



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: 1/5/2021 **VisitType:** Licensing Study **Arrival:** 11:00 AM **Departure:** 12:00 PM

CCLC-17706

Melissa's Little Friend's Daycare

13867 Hwy 110 West Hortense, GA 31543 Brantley County
 (912) 473-2688 MEL82365@YAHOO.COM

Regional Consultant

Jerica Davis

Phone: (478) 314-9452

Fax: (478) 314-9443

jerica.davis@decal.ga.gov

Mailing Address

13867 hwy 110w
 Hortense, GA 31543

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.
01/05/2021	Licensing Study	Good Standing	
07/28/2020	Monitoring Visit	Good Standing	
01/09/2020	Licensing Study	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	A-Back Right		0	0	C	5	C	NA	NA	
Main	B-Back left	Three Year Olds and Four Year Olds	1	6	C	13	C	NA	NA	Breakfast
Main	C-Entry	One Year Olds and Two Year Olds	2	7	C	17	C	23	C	Centers,Breakfast
Total Capacity @35 sq. ft.: 35			Total Capacity @25 sq. ft.: 41							
Total # Children this Date: 13			Total Capacity @25 sq. ft.: 41							

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playgrd-Back left	255	C
Main	Playgrd-Back Rt	25	C
Main	Playgrd-Front	28	C

Comments

An Administrative Review was conducted on January 5, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on January 7, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on August 15, 2020 was reviewed during the virtual inspection.

Plan of Improvement: No Plan Developed

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.ga.gov/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.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)



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.ga.gov/>
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.ga.gov

Melissa Lewis, Program Official

Date

Jerica Davis, 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: 1/5/2021 **VisitType:** Licensing Study

Arrival: 11:00 AM

Departure: 12:00 PM

CCLC-17706

Melissa's Little Friend's Daycare

13867 Hwy 110 West Hortense, GA 31543 Brantley County
(912) 473-2688 MEL82365@YAHOO.COM

Mailing Address

13867 hwy 110w
Hortense, GA 31543

Regional Consultant

Jerica Davis

Phone: (478) 314-9452
Fax: (478) 314-9443
jerica.davis@decal.ga.gov

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 during the Virtual Visit.

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: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

Technical Assistance

Please ensure 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.

Correction Deadline: 1/5/2021**Comment**

Arrival and departure records were observed to be complete during the Administrative Review.

Correction Deadline: 1/5/2021**Facility****591-1-1-.19 License Capacity(CR)****Met****Comment**

Licensed capacity observed to be routinely met by center during the Virtual Visit.

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

Center appears clean and well maintained during the Virtual Visit.

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

Playground observed to be clean and in good repair during the Virtual Visit.

Food Service**591-1-1-.15 Food Service & Nutrition****Met****Comment**

The center menu was reviewed during the Administrative Review and meets USDA guidelines.

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

Proper diapering procedures were discussed during the Virtual Visit.

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

Proper hand washing procedures were discussed during the Virtual Visit.

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

The Provider currently does not dispense/administer medication.

Safety

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 Visit. Regulations regarding proper discipline were discussed with the Director on this date.

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

Complete documentation of transportation observed.

Sleeping & Resting Equipment

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

Cleaning and disinfecting of mats and sheets was discussed with the director during the Virtual Visit.

Comment

Discussed SIDS and infant sleeping position during the Virtual Visit.

Staff Records

Records Reviewed: 5**Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 06/22/2020

Staff # 2

Met

Date of Hire: 08/01/1996

Staff # 3

Met

Date of Hire: 08/01/1996

Staff # 4

Met

Date of Hire: 01/07/2019

Staff # 5

Met

Date of Hire: 03/21/2019

Staff Credentials Reviewed: 3

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

Criminal record checks were observed to be complete.

Comment

Director provided one file for an employee hired since the last visit.

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

Evidence observed of 100% of center staff certified in First Aid and CPR during the Administrative Review.

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

Comment

Documentation observed of required annual staff training during the Administrative Review.

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

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 August 15, 2020.

Staffing and Supervision

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

Center observed to maintain appropriate staff:child ratios during the Virtual Visit.

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

Staff observed to provide direct supervision and be attentive to children's needs during the Virtual Visit.