



**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:** 9/1/2021    **VisitType:** Licensing Study    **Arrival:** 1:00 PM    **Departure:** 2:00 PM

**CCLC-3647**

**Jarrett's Day Care Center**

840 Fraleys Alley Milledgeville, GA 31061 Baldwin County  
(478) 452-2042 avj1@bellsouth.net

**Mailing Address**

P.O. Box 1603  
MILLEDGEVILLE, GA 31059

**Regional Consultant**

Rebekah Mullinax

Phone: (770) 357-7056

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rebekah.mullinax@decal.ga.gov

Joint with: Carrie Spangler

**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.
09/01/2021	Licensing Study	Good Standing	
02/22/2021	Monitoring Visit	Good Standing	
09/09/2020	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	A	Three Year Olds	2	7	C	12	C	17	C	Nap		
Main	B	Infants and One Year Olds and Two Year Olds	2	13	C	16	C	NA	NA	Floor Play,Nap		
Total Capacity @35 sq. ft.:			24		Total Capacity @25 sq. ft.:		0		Building @35 capacity limited by Fire Marshall Limitations			
Total # Children this Date:			20		Total Capacity @35 sq. ft.:		24		Total Capacity @25 sq. ft.:		0	

Building	Playground	Playground Occupancy	Playground Compliance
Main	Front	6	C
Main	Side	13	C

**Comments**

An Administrative Review was conducted on September 1, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on September 1, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

On this date consultant discussed rule changes effective October 1, 2020.

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit.

Plan of Improvement: Developed This Date 09/01/2021

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.

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#### 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.

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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.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)

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Bernita Jarrett, Program Official

Date

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Rebekah Mullinax, Consultant

Date

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Carrie Spangler, Consultant

Date



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### Findings Report

**Date:** 9/1/2021      **VisitType:** Licensing Study      **Arrival:** 1:00 PM      **Departure:** 2:00 PM

#### CCLC-3647

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The following information is associated with a Licensing Study:

### 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)

Met

#### Comment

Center does not provide swimming activities.

### Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 4

Child # 1

Met

Child # 2

Not Met

#### "Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers,.08(1)-Emergency Contact information Missing,.08(1)-Allergies and Disabilities

Child # 3

Not Met

#### "Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers,.08(1)-Emergency Contact information Missing,.08(1)-Allergies and Disabilities

Child # 4

Not Met

#### "Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers,.08(1)-Emergency Contact information Missing,.08(1)-Allergies and Disabilities

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers,.08(1)-Emergency Contact information Missing,.08(1)-Allergies and Disabilities

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

**Not Met**

**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 of records that four of five enrolled children did not have the primary source of health care information, a statement regarding known allergies and emergency information on file on this date.

**POI (Plan of Improvement)**

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

**Correction Deadline: 9/1/2021**

**Technical Assistance**

591-1-1-.08(6) - Please ensure that the center obtains the signature or initials of the Parent or authorized person at the time of arrival and departure each time the Parent or authorized person drops off and picks up the child.

**Correction Deadline: 9/1/2021**

**Facility**

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

**Not Met**

**Finding**

591-1-1-.06(4) requires a Center first licensed after March 1, 1991, and Centers that remodel or add to existing plumbing facilities, to have the bathroom area fully enclosed and ventilated to the outside of the building with either an open screened window or functioning exhaust fan and duct system and requires Centers without fully enclosed bathrooms to ensure there is adequate ventilation to control odors and adequate sanitation measures to prevent the spread of contagious diseases. It was determined based on the Consultant's observation that the bathroom in Room A did not have adequate ventilation on this date.

**POI (Plan of Improvement)**

The Center will fully enclose and ventilate bathroom areas, as required, and will provide adequate ventilation and sanitation in bathrooms that are not fully enclosed.

**Correction Deadline: 10/1/2021**

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

**Met**

**Comment**

Licensed capacity observed to be routinely met by center.

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

No hazards observed accessible to children on this date.

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**591-1-1-.26 Playgrounds(CR)****Met****Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Comment**

Playground observed to be clean and in good repair.

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**Food Service**

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**591-1-1-.15 Food Service & Nutrition****Technical Assistance****Comment**

591-1-1-.15(2) - Please ensure the new updated infant feeding form is used. Discussed revision to the written feeding plans for children under the age of 1 years old. Age-appropriate solid foods (including cereal) shall not be given to infants or children less than one (1) year of age until recommended as developmentally appropriate by the child's primary care physician and indicated in writing by the Parent(s). As soon as the feeding plan indicates that a child is ready for solid foods, the child shall be fed from individual spoons and individual containers or dishes. A child shall not be fed directly from the original baby food container if the contents are to be fed to the child at more than one (1) meal or to more than one (1) child.

**Correction Deadline: 9/1/2021****Technical Assistance**

591-1-1-.15(7) - Discussed new revision to restricted food rule which states: Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

**Correction Deadline: 9/1/2021**

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**591-1-1-.18 Kitchen Operations****Met****Comment**

Kitchen appears clean and well organized.

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**Health and Hygiene**

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

Staff state proper knowledge of diapering procedures.

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

Proper hand washing of children and staff was discussed with the director on this date.

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**591-1-1-.20 Medications(CR)****N/A****Comment**

The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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**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 based on the Consultant's review of records that emergency drills were missing for the months of February through June 2021 on this date.

**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: 9/6/2021**

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**591-1-1-.27 Posted Notices****Met****Comment**

Observed all required posted notices.

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**591-1-1-.29 Required Reporting****Met****Comment**

Thank you for reporting as required.

<b>Safety</b>
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**591-1-1-.05 Animals****N/A****Comment**

Center does not keep animals on premises.

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

The center's discipline policy was reviewed on this date. Regulations regarding proper discipline were discussed with the director on this date.

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**591-1-1-.13 Field Trips(CR)****N/A****Comment**

Center does not participate in field trips at this time.

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**591-1-1-.36 Transportation(CR)****N/A****Comment**

Center does not provide routine transportation.

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

Consultant observed blankets available to children during nap time on this date.

**Comment**

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed.

<b>Staff Records</b>
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**Records Reviewed: 5**

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

Staff # 1	Met
Staff # 2	Met
Date of Hire: 01/10/1985	
Staff # 3	Met
Date of Hire: 01/12/2004	
Staff # 4	Met
Staff # 5	Met
Date of Hire: 06/26/2018	

**Staff Credentials Reviewed: 5**

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

**Comment**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit.

**Comment**

Criminal record checks were observed to be complete.

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

**Comment**

Evidence observed of 100% of center staff certified in First Aid and CPR.

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**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 records that the Center Director did not submit the center orientation form as required on this date.

**POI (Plan of Improvement)**

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

**Correction Deadline: 9/6/2021**

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

**Finding**

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on the Consultants review of records that staff # 3 and staff #4 are missing two (2) clock hours of the required ten (10) clock hours of annual training for 2020 on this date.

**POI (Plan of Improvement)**

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

**Correction Deadline: 10/1/2021**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

Adequate supervision observed on this date.

**Comment**

Discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.