



**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: 5/23/2019 **VisitType:** Licensing Study **Arrival:** 10:10 AM **Departure:** 5:05 PM

CCLC-26514

MileStones Learning Center & Childcare

101 RiverStone Vista, Suite 112 Blue Ridge, GA 30513 Fannin County
(706) 258-4188 jdavis@blueridgemilestones.com

Regional Consultant

Colleen Covey

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colleen.covey@decal.ga.gov

Mailing Address

Same

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.
05/23/2019	Licensing Study	Good Standing	
12/27/2018	Monitoring Visit	Good Standing	
05/15/2018	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	Infants	1	4	C	6	C	NA	NA	Floor Play
Main	B	Infants	1	4	C	6	C	NA	NA	Nap
Main	C	Two Year Olds	1	10	C	26	C	NA	NA	Free Play
Main	D	One Year Olds	1	8	C	26	C	NA	NA	Free Play
Main	E	Four Year Olds and Five Year Olds	1	10	C	29	C	41	C	Snack
Main	F	Three Year Olds and Four Year Olds	2	16	C	24	C	NA	NA	Centers

Total Capacity @35 sq. ft.: 117

Total Capacity @25 sq. ft.: 129

Total # Children this Date: 52

Total Capacity @35 sq. ft.: 117

Total Capacity @25 sq. ft.: 129

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	53	C

Comments

Follow up to the previous Monitoring Visit that was conducted on December 27, 2018 was completed on this date.

Plan of Improvement: Developed This Date 05/23/2019

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

Lisa Jarrett, Program Official

Date

Colleen Covey, Consultant

Date



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Findings Report

Date: 5/23/2019 **VisitType:** Licensing Study

Arrival: 10:10 AM

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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: 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-.06 Bathrooms **Met**

Comment

Bathrooms observed to be clean and well maintained.

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) **Not Met**

Finding

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined by consultant's observation that in classroom C, two year old room, sunscreen was stored in a child's bag which was hanging on the hook in the cubbies. In classroom D, the one year old room, diaper cream was stored in a bag hanging in the children's cubbies.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 5/23/2019

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined by consultant's observation that in the three year old classroom two lights were not working.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 6/6/2019

Recited on 5/23/2019

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

Comment

Playground observed to be clean and in good repair.

Correction Deadline: 1/6/2019

Corrected on 5/23/2019

.26(8) - Additional mulch was added.

Food Service

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

Comment

Center menu meets USDA guidelines.

591-1-1-.18 Kitchen Operations **Met**

Comment

Kitchen appears clean and well organized.

Health and Hygiene

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

Comment

Staff state proper knowledge of diapering procedures.

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

Comment

Staff were observed to remind children to wash hands.

591-1-1-.20 Medications(CR) **Not Met**

Finding

591-1-1-.20(4) requires the Center to keep medication in a cabinet or container that is locked or otherwise not accessible to the children and to be stored separate from cleaning chemicals, supplies or poisons. Medications requiring refrigeration shall be placed in a leak-proof container in a refrigerator that is not accessible to the children. It was determined by consultant's observation that in the one year old classroom medication was accessible in two children's bookbags that were hanging on the hooks.

POI (Plan of Improvement)

The Center will train Staff on the safe and proper storage of medication and monitor to ensure that the rule is met.

Correction Deadline: 5/23/2019

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures **Not Met**

Technical Assistance

591-1-1-.21(3) - A new emergency drills form was provided.

Finding

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined by a review of records that fire drills were not conducted in November 2018, December 2018, and January 2019. Other emergency drills were not conducted every six months in 2018.

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: 5/28/2019

Safety

591-1-1-.05 Animals **Met**

Comment

Center does not keep animals on premises.

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

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.

Finding

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined by a review of records that two driver's did not complete transportation training.

POI (Plan of Improvement)

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 6/2/2019

Correction Deadline: 1/1/2019

Corrected on 5/23/2019

.36(4)(a) - Vehicle inspections were observed completed as follows:

2008 Ford Econoline-January 22, 2019, Tag #881

2008 Ford Econoline-September 4, 2018. Tag #591

Finding

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined by a review of records that documentation was not completed to show that five children were loaded and unloaded from West Fannin Elementary on Tuesday, May 21, 2019.

POI (Plan of Improvement)

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

Correction Deadline: 5/24/2019

Sleeping & Resting Equipment

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

Met

Comment

Discussed SIDS and infant sleeping position.

Staff Records

Records Reviewed: 16

Records with Missing/Incomplete Components: 5

Staff # 1 Met
Date of Hire: 08/08/2011

Staff # 2 Met
Date of Hire: 07/02/2013

Staff # 3 Met

Date of Hire: 03/20/2019

Staff # 4 Not Met

Date of Hire: 03/21/2018

"Missing/Incomplete Components"

.33(4)-1st Yr. Training - 10 hrs.,.33(3)-Health & Safety Certificate

Staff # 5 Not Met

Date of Hire: 09/15/2008

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.36(3)(a-b)-2 hrs. Transportation Training missing,.33(3)-Health & Safety Certificate

Staff # 6 Met

Date of Hire: 10/29/2018

Staff # 7 Not Met

Date of Hire: 01/23/2019

"Missing/Incomplete Components"

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

Staff # 8 Met

Date of Hire: 03/25/2019

Staff # 9 Met

Date of Hire: 05/15/2019

Staff # 10 Not Met

Date of Hire: 05/08/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 11 Met

Date of Hire: 01/07/2019

Staff # 12 Met

Date of Hire: 03/12/2018

Staff # 13 Met

Date of Hire: 01/03/2012

Staff # 14 Met

Date of Hire: 01/31/2019

Staff # 15 Not Met

Date of Hire: 05/23/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 16

Met

Date of Hire: 09/08/2014

Staff Credentials Reviewed: 16

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

Met

Comment

Director provided six files for employees hired since last visit on December 27, 2018. A total of sixteen staff members were observed to have satisfactory criminal record checks on file.

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 by a review of records that two staff members did not complete CPR and First Aid training in the required time period.

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: 6/22/2019

591-1-1-.33 Staff Training

Not Met

Finding

591-1-1-.33(4) requires all Staff who provide any direct care to children, except independent contractors, Students-in-Training and volunteers, to obtain ten (10) clock hours of training or instruction in child care issues from an accredited school or Department-approved source. At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children. It was determined by a review of records that one staff member did not complete the required training within their first year of employment.

POI (Plan of Improvement)

The Center will plan and schedule training and follow up to ensure that direct care Staff complete the required hours of training in the required subjects.

Correction Deadline: 6/22/2019

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

Comment

Center observed to maintain appropriate staff:child ratios.

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

Met

Comment

Adequate supervision observed on this date.