



**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: 11/4/2020 **VisitType:** Licensing Study **Arrival:** 8:30 AM **Departure:** 10:00 AM

CCLC-2400

Augusta Preparatory Day School Extendo

265 Flowing Wells Road Martinez, GA 30907 Columbia County
(706) 434-4062 kenietha.mcrae@augustaprep.org

Regional Consultant

Melyn Smith

Phone: (706) 855-3455

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melyn.smith@dec.al.ga.gov

Mailing Address

265 Flowing Wells Road
Martinez, GA

Quality Rated: No

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.
11/04/2020	Licensing Study	Good Standing	
10/17/2019	Licensing Study	Good Standing	
04/24/2019	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	1st Left	Four Year Olds	2	9	C	19	C	NA	NA	Story
Main	1st Right	Three Year Olds	2	8	C	19	C	NA	NA	Centers
Main	2nd Left	Three Year Olds	2	11	C	24	C	NA	NA	Centers
Main	2nd Right	Two Year Olds	2	8	C	19	C	NA	NA	Free Play
Main	Front Left	Four Year Olds	2	9	C	21	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 102						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 45			Total Capacity @35 sq. ft.: 102			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	160	C

Comments

An Administrative Review was conducted on November 4, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on November 17, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on October 30, 2020 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 11/04/2020

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.

- 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

Kenietha McRae, Program Official

Date

Melyn Smith, Consultant

Date



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Findings Report

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

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

N/A

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

591-1-1-.08 Children's Records

Met

Comment

Records were observed to be complete and well organized.

Facility**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**

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

Comment

Please secure cleaning tools (i.e., broom, plunger, mop, dust pan) out of reach of children.

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

Playground observed to be clean and in good repair.

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

Center menu meets USDA guidelines.

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 on this date.

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

Hand washing requirements were discussed with the Director on this date.

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

The Provider currently does not dispense/administer medication.

Policies and Procedures**591-1-1-.21 Operational Policies & Procedures****Defer****Defer**

591-1-1-.21(3)- A Virtual Visit was conducted due to the COVID-19 pandemic. This citation is deferred until the next regulatory visit.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 10/31/2019

Safety

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

Comment

Center does not keep animals on premises.

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 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

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 10

Records with Missing/Incomplete Components: 4

Staff # 1	Met
Date of Hire: 08/01/2019	
Staff # 2	Not Met
Date of Hire: 01/01/2014	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 3	Met
Date of Hire: 08/01/2019	
Staff # 4	Met
Date of Hire: 08/13/2020	
Staff # 5	Met
Date of Hire: 08/13/2020	
Staff # 6	Not Met
Date of Hire: 01/02/2018	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	

Staff # 7 Not Met
 Date of Hire: 08/08/2018
"Missing/Incomplete Components"
 .33(5)-10 Hrs. Annual Training

Staff # 8 Not Met
 Date of Hire: 08/07/2018
"Missing/Incomplete Components"
 .33(5)-10 Hrs. Annual Training

Staff # 9 Met
 Date of Hire: 08/13/2020

Staff # 10 Met
 Date of Hire: 08/14/2020

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.

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

Comment

Evidence observed of 100% of center staff certified in First Aid and CPR.

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

Finding

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined, based on review of records, that Staff #'s 2, 6, 7, 8, 9, and 10 were lacking evidence of completed the required ten hours of annual training for 2019. The staff did have evidence of completing some training for 2020.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 12/31/2020

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 October 30, 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.

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

Comment

Adequate supervision observed on this date during the virtual walk through.