



**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:** 4/24/2019    **VisitType:** Licensing Study    **Arrival:** 3:10 PM    **Departure:** 5:25 PM

**CCLC-13582**  
**PRIME TIME DISCOVERY - WARREN ROAD**  
 311 WARREN ROAD Martinez, GA 30907 Richmond County  
 (706) 313-4772 dalberson@thefamilyy.org

**Regional Consultant**  
 Melyn Smith  
 Phone: (706) 855-3455  
 Fax: (706) 434-7640  
 melyn.smith@decal.ga.gov

**Mailing Address**  
 1058 Claussen Road  
 Augusta, GA 30907

**Quality Rated:** ★

<b>Compliance Zone Designation</b>		
04/24/2019	Licensing Study	Good Standing
12/10/2018	Monitoring Visit	Good Standing
01/11/2018	Monitoring Visit	Good Standing

**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.

**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	Cafeteria	Four Year Olds and Five Year Olds and Six Year Olds and Over	4	64	C	90	C	NA	NA	Snack, Homework
Total Capacity @35 sq. ft.: 90						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 64			Total Capacity @35 sq. ft.: 90			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	0	C

**Comments**

Plan of Improvement: Developed This Date 04/24/2019

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/RulesAndRegulations.aspx> , for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

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

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

**Refutation Process:**

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



**Important New Deadlines:**

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

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](mailto:qualityrated@dec.state.ga.us)

Valerie Anthony, Program Official

Date

Melyn Smith, Consultant

Date



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### Findings Report

**Date:** 4/24/2019 **VisitType:** Licensing Study **Arrival:** 3:10 PM **Departure:** 5:25 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**

A variety of equipment and toys were observed throughout the center.

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

**N/A**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 10**

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

Child # 1	Met
Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Address Missing,.08(3)-Address of Release Person Missing	
Child # 4	Met
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing	
Child # 6	Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)-Doctor, Clinic, Phone Numbers

Child # 7 Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing

Child # 8 Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing

Child # 9 Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing

Child # 10 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person 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 review of records, that three of ten children's files reviewed were lacking the addresses for release persons on this date. It was further determined that five of ten children's files reviewed were lacking the work addresses for the children's parent(s). It was further determined that one of ten children's files reviewed was lacking the phone number for the child's primary physician on this date.

**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: 5/3/2019**

	<b>Facility</b>
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**591-1-1-.19 License Capacity(CR)**

**Met**

**Comment**

Licensed capacity observed to be routinely met by center.

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

**Met**

**Comment**

No hazards observed accessible to children on this date.

**Correction Deadline: 12/10/2018**

**Corrected on 4/24/2019**

**.25(13) - Previous citation corrected, based on observation, that no potential hazards were observed accessible to children on this date.**

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

**Comment**

Playground observed to be clean and in good repair.

**Health and Hygiene**

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

**Comment**

No children enrolled who require diapering. School age children attend only for after school hours.

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

**Comment**

Proper hand washing observed throughout the center.

**Comment**

Staff were observed to remind children to wash hands.

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

**Comment**

The Provider currently does not dispense/administer medication.

**Safety**

**591-1-1-.05 Animals N/A**

**Comment**

Center does not keep animals on premises.

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

**Comment**

Age-appropriate discussion and/or redirection observed.

**Comment**

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

**591-1-1-.13 Field Trips(CR) N/A**

**Comment**

Center does not participate in field trips at this time.

**591-1-1-.36 Transportation(CR) N/A**

**Comment**

Center does not provide routine transportation.

**Sleeping & Resting Equipment**

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

**Comment**

Sleeping/Naps are not required for this program. School age children attend only for after school hours.

**Records Reviewed: 7****Records with Missing/Incomplete Components: 2**

Staff # 1 Not Met

Date of Hire: 01/17/2019

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate

Staff # 2 Not Met

Date of Hire: 09/07/2018

"Missing/Incomplete Components"

.14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 3 Met

Date of Hire: 05/16/2018

Staff # 4 Met

Date of Hire: 03/14/2019

Staff # 5 Met

Date of Hire: 08/10/2018

Staff # 6 Met

Date of Hire: 02/20/2012

Staff # 7 Met

Date of Hire: 08/11/2008

**Staff Credentials Reviewed: 7****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided two files for employees hired since last visit.

**591-1-1-.14 First Aid & CPR****Not Met****Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of records that Staff #2, hired on September 7, 2018, did not have evidence of current completion of CPR and first aid training within ninety days of their hire date as required.

**POI (Plan of Improvement)**

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

**Correction Deadline: 5/15/2019**

**Recited on 4/24/2019**

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**591-1-1-.33 Staff Training** **Not Met**

**Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined, based on review of records, that Staff #1, hired on January 17, 2019, did not have evidence of completion of the Health and Safety Orientation Training within ninety day of employment as required.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

**Correction Deadline: 5/17/2019**

**Recited on 4/24/2019**

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Comment**

Staff observed to provide direct supervision and be attentive to children's needs.