



**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:** 5/13/2019    **VisitType:** Monitoring Visit    **Arrival:** 11:40 AM    **Departure:** 2:50 PM

**CCLC-32033**

**Olive Tree Early Learning Center**

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

**Regional Consultant**

Kesha McNeal

Phone: (866) 359-1672

Fax: (866) 359-7490

kesha.mcneal@decals.ga.gov

**Mailing Address**

5976 Tattnell 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.
05/13/2019	Monitoring Visit	Deficient	
10/30/2018	Licensing Study	Deficient	
06/06/2018	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	Rm A		0	0	C	6	C	NA	NA	
Main	Rm B	One Year Olds	1	5	C	6	C	NA	NA	Transitioning, Free Play
Main	Rm C	Infants and One Year Olds	1	6	C	8	C	NA	NA	Floor Play, Transitioning, Snack
Main	Rm D	Two Year Olds	1	6	C	10	C	NA	NA	Transitioning, Free Play, Diapering, Clean Up
Main	Rm E	Three Year Olds and Four Year Olds and Five Year Olds	1	12	C	15	C	NA	NA	Circle Time, Transitioning
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: 29			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 two files for employees hired since the last visit.

A one day letter was left on this date as well Affidavit Verifying Completion of Background Check Video Units that the completion due date is May 20, 2019.

Plan of Improvement: To Be Submitted 05/27/2019

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.decal.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@decal.ga.gov](mailto:CCSRefutations@decal.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://decal.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](mailto:qualityrated@decal.ga.gov)

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Jasmine Williams, Program Official

Date

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Kesha McNeal, Consultant

Date



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**Findings Report**

**Date:** 5/13/2019    **VisitType:** Monitoring Visit    **Arrival:** 11:40 AM    **Departure:** 2:50 PM

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The following information is associated with a Monitoring Visit:

<b>Activities and Equipment</b>
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**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)** **Met**

**Comment**

Center does not provide swimming activities.

<b>Facility</b>
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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)** **Not Met**

**Finding**

591-1-1-.25(11) requires that floor coverings be tight, smooth, free of odors and washable or cleanable. It was determined based on the consultant's observation that the flooring in room E was not in good repair and tight in that the flooring was cracked in several spots.

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**Correction Deadline: 6/12/2019**



**Food Service**

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

Met

Correction Deadline: 10/30/2018

Corrected on 5/13/2019

.15(3) - Previous citation observed corrected on this date.

**Health and Hygiene**

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

Met

**Comment**

Proper diapering procedures observed.

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

Met

**Comment**

Proper hand washing observed throughout the center.

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

Met

**Comment**

The Provider currently does not dispense/administer medication.

**Policies and Procedures**

591-1-1-.21 Operational Policies & Procedures

Not Met

**Finding**

591-1-1-.21(1)(p) requires the Center to have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. It was determined based on the consultant's review that the center did not have an updated emergency plan.

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Correction Deadline: 5/23/2019

Recited on 5/13/2019

**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 fire drills for the month(s) of: January and April of 2019.

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Correction Deadline: 5/18/2019

<b>Safety</b>
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**591-1-1-.11 Discipline(CR)** **Met**

**Comment**  
Age-appropriate discussion and/or redirection observed.

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

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**591-1-1-.36 Transportation(CR)** **Not Met**

**Comment**  
Complete documentation of transportation observed.

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**Comment**  
Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

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**Comment**  
The vehicle had an approved fire extinguisher and first aid kit on this date.

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**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 based on the consultant's review that the director did not obtain two (2) hours of state-approved or state-accepted transportation training, biannually as required.

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**Correction Deadline: 5/13/2019**

**Recited on 5/13/2019**

**Sleeping & Resting Equipment**

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

**Comment**

Discussed SIDS and infant sleeping position.

**Comment**

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

**Staff Records**

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 4**

Staff # 1 Not Met

Date of Hire: 01/25/2018

"Missing/Incomplete Components"

.24(1)-Education Experience Missing

Staff # 2 Not Met

Date of Hire: 11/10/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 3 Not Met

Date of Hire: 08/10/2010

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 4 Met

Staff # 5 Not Met

Date of Hire: 04/14/2019

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

**Staff Credentials Reviewed: 5**

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

**Not Met**

**Finding**

Previously Cited: 591-1-1-.09(1)(d) requires each Employee and Center Director hired on or after January 1, 2014 to have a satisfactory Fingerprint Records Check Determination with a Records Check Clearance date that is within 12 months of their hire date. In order for the Department to issue a satisfactory Fingerprint Records Check Determination, each Employee and Director must submit both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on the consultant's observation that a employee hired on or after January 1, 2014 did submit Fingerprint Records Check Application to the Department as required.

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on the consultant's review that two staff members did not submit a fingerprint records check application to the department as required.

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**Correction Deadline: 5/20/2019**

**Recited on 5/13/2019**

**Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on the consultant's review that two employees did not have a comprehensive determination as required.

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**Correction Deadline: 5/13/2019**

**Recited on 5/13/2019**



**Correction Deadline: 5/23/2019**

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**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.

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Correction Deadline: 10/30/2018**

**Corrected on 5/13/2019**

**.31(2)(b)3.(ii)(I) - (VIII) - Previous citation observed corrected.**

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Discussed combining children of mixed ages.

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

**Met**

**Correction Deadline: 10/30/2018**

**Corrected on 5/13/2019**

**.32(7) - Previous citation observed corrected on this date.**