



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: 3/3/2020 **VisitType:** Complaint Investigation & Monitoring Visit **Arrival:** 10:15 AM **Departure:** 5:15 PM

CCLC-32033

Olive Tree Early Learning Center

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

Regional Consultant

Chrissy Miller

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Mailing Address

5976 Tattnall St
 Claxton, GA 30417

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. |
|------------------------------------|--|---------------|--|
| 03/03/2020 | Complaint Closure | Good Standing | |
| 03/03/2020 | Complaint Investigation & Monitoring Visit | Support | |
| 11/14/2019 | Licensing Study | 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 | Infants and One Year Olds | 1 | 3 | C | 6 | C | NA | NA | Outside |
| Main | Rm C | | 0 | 0 | C | 8 | C | NA | NA | |
| Main | Rm D | One Year Olds and Two Year Olds | 1 | 7 | C | 10 | C | NA | NA | Outside |
| Main | Rm E | Three Year Olds and Four Year Olds | 1 | 12 | C | 15 | C | NA | NA | Transitioning, Outside |
| 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: 22

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

This is the second regulatory visit of the fiscal year.

The center currently has a two-star rating from quality rated.

The center does not provide field trips or swimming activities.

The Consultant discussed the CRC rules with the Director on this date. A plan of improvement was left on this date.

Plan of Improvement: To Be Submitted 03/17/2020

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.al.ga.gov/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.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).

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.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@decal.ga.gov

Jasmine Williams, Program Official

Date

Chrissy Miller, Consultant

Date



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Findings Report

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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.

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 1

Records with Missing/Incomplete Components: 1

Child # 1

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

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 the consultant's review that a child's record was missing the completed addresses of the person(s) to whom the child may be released to.

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Correction Deadline: 3/3/2020

Recited on 3/3/2020

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| | 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
Please be mindful to keep items that pose a hazard inaccessible to children such as brooms and dust pans.

591-1-1-.26 Playgrounds(CR) **Not Met**

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Correction Deadline: 11/14/2019

Corrected on 3/3/2020
.26(4) - The Consultant did not observe any gaps in the fence on this date.

Finding

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, 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. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on the consultant's observation that the following hazards were observed on the playground:

- The red little coupe located on the back right playground was missing the door to the car.
- The picnic table on the back right playground under the shaded canopy had jagged edges and splintering wood located on the top left section of the table accessible to children.
- On the front, right playground near the green climbing dome, there was a five inch crack in the seat of a small blue chair that posed a pinching hazard to the children.

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Correction Deadline: 3/13/2020

Recited on 3/3/2020

Technical Assistance

591-1-1-.26(9) - requires the playground to be kept clean, free from litter and free of hazards. The Consultant discussed with the Director about ensuring that on the front, right playground, that the hose is made inaccessible to the children and that the wasp nest is removed from under the metal canopy before children are allowed to play on that playground.

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Correction Deadline: 3/3/2020

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| Health and Hygiene |
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| 591-1-1-.07 Children's Health | Technical Assistance |
|--------------------------------------|-----------------------------|

Technical Assistance

591-1-1-.07(5) - The Consultant discussed with the Center Staff and Director to be mindful to not permit children to wear around their necks or attach to their clothing pacifiers or other hazardous items.

Correction Deadline: 3/3/2020

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

Staff state proper knowledge of diapering procedures.

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

Proper hand washing observed throughout the center.

Comment

Discussed proper medication documentation and procedures.

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Finding

591-1-1-.20(3) requires the Center to maintain a record of medication dispensed that includes the date, time and amount of medication, any noticeable adverse reaction, and the signature or initials of the person administering the medication. It was determined based on the Consultant's review of medication dispensing records, that two out of three dispensing records were missing the date, time and amount of medication, any noticeable adverse reaction, and the signature or initials of the person administering the medication for the following days that the medication was instructed to be administered on: February 21, 2020; February 24, 2020; February 25, 2020; February 26, 2020; February 28, 2020; and March 2, 2020.

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Correction Deadline: 3/3/2020

Policies and Procedures

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 based on the consultant's review that the center did not document or conduct lock down drills and review the center's emergency plans every six months as required.

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Correction Deadline: 3/17/2020

Recited on 3/3/2020

Safety

Comment

Age-appropriate discussion and/or redirection observed.

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Correction Deadline: 11/19/2019

Corrected on 3/3/2020

.36(4)(a) - The Consultant observed a completed annual safety check that was conducted on November 15, 2019.

Finding

591-1-1-.36(6) requires written Parental authorization for routine transportation provided by or on behalf of the Center. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined based on the consultant's review of records, that one child did not have evidence of written Parental authorization that included the following: the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child for routine transportation that took place during the week of February 24, 2020 to February 28, 2020.

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Correction Deadline: 3/4/2020

Recited on 3/3/2020

Finding

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on the consultant's review of vehicle emergency forms, that the center had incomplete or missing emergency medical information for three out of ten children that were transported during the week of February 24, 2020 to February 28, 2020.

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Correction Deadline: 3/4/2020

Recited on 3/3/2020

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 based on the Consultant's review of transportation records, that a check or other mark/symbol to account for each child listed on the passenger transportation checklist was not documented for eight out of eight children that exited the vehicle on February 21, 2020 for PM routine transportation to the center from Claxton Elementary School.

Correction Deadline: 3/4/2020

Finding

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on the Consultant's review of transportation records, that a second check was not conducted on February 7, 2020 and February 28, 2020 for PM routine transportation to the center from Claxton Elementary School.

Correction Deadline: 3/3/2020

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

Technical Assistance

591-1-1-.30(1)(a)3 - The Consultant discussed with the staff and the Director about ensuring that each crib sheet which is changed daily or more often as needed and prior to a change of occupant.

Correction Deadline: 3/3/2020

Records Reviewed: 2

Records with Missing/Incomplete Components: 2

Staff # 1 Not Met

Date of Hire: 01/28/2020

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 2 Not Met

Date of Hire: 08/10/2010

"Missing/Incomplete Components"

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

Staff Credentials Reviewed: 1

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

Comment

Director provided three file(s) for employees hired since the last regulatory visit.

Technical Assistance

591-1-1-.09(1)(c) - The Consultant discussed with the Director about ensuring that all staff, including maintenance workers, owners, volunteers, and therapist must have a valid comprehensive background determination letter to be present on site with children in care.

Correction Deadline: 3/3/2020

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

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 biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid in that the staff members completed the training online, but did not complete a hands on certification as required.

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Correction Deadline: 3/17/2020

Recited on 3/3/2020

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 based on the consultant's review of records that a staff member that started on May 14, 2019 did not complete a valid training session in First Aid and CPR within 90 days of their hire date.

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Correction Deadline: 3/17/2020

Recited on 3/3/2020

591-1-1-.24 Personnel Records

Not Met

Finding

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on the consultant's review of new staff records that there was a staff member present who did not have a personnel file as required.

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Correction Deadline: 3/3/2020

Recited on 3/3/2020

591-1-1-.33 Staff Training

Not Met

Finding

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined based on the Consultant's review of new staff records that one staff member who was hired on January 28, 2020, one staff member who was hired on February 10, 2020, and one staff member who was hired on February 26, 2020 did not have evidence of receiving initial center orientation before being assigned to children.

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Correction Deadline: 3/4/2020

Finding

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on the consultant's review that a staff member that was hired on May 14, 2019 did not have evidence of training in health and safety as required.

Correction Deadline: 3/17/2020

Recited on 3/3/2020

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

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

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.