



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: 9/11/2018 **VisitType:** Licensing Study **Arrival:** 10:10 AM **Departure:** 3:20 PM

CCLC-2683

Gingerbread House Child Care Center

7227 Nashville Street Ringgold, GA 30736 Catoosa County
 (706) 935-9999 kidsprep@windstream.net

Regional Consultant

Colleen Covey

Phone: (706) 256-7245

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colleen.covey@decals.ga.gov

Mailing Address

Same

Quality Rated: ★

Compliance Zone Designation		
09/11/2018	Licensing Study	Good Standing
01/09/2018	Monitoring Visit	Good Standing
09/13/2017	Licensing Study	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
Kidz Biz	G-Kidz Biz	PreK	2	19	C	63	C	88	C	Centers
			Total Capacity @35 sq. ft.: 63			Total Capacity @25 sq. ft.: 218				
Main	A-First Left Front	One Year Olds	1	8	C	15	C	NA	NA	Floor Play
Main	B-First Left Back	Infants and One Year Olds	1	6	C	11	C	NA	NA	Free Play
Main	C-First Right	Three Year Olds and Four Year Olds	1	14	C	26	C	37	C	Centers
Main	D-Rear Annex	Four Year Olds and Five Year Olds	2	20	C	47	C	66	C	Centers
Main	E-2nd Left	Two Year Olds	2	16	C	26	C	NA	NA	Story
Main	F-2nd Right	Three Year Olds	1	15	C	30	C	42	C	TV
			Total Capacity @35 sq. ft.: 155			Total Capacity @25 sq. ft.: 218				
Total # Children this Date: 98		Total Capacity @35 sq. ft.: 218			Total Capacity @25 sq. ft.: 218					

Building	Playground	Playground Occupancy	Playground Compliance

Comments

Follow up to the previous Monitoring Visit that was conducted on January 9, 2018 was completed on this date.

Required reporting was discussed with the Director.

Plan of Improvement: Developed This Date 09/11/2018

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

Yvonne Cochran, Program Official

Date

Colleen Covey, Consultant

Date



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Findings Report

Date: 9/11/2018 **VisitType:** Licensing Study **Arrival:** 10:10 AM **Departure:** 3:20 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Not Met

Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined by consultant's observation that current lesson plans were not available in the classrooms.

POI (Plan of Improvement)

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

Correction Deadline: 9/11/2018

591-1-1-.12 Equipment & Toys(CR)

Met

Comment

A variety of equipment and toys were observed throughout the center.

Comment

Equipment and furniture observed to be properly secured, as applicable.

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

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

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)

Met

Comment

Please be mindful to keep items that pose a hazard inaccessible to children.

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

Not Met

Finding

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined by consultant's observation there was a four inch gap on the left side bottom of the double gate.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use. The Director will have maintenance secure a piece of wood on the back side of the gate to close the gap.

Correction Deadline: 9/11/2018

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

Proper diapering procedures observed.

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

Correction Deadline: 1/9/2018

Corrected on 9/11/2018

.17(7) - Proper hand washing was observed on this date.

Correction Deadline: 1/9/2018

Corrected on 9/11/2018

.17(8) - Proper diapering and hand washing was observed on this date.

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

Comment

Documentation for medication dispensing observed complete.

Policies and Procedures

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

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 consultant's review of paperwork that no tornado drills, lockdown drills, and review of emergency procedures were completed for the 2018 year.

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: 9/16/2018

Safety

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

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.

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

Comment

Complete documentation of transportation observed.

Correction Deadline: 1/14/2018

Corrected on 9/11/2018

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

Bus #1, LW1157, January 17, 2018

Bus #2, LW1158, January 16, 2018

Bus #3, LW1156, January 16, 2018

Sleeping & Resting Equipment

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

Met

Comment

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 17

Records with Missing/Incomplete Components: 2

Staff # 1	Met
Date of Hire: 08/08/2018	
Staff # 2	Met
Date of Hire: 01/01/2000	
Staff # 3	Met
Date of Hire: 05/29/2018	
Staff # 4	Met
Date of Hire: 05/29/2018	
Staff # 5	Met
Date of Hire: 09/24/2008	
Staff # 6	Met
Date of Hire: 04/24/2018	
Staff # 7	Met
Date of Hire: 11/18/2013	
Staff # 8	Met
Date of Hire: 07/01/2015	
Staff # 9	Met
Date of Hire: 08/24/2018	
Staff # 10	Met
Date of Hire: 01/20/1996	
Staff # 11	Met
Date of Hire: 03/28/2013	

Staff # 12 Date of Hire: 01/01/1985	Met
Staff # 13 Date of Hire: 04/16/2015 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met
Staff # 14 Date of Hire: 08/07/2018	Met
Staff # 15 Date of Hire: 08/01/2018	Met
Staff # 16 Date of Hire: 04/11/2018 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met
Staff # 17 Date of Hire: 07/06/2018	Met

Staff Credentials Reviewed: 17**591-1-1-.09 Criminal Records Check(CR) Met****Comment**

Criminal records checks were observed to be complete for all seventeen staff members employed on this date. Ten new staff members were added since the previous visit was conducted on January 9, 2018.

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

Evidence observed of 50% of center staff certified in First Aid and CPR.

Comment

New staff have time to complete CPR and First Aid.

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

Documentation observed of required staff training for the 2017 year.

Finding

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined by a review of staff records that two new staff members had not completed their training in the required time.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 10/11/2018

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

Met

Correction Deadline: 1/23/2018

Corrected on 9/11/2018

.31(2)(b)2. - Lead teachers were observed to have a credential or are a new employee and in progress with a PLP in place.

Correction Deadline: 1/23/2018

Corrected on 9/11/2018

.31(2)(b)3.(ii)(I) - (VIII) - Professional learning plans were observed completed as required.

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.