



**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: 6/6/2018 **VisitType:** Monitoring Visit **Arrival:** 1:45 PM **Departure:** 4:00 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@decal.ga.gov

Mailing Address

5976 Tattnell 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.
06/06/2018	Monitoring Visit	Good Standing	
12/08/2017	Complaint Closure	Good Standing	
12/01/2017	Complaint Investigation & 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		0	0	C	6	C	NA	NA	
Main	Rm C		0	0	C	8	C	NA	NA	
Main	Rm D	Six Year Olds and Over	1	4	C	10	C	NA	NA	Free Play, Transitioning
Main	Rm E	Infants and Two Year Olds	2	8	C	15	C	NA	NA	Nap, 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: 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 two files for an employee hired since the last visit.

The center conducts transportation, and have field trips plan for the summer.

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. 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@decals.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://decals.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.decals.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@decals.ga.gov

Jasmine Williams, Program Official

Date

Kesha McNeal, Consultant

Date



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Findings Report

Date: 6/6/2018 **VisitType:** Monitoring Visit **Arrival:** 1:45 PM **Departure:** 4:00 PM

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The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.03 Activities

Met

Correction Deadline: 12/8/2017

Corrected on 6/6/2018

.03(2) - PreVIOUS citation observed corrected.

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

Technical Assistance

Comment

Discussed adding equipment and toys to enhance variety.

Technical Assistance

591-1-1-.12(2) - Please ensure that all equipment and furniture is free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. On this date the consultant observed several couch cushions that were torn and ripped.

Correction Deadline: 6/6/2018

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

Met

Comment

Center does not provide swimming activities.

Facility

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

Comment

No hazards observed accessible to children on this date.

Technical Assistance

591-1-1-.25(17) - Please ensure that thorny bushes and plants are cut as needed.

Correction Deadline: 6/6/2018

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 based on the consultant's observation that the back porch of the school age classroom is not in good repair and has several boards that are rooted and weak.

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: 6/6/2018

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

Met

Correction Deadline: 12/1/2017

Corrected on 6/6/2018

.26(4) - Previous citation observed corrected.

Technical Assistance

591-1-1-.26(6) - Please ensure that playground equipment is 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.

Correction Deadline: 6/16/2018

Technical Assistance

591-1-1-.26(9) - Please ensure that the grass is cut as needed.

Correction Deadline: 6/6/2018

Food Service

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

Met

Correction Deadline: 12/1/2017

Corrected on 6/6/2018

.15(3) - Previous citation observed corrected.

Health and Hygiene

591-1-1-.07 Children's Health

Not Met

Finding

591-1-1-.07(5) requires Center Staff to not permit children to wear around their necks or attach to their clothing pacifier or other hazardous items. It was determined based on the consultant's observation that two infants were observed with pacifier attach to their clothing

POI (Plan of Improvement)

The Center will instruct Staff regarding this safety requirement.

Correction Deadline: 6/6/2018

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

Met

Comment

Staff state proper knowledge of diapering procedures.

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 were observed moving from one child care group to another and not washing their hands with liquid soap and warm running water.

POI (Plan of Improvement)

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

Correction Deadline: 6/6/2018**Recited on 6/6/2018****Finding**

591-1-1-.17(8) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means. It was determined based on the consultant's observation that two staff members were observed re-entering the child care and not washing their hands with liquid soap and warm running water.

POI (Plan of Improvement)

The Center will ensure liquid soap and warm running water are available for hand washing, train Staff on the hand washing requirements, review the requirements with Staff periodically, and monitor hand washing.

Correction Deadline: 6/6/2018

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

Discussed proper medication documentation and procedures.

Comment

Please document N/A or none if no adverse reaction is observed.

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.

POI (Plan of Improvement)

The Center will write or revise an emergency plan that includes all of the required items.

Correction Deadline: 6/11/2018

Safety

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)**Met****Comment**

Proper field trip documentation and regulations regarding checklists, name tags and permission forms was discussed on this date.

591-1-1-.36 Transportation(CR)**Not Met****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 that on May 4, 2018 for the afternoon route from Claxton Elementary School the center did not document or conduct a second check of the vehicle.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 6/6/2018

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**Not 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.

Finding

591-1-1-.30(2) requires the Center to provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants. Center Staff shall place an infant to sleep on the infant's back in a crib unless the Center has been provided a physician's written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over into his or her preferred position and not re-position the infant. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines and will not slide up around the infant's face may be used when necessary for the comfort of the sleeping infant. Swaddling shall not be used unless the Center has been provided a physician's written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Center Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. It was determined based on the consultant's observation that an infant was observed sleeping with a bib around their neck.

POI (Plan of Improvement)

The Center will take all steps necessary to provide a safe sleep environment for infants as listed in these rules; will train Staff to follow these rules; and will monitor for compliance.

Correction Deadline: 6/6/2018

Staff Records

Records Reviewed: 6

Records with Missing/Incomplete Components: 2

Staff # 1 Not Met

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 2 Not Met

Date of Hire: 01/25/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 3 Met

Date of Hire: 08/10/2010

Staff # 4 Met

Date of Hire: 04/19/2016

Staff # 5 Met

Staff # 6 Met

Date of Hire: 04/03/2017

Staff Credentials Reviewed: 6

591-1-1-.09 Criminal Records Check(CR) Not Met

Finding

591-1-1-.09(1)(a) requires the Center to ensure that every Director, Employee and Provisional Employee of the Child Care Learning Center has a satisfactory records check determination before the individual is present at the Center or before the individual resides in a Center. It was determined based on the consultant's review of staff files that a provisional employee did not have evidence of a satisfactory records check determination before the individual was present at the Center .

POI (Plan of Improvement)

The Center will obtain the Required Satisfactory Records Check Determination before an individual is present at the Center while any child is present for care or before residing in a Center. A one day letter was left

Correction Deadline: 6/6/2018

Finding

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 review of staff records that an employee hired on or after January 1, 2014 did not submit a Fingerprint Records Check Application to the Department as required.

POI (Plan of Improvement)

The Center will ensure that each director and employee hired after January 1, 2014 has a satisfactory Fingerprint Records Check Determination dated within 12 months of the hire date and will submit the required documents to obtain the determination if they have not already done so.

Correction Deadline: 6/6/2018

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

Correction Deadline: 12/31/2017

Corrected on 6/6/2018

.14(1) - Previous citation observed corrected.

591-1-1-.33 Staff Training**Met**

Correction Deadline: 12/31/2017

Corrected on 6/6/2018

.33(3) - Previous citation observed corrected.

Correction Deadline: 12/31/2017

Corrected on 6/6/2018

.33(4) - Previous citation observed corrected.

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.

Staffing and Supervision**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Not Met****Finding**

591-1-1-.32(2) requires the Center maintain Staff:child ratios in mixed-age groups based on the age of the youngest group of children that includes more than twenty percent of the total number of children in the mixed-age group. It was determined based on the consultant's observation that upon the consultant's arrival to the center there was a ratio of 1:12 in that the youngest group of children that includes more than twenty percent of the total number of children in the mixed-age group were two years old, which would require a ratio of 1:10.

POI (Plan of Improvement)

The Center will provide adequate staff when there is a mixed-age group.

Correction Deadline: 6/6/2018

Finding

591-1-1-.32(4)(a) requires that during the early morning times of arrival and late afternoon times of departure, infants and children younger than three (3) years may be grouped with older children so long as Staff: child ratios and group size are met based on the age of the youngest child in the group. It was determined based on the consultant's observation that upon the consultant's arrival to the center infants and children younger than three were grouped with older children during nap time.

POI (Plan of Improvement)

The Center will maintain Staff:child ratios based on the youngest child in the group during early morning and late afternoon times when children younger than three years of age may be grouped with older children.

Correction Deadline: 6/6/2018

591-1-1-.32 Supervision(CR)**Not Met****Finding**

591-1-1-.32(7) requires that children be supervised at all times and that the persons supervising in the child care area be alert, able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the chaperones and Students-in-Training, and provide timely attention to the children's actions and needs. It was determined based on the consultant's observation that the staff member assigned to the school age group was observed briefly walking out of the classroom into the hallway to put a child's book bag up leaving the children unattended.

POI (Plan of Improvement)

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

Correction Deadline: 6/6/2018