



**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:** 4/3/2019    **VisitType:** Licensing Study    **Arrival:** 10:55 AM    **Departure:** 2:20 PM

**CCLC-38666**

**Union General Child Care**

683 Ledford Road Blairsville, GA 30512 Union County  
 (706) 439-6840 bridgetburgess@uniongeneral.org

**Regional Consultant**

Colleen Covey

Phone: (706) 256-7245

Fax: (706) 256-7244

colleen.covey@decal.ga.gov

**Mailing Address**

Same

**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.
04/03/2019	Licensing Study	Good Standing	
11/07/2018	Monitoring Visit	Good Standing	
04/09/2018	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	Infants	3	7	C	21	C	NA	NA	Diapering, Feeding, Nap
Main	B	One Year Olds	2	14	C	21	C	NA	NA	Lunch
Main	C	Four Year Olds and Six Year Olds and Over	2	14	C	28	C	40	C	Outside
Main	D	Three Year Olds and Four Year Olds	2	17	C	28	C	39	C	Outside
Main	E	Two Year Olds	2	12	C	21	C	NA	NA	Outside
Main	F		0	0	C	28	C	39	C	
Total Capacity @35 sq. ft.: 147						Total Capacity @25 sq. ft.: 181				
Total # Children this Date: 64			Total Capacity @35 sq. ft.: 147			Total Capacity @25 sq. ft.: 181				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	31	C
Main	B	114	C
Main	C	143	C

**Comments**

Follow up to the previous Monitoring Visit that was conducted on november 7, 2018 was completed on this date.

A ten year employment history form was provided and reviewed with the Director.

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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BRIDGET BURGESS, Program Official

Date

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Colleen Covey, Consultant

Date



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### Findings Report

**Date:** 4/3/2019    **VisitType:** Licensing Study    **Arrival:** 10:55 AM    **Departure:** 2:20 PM

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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**

Equipment and furniture observed to be properly secured, as applicable.

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

**N/A**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 5**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

**Met**

**Comment**

Records were observed to be complete and well organized.

### Facility

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

**Comment**

Bathrooms observed to be clean and well maintained.

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**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**

Center appears clean and well maintained.

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

**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** **Met**

**Comment**

Center menu meets USDA guidelines.

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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**

Proper diapering procedures observed.

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

**Comment**

Proper hand washing observed throughout the center.

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**591-1-1-.20 Medications(CR)** **Technical Assistance**

**Technical Assistance**

591-1-1-.20 - Discussed proper medication documentation and procedures.

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**Safety**

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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**

Age-appropriate discussion and/or redirection observed.

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

**Comment**

Center does not participate in field trips at this time.

**Comment**

Center does not provide routine transportation.

**Sleeping & Resting Equipment**

**Comment**

Pleasant naptime environment observed.

**Staff Records**

**Records Reviewed: 23**

**Records with Missing/Incomplete Components: 6**

Staff # 1	Met
Date of Hire: 09/26/2018	
Staff # 2	Met
Date of Hire: 07/01/2016	
Staff # 3	Met
Date of Hire: 01/09/2016	
Staff # 4	Met
Date of Hire: 06/03/2015	
Staff # 5	Met
Date of Hire: 07/20/2015	
Staff # 6	Met
Date of Hire: 01/08/2016	
Staff # 7	Not Met
Date of Hire: 11/18/2016	
<u>"Missing/Incomplete Components"</u>	
.24(1)-10 Yr. Work History Missing,.24(1)-Education Experience Missing	
Staff # 8	Met
Date of Hire: 05/30/2018	
Staff # 9	Met
Date of Hire: 12/16/2015	
Staff # 10	Met
Date of Hire: 08/04/2018	
Staff # 11	Met
Date of Hire: 08/08/2018	

Staff # 12 Date of Hire: 08/01/2018	Met
Staff # 13 Date of Hire: 05/15/2018 <u>"Missing/Incomplete Components"</u> .24(1)-10 Yr. Work History Missing,.24(1)-Education Experience Missing,.24(1)-Work Experience Missing	Not Met
Staff # 14 Date of Hire: 11/04/2016	Met
Staff # 15 Date of Hire: 07/17/2017	Met
Staff # 16 Date of Hire: 07/30/2018	Met
Staff # 17 Date of Hire: 11/29/2018	Met
Staff # 18 Date of Hire: 01/10/2018 <u>"Missing/Incomplete Components"</u> .24(1)-Education Experience Missing	Not Met
Staff # 19 Date of Hire: 08/05/2017 <u>"Missing/Incomplete Components"</u> .24(1)-Education Experience Missing	Not Met
Staff # 20 Date of Hire: 07/31/2018	Met
Staff # 21 Date of Hire: 06/20/2016 <u>"Missing/Incomplete Components"</u> .24(1)-10 Yr. Work History Missing,.24(1)-Education Experience Missing	Not Met
Staff # 22 Date of Hire: 03/25/2019 <u>"Missing/Incomplete Components"</u> .24(1)-10 Yr. Work History Missing,.24(1)-Education Experience Missing	Not Met
Staff # 23	Met

Date of Hire: 08/01/2016

Staff Credentials Reviewed: 23

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

Met

Comment

Director provided three files for employees hired since last visit on November 7, 2018. Twenty three staff members employed on this date were observed to have a satisfactory criminal record check on file.

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

Met

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR.

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 by a review of records that six staff members had personnel records that did not have all the required information completed.

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: 4/8/2019

591-1-1-.33 Staff Training

Met

Comment

Documentation observed of required staff training for the 2018 year.

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

Met

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)

Met

Comment

Center observed to maintain appropriate staff:child ratios.

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 by consultant's observation that a child in classroom C had come inside alone and unsupervised in order to get a drink, and then returned to the playground area.

**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: 4/3/2019**