



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: 5/5/2017 **VisitType:** Monitoring Visit **Arrival:** 10:45 AM **Departure:** 1:15 PM

CCLC-32033

Olive Tree Early Learning Center

5976 Tattnall Street Claxton, GA 30417 Evans County
 (912) 739-4700 theolivetreelc@gmail.com

Regional Consultant

Kesha McNeal
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Mailing Address
 5976 Tattnall St
 Claxton, GA 30417

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.
05/05/2017	Monitoring Visit	Good Standing	
12/16/2016	POI Follow Up	Good Standing	
10/28/2016	Licensing Study	Support	

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	Rm A		0	0	C	6	C	NA	NA	
Main	Rm B		0	0	C	6	C	NA	NA	
Main	Rm C	Infants	1	4	C	8	C	NA	NA	Floor Play, Diapering, Transitioning
Main	Rm D	One Year Olds and Two Year Olds	1	8	C	10	C	NA	NA	Free Play, Outside, Transitioning
Main	Rm E	Three Year Olds and Four Year Olds and Five Year Olds	2	7	C	15	C	NA	NA	Centers, Art, Transitioning
Main	Rm F		0	0	C	18	C	NA	NA	
Total Capacity @35 sq. ft.: 63					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 19			Total Capacity @35 sq. ft.: 63			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	playground	13	C
Main	playground B	19	C
Main	Playground C	95	C

Comments

Center staff provided two files for employees hired since the last visit on this date. During the inspection the center director was not present. A one day letter was left on site on this date. The consultant left a copy of live scan instructions on site.

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).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.



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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.ga.gov.

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

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

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

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

Bright from the Start 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)

Jasmine Williams, Program Official

Date

Kesha McNeal, 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-.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 the consultant's observation and through staff informal interview that classroom C did not have a current lesson plan posted on this date.

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: 5/5/2017

Recited on 5/5/2017

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

Met

Comment

No Swimming Activities Provided

Facility

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

Met

Comment

Reminder-Keep Hazards Inaccessible

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

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on the consultant's observation that fencing on the back middle section of the left front playground was measuring three feet, eleven inches due to the pile up of resilient materials.

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: 5/5/2017

Food Service

591-1-1-.15 Food Service & Nutrition**Not Met****Comment**

Ensure Feeding Forms Updated

Finding

591-1-1-.15(3) requires that baby bottles and formula meet the following requirements: 1) be clearly labeled with the child's name; 2) parents will supply formula or breast milk daily in bottles and only the current day's formula or breast milk will be served; 3) bottles be refrigerated at 40 degrees Fahrenheit or less; and 4) only commercially prepared, ready to-feed formula be used if provided by the center. 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 the consultant's observation that the center did not meet baby bottle and formula requirements as follows: only commercially prepared, ready to-feed formula be used if provided by the center.

POI (Plan of Improvement)

To ensure that baby bottles and formula meet all requirements, the center will only provided and give children commercially prepared , ready to feed formula.

Correction Deadline: 5/5/2017

Health and Hygiene

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

Observed-Proper Diapering

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

Observed-Proper Hand Washing Throughout

Correction Deadline: 12/16/2016**Corrected on 5/5/2017**

It was determined based on the consultant's observation that proper hand washing procedures was observed on this date.

591-1-1-.20 Medications(CR)**N/A****Comment**

Discussed-Documentation/Procedures. Center staff stated that no medication is being dispensed.

Safety

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

Observed-Discussion/Redirection

Comment

Observed-Positive Learning Environment

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

No Field Trips at This Time

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

Observed-Complete Documentation

Sleeping & Resting Equipment

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

Correct number of mats; disinfecting discussed

Comment

Discussed-SIDS/Infant Sleeping Position

Staff Records

Records Reviewed: 7**Records with Missing/Incomplete Components: 4**

Staff # 1

Not Met

Date of Hire: 10/10/2016

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 2

Not Met

Date of Hire: 08/10/2010

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 6

Not Met

Date of Hire: 04/03/2017

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 7

Not Met

Date of Hire: 02/20/2017

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

591-1-1-.09 Criminal Records Check(CR)**Not Met****Finding**

591-1-1-.09(1)(d) requires each Employee and Center Director hired on or after January 1, 2014 to have a satisfactory Fingerprint Records Check Determination with a Records Check Clearance date that is within 12 months of their hire date. In order for the Department to issue a satisfactory Fingerprint Records Check Determination, each Employee and Director must submit both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on the consultant's review of staff records that 3 of 7 staff members hired after January 1, 2014 , did not submit both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site on this date.

POI (Plan of Improvement)

The Center will ensure that each director and employee hired after January 1, 2014 has a satisfactory Fingerprint Records Check Determination dated within 12 months of the hire date and will submit the required documents to obtain the determination if they have not already done so.

Correction Deadline: 5/5/2017**Recited on 5/5/2017****Finding**

591-1-1-.09(1)(e) requires every Employee hired before January 1, 2014 have either a satisfactory Preliminary Records Check Determination or a satisfactory Fingerprint Records Check Determination on file and requires that Employees hired before January 1, 2014 that have only a satisfactory Preliminary Records Check Determination on file to obtain a Fingerprint Records Check Determination before January 1, 2017. It was determined based on the consultant's review of records that 2 of 7 staff members hired before January 1, 2014 did not obtain a Fingerprint Records Check Determination before January 1, 2017.

POI (Plan of Improvement)

The Center will ensure that every employee hired before January 1, 2014 has a satisfactory preliminary determination or satisfactory fingerprint determination on file and will have a plan to ensure that these employees obtain a Fingerprint Records Check Determination before January 1, 2017.

Correction Deadline: 5/5/2017

591-1-1-.31 Staff(CR)**Not Met****Correction Deadline: 12/16/2016****Corrected on 5/5/2017**

It was determined based on the consultant's observation that the center had a designated person on site on this date.

Finding

591-1-1-.31(1)(b) requires the Center to ensure the Director is at least 21 years of age and meets minimum academic requirements and qualifying child care experience. It was determined based on consultant's observation and informal interview that the director does not meet the minimum academic requirements on this date.

POI (Plan of Improvement)

The Center will ensure the Director meets minimum qualifications as listed in the rules and documentation of qualifications is on file at the Center.

Correction Deadline: 5/5/2017

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)**Met****Comment**

Observed-Appropriate Staff:Child Ratios

Comment

Observed-Adequate Supervision