



**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: 4/17/2019 **VisitType:** Monitoring Visit **Arrival:** 2:30 PM **Departure:** 3:45 PM

CCLC-2438

Prime Time Discovery - Hephzibah

2542 Highway 88 Hephzibah, GA 30815 Richmond County
(706) 313-4767 dalberson@thefamilyy.org

Regional Consultant

Melyn Smith

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melyn.smith@decal.ga.gov

Mailing Address

1058 Claussen Road
Augusta, GA 30907

Quality Rated: ★

Compliance Zone Designation		
04/17/2019	Monitoring Visit	Good Standing
12/04/2018	Licensing Study	Good Standing
05/16/2018	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	Five Year Olds and Six Year Olds and Over	2	30	C	100	C	NA	NA	Outside
Main	Classroom 310		0	0	C	22	C	NA	NA	
Total Capacity @35 sq. ft.: 122			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 30		Total Capacity @35 sq. ft.: 122			Total Capacity @25 sq. ft.: 0		Building @25 capacity limited by Centers Request			

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	206	C

Comments

Plan of Improvement: Developed This Date 04/17/2019

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/Regulations.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

Josh Nolan, Program Official

Date

Melyn Smith, Consultant

Date



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Findings Report

Date: 4/17/2019 **VisitType:** Monitoring Visit **Arrival:** 2:30 PM **Departure:** 3:45 PM

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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.

Correction Deadline: 12/4/2018

Corrected on 4/17/2019

.12(2) - Previous citation corrected, based on observation, in that all furniture and equipment were observed to be free of hazardous conditions 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: 5

Child # 1 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 2 Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

Child # 3 Not Met

"Missing/Incomplete Components"

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

.08(1)-Doctor, Clinic, Phone Numbers,.08(3)-Address of Release Person Missing,.08(3)-Name of Release Person Missing

Child # 4 Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers,.08(3)-Address of Release Person Missing

Child # 5 Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

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 four of five children's files reviewed were lacking information for the child's primary physician, including the phone number. It was further determined that three of five children's files reviewed were lacking information for the release persons, including the addresses.

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: 4/26/2019**Recited on 4/17/2019**

	Facility
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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**

Center appears clean and well maintained.

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

Playground observed to be clean and in good repair.

Correction Deadline: 12/4/2018**Corrected on 4/17/2019**

.26(9) - Previous citation corrected, based on observation, in that the playground was observed to be clean, free of litter, and free of hazards on this date.

Health and Hygiene

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

Met

Comment

The after school program does not enroll diapered children.

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

Met

Comment

Staff were observed to remind children to wash hands.

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

N/A

Comment

The Provider currently does not dispense/administer medication.

Safety

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

Met

Comment

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

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)

N/A

Comment

The after school program does not enroll infants or provide a nap or rest period.

Staff Records

Records Reviewed: 4

Records with Missing/Incomplete Components: 0

Staff # 1 Met

Date of Hire: 09/06/2018

Staff # 2 Met

Date of Hire: 02/25/2019

Staff # 3 Met

Date of Hire: 05/16/2018

Staff # 4 Met

Date of Hire: 08/23/2018

Staff Credentials Reviewed: 4

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

Met

Comment

Criminal record checks were observed to be complete.

Correction Deadline: 12/4/2018

Corrected on 4/17/2019

.09(1)(d) - Previous citation corrected, based on review of records, in that all staff had comprehensive satisfactory criminal records check determination letters on file on this date.

591-1-1-.24 Personnel Records

Met

Correction Deadline: 12/9/2018

Corrected on 4/17/2019

.24(1) - Previous citation corrected, based on review of records, in that all staff had a personnel file with all contained information on this date.

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

Met

Comment

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

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

Met

Correction Deadline: 12/4/2018

Corrected on 4/17/2019

.32(2) - Previous citation corrected, based on observation, in that the program was observed to operate within appropriate staff:child ratios on this date.

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

Met

Comment

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