Center does not participate in field trips at this time.

---

**591-1-1-.36 Transportation(CR)****Not Met****Comment**

Complete documentation of transportation observed.

**Finding**

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on review of records that the person (staff member #11) who conducted the second check during the week of May 9, 2022 through May 13, 2022 did not have the required transportation training. The training was not completed until requested for the Administrative Review on June 2, 2022.

**POI (Plan of Improvement)**

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

**Correction Deadline: 6/5/2022****Finding**

591-1-1-.36(4)(f)1. requires that all transported children be secured in a child passenger restraining system or seat safety belt in accordance with current state and federal laws and regulations and according to manufacturer's directions. It was determined based observation that the center had no child passenger restraints on the center buses. The director stated that the center did not provide transportation to children who required passenger restraints. It was further determined based on a review of records that the center provides transportation to 56 children who were under the age of eight and still in need of a passenger restraint seat.

**POI (Plan of Improvement)**

The Center will ensure that manufacturer directions and state and federal laws are met when using child passenger restraining systems and seat safety belts.

**Correction Deadline: 5/27/2022****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 records that the following information was missing from the emergency medical information forms:

- 32 of 79 forms did not have the parent's work numbers
- Two of 79 forms did not have listed if the child had any allergies
- Two of 79 did not have listed if the child was on any medication
- Two of 79 did not have listed if the child had any special conditions
- One of 79 did not have the doctor's name and/or phone number listed
- One of 79 did not have the emergency contact information listed
- One of 79 did not have the child's date of birth

**POI (Plan of Improvement)**

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

**Correction Deadline: 5/27/2022**



**Finding**

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on review of records that on May 13, 2022, during afternoon pick up from Atkinson Elementary, one enrolled child was not marked as being loaded, unloaded or absent.

**POI (Plan of Improvement)**

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

**Correction Deadline: 5/27/2022**

**Sleeping & Resting Equipment**

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

**Not Met**

**Technical Assistance**

The center ordered new crib mattress and the company sent the wrong ones. Consultant discussed changing of them to meet size requirements.

**Correction Deadline: 6/5/2022**

**Finding**

591-1-1-.30(1)(a)2 requires that a crib mattress is firm, tight-fitting without gaps, at least 2 inches thick and covered with a waterproof, washable material. Before a change of occupant, each mattress shall be cleaned with a disinfectant. It was determined that based on observation that three crib mattresses were not tight fitting and not two inches thick. The center had replacement mattresses that were not covered in a waterproof material.

**POI (Plan of Improvement)**

The center will ensure that a crib mattress is firm, tight-fitting without gaps, at least

**Correction Deadline: 5/26/2022**

**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 there was a crib in which the crib sheet was not tight-fitting.

**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: 5/26/2022**

**Finding**

591-1-1-.30(1)(b)1 requires 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. It was determined based on observation that mats in the 3rd Right Classroom had exposed foam.

**POI (Plan of Improvement)**

The Center will ensure that cots and mats are of sound construction and of sufficient size to accommodate the size and weight of the child and mats are in good repair, washable, covered with a waterproof material and is at least two inches thick.

**Correction Deadline: 5/26/2022**

**Staff Records**

Staff # 1 Date of Hire: 01/08/2020	Met
Staff # 2 Date of Hire: 06/07/2021	Met
Staff # 3 Date of Hire: 11/29/2021	Met
Staff # 4 Date of Hire: 11/12/2018	Met
Staff # 5 Date of Hire: 10/10/2016	Met
Staff # 6 Date of Hire: 08/09/2019	Met
Staff # 7 Date of Hire: 06/13/2019	Met
Staff # 8 Date of Hire: 01/13/2022	Met
Staff # 9 Date of Hire: 02/04/2022	Met
Staff # 10 Date of Hire: 11/02/2021	Met
Staff # 11 Date of Hire: 05/04/2017 <u>"Missing/Incomplete Components"</u> .36(3)(a-b)-2 hrs. Transportation Training missing	Not Met
Staff # 12 Date of Hire: 01/29/2020	Met
Staff # 13 <u>"Missing/Incomplete Components"</u> .31(2)(b)2.-Staff Qualifications-Education Missing	Not Met
Staff # 14 Date of Hire: 05/25/2022	Not Met

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 15 Met

Date of Hire: 08/08/2019

Staff # 16 Met

Date of Hire: 07/01/2021

Staff # 17 Met

Date of Hire: 02/28/2022

Staff # 18 Met

Date of Hire: 04/26/2022

**Staff Credentials Reviewed: 7**

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

**Comment**

All current listed staff provided have a comprehensive background check.

**Correction Deadline: 5/26/2022**

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

**Technical Assistance**

Please ensure that documentation of orientation is completed before staff are placed in the classroom.

**Correction Deadline: 6/25/2022**

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

**Finding**

591-1-1-.31(1)(b)2 requires the Director to possess at least one of the sets of minimum academic requirements and qualifying child care experience listed in Rule 591-1-1-.31(1)(b)2.(i-xiii). It was determined based on review of records that the director (staff member #13) did not meet the requirements in that her CDA was expired.

**POI (Plan of Improvement)**

The Center will ensure that the Director meets the minimum education and work requirements and secure the necessary documentation.

**Correction Deadline: 5/26/2022**

**Staffing and Supervision**

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

**Finding**

591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20;and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined based on observation that the 4th Right Classroom had a staff:child ratio of 1:11 among two-year-old children. A ratio of 2:11 was required.

**POI (Plan of Improvement)**

The Center will hire additional Staff or reschedule current Staff to meet required Staff:child ratios and will organize children into groups that meet requirements.

**Correction Deadline: 5/26/2022**

**Finding**

591-1-1-.32(4) requires that children under three years old be housed in separate physical areas from older children and cannot be mixed with older children except at specified times and circumstances. It was determined based on observation that a three-year-old child was observed in the infant classroom.

**POI (Plan of Improvement)**

The Center will maintain separation of these children under three years old.

**Correction Deadline: 5/26/2022**

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

**Not Met**

**Finding**

591-1-1-.32(7) requires that children be supervised at all times appropriate to the individual age, needs and capabilities of each child. Such supervision must include, but not be limited to, indoor and outdoor activities, mealtimes, naptime, transportation, field trips, and transitions between activities. "Supervision" means that the appropriate number of Staff members are physically present in the area where children are being cared for and are providing watchful oversight to the children, volunteers and Students-in-Training. The persons supervising in the child care area must be alert, positioned to maximize their ability to hear and see the children at all times, and able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the volunteers and Students-in-Training, and provide timely attention to the children's actions and needs. Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger. It was determined based on observation that a child was allowed to exit the 1st Right Classroom and walk across the hallway alone to the 1st Left Classroom. Two children were also allowed to walk down the hallway from the entrance alone to the 3rd Left Classroom. In addition, a staff member in the one-year-old classroom was observed at the entrance of the classroom door and not seated within arms length while children were eating lunch.

**POI (Plan of Improvement)**

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

**Correction Deadline: 5/26/2022**