



**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:** 12/1/2017    **VisitType:** Complaint Investigation & Licensing Study    **Arrival:** 10:30 AM    **Departure:** 1:30 PM

**CCLC-32033**

**Olive Tree Early Learning Center**

5976 Tattnall Street Claxton, GA 30417 Evans County  
 (912) 739-4700 theolivetreelc@gmail.com

**Regional Consultant**

Kesha McNeal

Phone: (866) 359-1672

Fax: (866) 359-7490

kesha.mcneal@dec.al.ga.gov

**Mailing Address**

5976 Tattnall St  
 Claxton, GA 30417

**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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
12/01/2017	Complaint Investigation & Licensing Study	Good Standing	
05/05/2017	Monitoring Visit	Good Standing	
12/16/2016	POI Follow Up	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	Rm A		0	0	C	6	C	NA	NA						
Main	Rm B		0	0	C	6	C	NA	NA						
Main	Rm C	Infants and One Year Olds	1	3	C	8	C	NA	NA	Transitioning, Floor Play, Nap					
Main	Rm D	Two Year Olds and Three Year Olds	2	9	C	10	C	NA	NA	Circle Time, Outside, Lunch, Transitioning					
Main	Rm E		0	0	C	15	C	NA	NA						
Main	Rm F		0	0	C	18	C	NA	NA						
Total Capacity @35 sq. ft.: 63						Total Capacity @25 sq. ft.: 0									
Total # Children this Date: 12						Total Capacity @35 sq. ft.: 63					Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	playground	13	C
Main	playground B	19	C
Main	Playground C	95	C

### Comments

The center director provided one file for employee hired since the last visit on this date. The facility does conduct transportation but no field trips at this time. The consultant and director discussed the following items:

\* The center must develop an updated emergency procedures plan. The consultant left a template of the emergency procedure plan for the facility on this date.

\*\* All staff members with direct care responsibilities must complete the health and safety orientation training. The consultant left a copy of the health and safety orientation flyer.

Plan of Improvement: Developed This Date 12/01/2017

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).



**Reminder:** All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit [www.decalkoala.com](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

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.al.ga.gov](mailto:CCSRefutations@dec.al.ga.gov).

- 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.al.ga.gov/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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.ga.gov/>  
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.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

---

Jasmine Williams, Program Official

Date

---

Kesha McNeal, Consultant

Date



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

### Findings Report

**Date:** 12/1/2017 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 10:30 AM **Departure:** 1:30 PM

**CCLC-32033**

**Olive Tree Early Learning Center**

5976 Tattnall Street Claxton, GA 30417 Evans County  
(912) 739-4700 theolivetreelc@gmail.com

**Mailing Address**

5976 Tattnall St  
Claxton, GA 30417

**Regional Consultant**

Kesha McNeal

Phone: (866) 359-1672

Fax: (866) 359-7490

kesha.mcneal@dec.al.gov

The following information is associated with a Licensing Study Visit:

### 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 based on the consultant's observation that classroom C did not have a current lesson plan posted on this date.

**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: 12/8/2017**

**Recited on 12/1/2017**

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

**Met**

**Comment**

Discussed-Rotation Support Disinfecting

**Comment**

Observed-Variety Throughout Center

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

**Met**

**Comment**

No Swimming Activities Provided

### Children's Records

**Records Reviewed: 4**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met

---

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

**Met**

**Comment**

Parent Agreements Obtained/Completed

**Facility**

---

**591-1-1-.06 Bathrooms**

**Met**

**Comment**

Observation-Clean and Well Maintained

---

**591-1-1-.19 License Capacity(CR)**

**Met**

**Comment**

Licensed Capacity Routinely Met

---

**591-1-1-.25 Physical Plant - Safe Environment(CR)**

**Met**

**Comment**

Reminder-Keep Hazards Inaccessible

---

**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 based on the consultant's observation that fencing on the back middle section, right hand side, and left hand side of the left front playground was measuring three feet, ten inches due to the pile up of resilient materials.

**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.

**Correction Deadline: 12/1/2017**

**Recited on 12/1/2017**

**Technical Assistance**

Please ensure that playground equipment is free of lead-based paint, rust, and sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children.

**Correction Deadline: 12/11/2017**

**Technical Assistance**

Please ensure that the grass is cut as needed.

**Correction Deadline: 12/1/2017**

## Food Service

### 591-1-1-.15 Food Service & Nutrition

Not Met

#### Finding

591-1-1-.15(3) requires that baby bottles and formula meet the following requirements: 1) be clearly labeled with the child's name; 2) parents will supply formula or breast milk daily in bottles and only the current day's formula or breast milk will be served; 3) bottles be refrigerated at 40 degrees Fahrenheit or less; and 4) only commercially prepared, ready to-feed formula be used if provided by the center. Refrigerated or frozen breast milk shall only be heated or thawed under warm, running water or in a container of warm water. It was determined based on the consultant's observation that the center did not meet baby bottle and formula requirements as follows: only commercially prepared, ready to-feed formula be used if provided by the center.

#### POI (Plan of Improvement)

To ensure that baby bottles and formula meet all requirements, the center will only provided and give children commercially prepared , ready to feed formula.

**Correction Deadline: 12/1/2017**

**Recited on 12/1/2017**

### 591-1-1-.18 Kitchen Operations

Met

#### Comment

Kitchen Appears Clean/Well Organized

## Health and Hygiene

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

Met

#### Comment

Staff Stated Proper Knowledge

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

Not Met

#### Finding

591-1-1-.17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on the consultant's observation that children in the toddler classroom were observing not washing their hands as required after outside play.

#### POI (Plan of Improvement)

The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

**Correction Deadline: 12/1/2017**

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

Met

#### Comment

Discussed-Documentation/Procedures. The center director stated that no medication is being dispensed.

## Policies and Procedures

### 591-1-1-.27 Posted Notices

Met

#### Comment

Reminder-Signs Posted/Up to Date

## Safety

---

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

**Comment**

No Animals Kept

---

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

**Comment**

Observed-Discussion/Redirection

---

**591-1-1-.13 Field Trips(CR)** **Met**

**Comment**

No Field Trips at This Time

---

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

**Comment**

Observed-Complete Documentation

**Comment**

Vehicle had fire extinguisher and first aid kit

---

**Sleeping & Resting Equipment**

---

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

**Comment**

Correct number of mats; disinfecting discussed

**Comment**

Observed-Pleasant Naptime Environment

---

**Staff Records**

---

**591-1-1-.09 Criminal Records Check(CR)** **Met**

**Comment**

Criminal Records Check complete

**Comment**

One new staff hired since last visit

**Correction Deadline: 5/5/2017**

**Corrected on 12/1/2017**

**It was determined based on the consultant's review of records that all current employees had evidence of satisfactory fingerprint determination on file.**

**Correction Deadline: 5/5/2017**

**Corrected on 12/1/2017**

**It was determined based on the consultant's review of records that all current employees had evidence of satisfactory fingerprint determination on file.**

---

**591-1-1-.14 First Aid & CPR** **Not Met**

**Comment**

Observed-Center/Vehicle Kits Complete

**Finding**

591-1-1-.14(1) requires the Center Director and, at any given time, at least fifty percent (50%) of the caregiver Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Center shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on the consultant's review of records that the center did not have at least fifty percent (50%) of the caregiver Staff to successfully complete a current biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid.

**POI (Plan of Improvement)**

The Center Director and at least 50% of the caregiver Staff will complete the needed training. The Director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time and that evidence of successful completion of the training is on file available for inspection.

**Correction Deadline: 12/31/2017**

**591-1-1-.33 Staff Training****Not Met****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 based on the consultant's review of records that two of six staff members did not complete health and safety orientation within the first 90 days of employment or by July 1, 2017.

**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: 12/31/2017**

**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 based on the consultant's review of records that a staff member did not complete 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 as required.

**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: 12/31/2017**

**591-1-1-.31 Staff(CR)****Met****Comment**

Lead staff education requirements

**Correction Deadline: 5/5/2017**

**Corrected on 12/1/2017**

**It was determined based on the consultant's review of records that director has provided documentation to show that the minimum academic requirements on this date.**

**Staffing and Supervision**

---

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

**Met**

**Comment**

Observed-Appropriate Staff:Child Ratios

---

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

**Met**

**Comment**

Observed-Adequate Supervision