



**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:** 7/28/2020    **VisitType:** Monitoring Visit    **Arrival:** 9:00 AM    **Departure:** 10:00 AM

**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@dec.al.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.<br><br><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|------------------------------------|------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 07/28/2020                         | Monitoring Visit | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 01/09/2020                         | Licensing Study  | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 07/11/2019                         | Monitoring Visit | 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 and Five Year Olds and Six Year Olds and Over | 1                              | 6        | C    | 13         | C            | NA         | NA           | Art           |
| Main                           | C-Entry      | Infants and One Year Olds and Two Year Olds                                      | 2                              | 7        | C    | 17         | C            | 23         | C            | Centers,Music |
| 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**

A Virtual Monitoring Visit was conducted on July 28, 2020 with the Director. All staff criminal records checks were reviewed on this date. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on July 16, 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.state.ga.us/CCS/RuleAndRegulations.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.

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#### 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.

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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)

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Melissa Lewis, Program Official

Date

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Jerica Davis, Consultant

Date



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### Findings Report

**Date:** 7/28/2020 **VisitType:** Monitoring Visit **Arrival:** 9:00 AM **Departure:** 10:00 AM

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The following information is associated with a Monitoring Visit:

### 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)**

Met

**Comment**

Center does not provide swimming activities.

### 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**

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date.

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

Met

**Comment**

Discussed routine maintenance during the Virtual Visit.

### Health and Hygiene

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

Met

**Comment**

Hand washing and sanitizing requirements for diapering were discussed with the Director during the Virtual Visit.

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

**Comment**

Hand washing procedures were discussed with the Director during the Virtual Visit.

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

**Comment**

Documentation for medication dispensing observed complete during the Virtual Visit.

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**Safety**

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**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 during the Virtual Visit.

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

**Comment**

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

**Correction Deadline: 1/9/2020**

**Corrected on 7/28/2020**

**.30(2)(c) - This citation was observed to be corrected on this date.**

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**Staff Records**

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**Records Reviewed: 4**

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

Staff # 1 Met  
Date of Hire: 08/01/1996

Staff # 2 Met  
Date of Hire: 08/01/1996

Staff # 3 Met  
Date of Hire: 01/07/2019

Staff # 4 Met  
Date of Hire: 03/21/2019

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**Staff Credentials Reviewed: 3**

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

**Comment**

Criminal record checks were observed to be complete.

**Comment**

One new employee was hired since last visit.

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**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 July 16, 2020.

|                                 |
|---------------------------------|
| <b>Staffing and Supervision</b> |
|---------------------------------|

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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 during the Virtual Visit.

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

Adequate supervision observed during the Virtual Visit.