



**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:** 4/19/2019    **VisitType:** Licensing Study    **Arrival:** 11:35 AM    **Departure:** 3:00 PM

**CCLC-39691**

**The Learning Villa**

3810 University Avenue Columbus, GA 31907 Muscogee County  
(706) 940-0026 mccainmichele@yahoo.com

**Regional Consultant**

Penny Svenson

Phone: (470) 346-1037

Fax: (678) 891-5613

penny.svenson@dec.al.ga.gov

**Mailing Address**

3810 university ave  
Columbus, GA 31907

**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.
04/19/2019	Licensing Study	Support	
11/27/2018	Monitoring Visit	Good Standing	
08/13/2018	POI Follow Up	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	Room A - 1R	Two Year Olds and Three Year Olds and Four Year Olds	1	6	C	18	C	26	C	Free Play
Main	Room B - Middle R		0	0	C	5	C	7	C	
Main	Room C - Rear L		0	0	C	9	C	NA	NA	
Main	Room D - 1L		0	0	C	5	C	7	C	

Total Capacity @35 sq. ft.: 37

Total Capacity @25 sq. ft.: 49

Total # Children this Date: 6

Total Capacity @35 sq. ft.: 37

Total Capacity @25 sq. ft.: 49

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	65	C

**Comments**

The Consultant reviewed and discussed the Compliance and Determination Worksheet on this date.

Plan of Improvement: To Be Submitted 05/03/2019

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.dec.state.ga.us/CCS/Regulations.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.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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.state.ga.us/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.dec.state.ga.us/>  
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.state.ga.us](mailto:qualityrated@dec.state.ga.us)

Michele Hutchinson, Program Official

Date

Penny Svenson, Consultant

Date



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### Findings Report

**Date:** 4/19/2019    **VisitType:** Licensing Study    **Arrival:** 11:35 AM    **Departure:** 3:00 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**

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: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	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 staff statements that there was an infant present at the program on this date and there wasn't a file present that contained any of the required information.

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**Correction Deadline: 4/19/2019**

**Facility**

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

**Comment**

Bathrooms observed to be clean and well maintained.

**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**

No hazards observed accessible to children on this date.

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

**Correction Deadline: 12/7/2018**

**Corrected on 4/19/2019**

**The consultant observed resilient surface present on the playground, however the resilient surface was washed out from around the play structure due to heavy rains on the morning of April 19, 2019.**

**Food Service**

**Comment**

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk  
5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk  
2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://dec.al.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

**Health and Hygiene**

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

**Technical Assistance**

**Technical Assistance**

Hand washing and diapering requirements for diapering were discussed with the director on this date.

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

**Not Met**

**Finding**

)591-1-1-.17(7)(a) requires washcloth handwashing be used only for infants when the infant is too heavy to hold or cannot stand safely and for children with special needs; requires that an individual washcloth be used only once for each child before laundering. It was determined based on staff statements that an infants hands were not washed after they were diapered.

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**Correction Deadline: 4/19/2019**

**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 staff statements that a staff member didn't wash their hands prior to diapering infants or after diapering infants.

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**Correction Deadline: 4/19/2019**

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

**Met**

**Comment**

The Provider currently does not dispense/administer medication.

**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 observation that there were no required drills conducted in 2019 up to the date of the visit.

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**Correction Deadline: 4/24/2019**

**Safety**

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**591-1-1-.05 Animals**

**Met**

**Comment**

Center does not keep animals on premises.

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

**Met**

**Comment**

Age-appropriate discussion and redirection were observed by the consultant on this date.

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**591-1-1-.13 Field Trips(CR)**

**Met**

**Comment**

Please denote the full address of field trip destination.

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**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 a review of records that there wasn't a second check conducted on April 19, 2019 for the return from Gentian Elementary back to The Learning Villa.

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**Correction Deadline: 4/19/2019**

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)** **Not Met**

**Finding**

591-1-1-.30(1)(a) requires a crib that is safety approved in compliance with Consumer Product Safety Commission (CPSC) and American Society of Testing and Materials International (ASTM) safety standards be provided for each infant. It was determined based on observation that there was an infant present at the facility on this date and there wasn't a crib provided for the infant as required.

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**Correction Deadline: 4/29/2019**

<b>Staff Records</b>
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**Records Reviewed: 7** **Records with Missing/Incomplete Components: 2**

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Staff # 1	Met
Date of Hire: 04/02/2019	
Staff # 2	Met
Date of Hire: 09/11/2018	
Staff # 3	Met
Date of Hire: 01/03/2018	
Staff # 4	Met
Date of Hire: 11/28/2018	
Staff # 5	Not Met
Date of Hire: 02/03/2017	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 6	Not Met
Date of Hire: 04/19/2019	

**Records Reviewed: 7**

**Records with Missing/Incomplete Components: 2**

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 7

Met

Date of Hire: 09/05/2018

**Staff Credentials Reviewed: 7**

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

**Not Met**

**Finding**

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 a review of records that a 17 year old staff member did not submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required.

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**Correction Deadline: 4/19/2019**

**Recited on 4/19/2019**

**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 review of records that there was a 17 year old staff member supervising a child and she did not have a satisfactory Comprehensive Records Check Determination as required.

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**Correction Deadline: 4/19/2019**

**Finding**

591-1-1-.09(1)(d) requires the Center to ensure that every Provisional Employee has a valid and current satisfactory Fingerprint 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 and must be supervised at all times by a Director or Employee with a valid and current satisfactory Comprehensive Records Check Determination. The Fingerprint 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 Provisional Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Fingerprint Records Check Determination is required. It was determined based on a review of records and staff statements that a 17 year old staff member directly cared for a child and she did not have a satisfactory Comprehensive Records Check Determination. She was not supervised by someone with a satisfactory Comprehensive Records Check Determination.

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**Correction Deadline: 4/19/2019**

**Recited on 4/19/2019**

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

**Comment**

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

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

**Finding**

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on a review of records that one staff member did not have 10 hours of training which was task-focused in early childhood education or child development or subjects related to job assignment and was offered by an accredited college, university or vocational program or other Department-approved source.

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**Correction Deadline: 5/19/2019**

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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.

**Staffing and Supervision**

**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 observation that there was an infant present in a classroom with two, three and four-year old children on this date.

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**Correction Deadline: 4/19/2019**

**Comment**

Adequate supervision observed on this date.