



**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:** 1/22/2018    **VisitType:** Licensing Study    **Arrival:** 9:00 AM    **Departure:** 1:15 PM

**CCLC-3978**

**Stepping Stones Educational Therapy Center**

141 Futral Rd. Griffin, GA 30224 Spalding County  
(770) 229-5511 k.bozeman@steppingstonesschool.org

**Regional Consultant**

Kenyatta Wade

Phone: (770) 357-1953  
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kenyatta.wade@decal.ga.gov

**Mailing Address**  
Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
01/22/2018	Licensing Study	Good Standing
09/18/2017	Monitoring Visit	Good Standing
05/08/2017	Monitoring Visit	Good Standing

**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.

**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-Left Hall	Infants and One Year Olds	2	5	C	16	C	NA	NA	Nap, Free Play
Main	B-Left Hall	One Year Olds	2	7	C	15	C	NA	NA	Centers
Main	C-Left Hall	Two Year Olds	3	8	C	15	C	NA	NA	Centers
Main	D-Left Hall	Three Year Olds	2	9	C	15	C	NA	NA	Free Play
Main	E-Left Hall		0	0	C	13	C	NA	NA	
Main	F-Rear Hall		0	0	C	12	C	NA	NA	
Main	L-Right Hall		0	0	C	12	C	NA	NA	
Main	M-Right Hall		0	0	C	13	C	NA	NA	
Main	N	PreK	3	19	C	22	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 133						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 48			Total Capacity @35 sq. ft.: 133			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Plgd	31	C
Main	Plgd-Inf./ Preschool	42	C

**Comments**

The purpose of this visit is to conduct a licensing study.

Plan of Improvement: No Plan Developed

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](http://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.

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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). 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.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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Ken Bozeman, Program Official

Date

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Kenyatta Wade, Consultant

Date



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Atlanta, GA 30334  
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### Findings Report

**Date:** 1/22/2018    **VisitType:** Licensing Study    **Arrival:** 9:00 AM    **Departure:** 1:15 PM

#### CCLC-3978

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**Mailing Address**  
Same

The following information is associated with a Licensing Study:

### Activities and Equipment

#### 591-1-1-.03 Activities

Technical Assistance

#### Technical Assistance

Consultant discussed with center director keeping current lesson plans on site that reflect appropriate instruction practices and activities to support children's development.

**Correction Deadline: 1/22/2018**

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

Not Met

#### Finding

591-1-1-.12(2) requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. It was determined by consultant that the stove door to a kitchen set was observing missing in the dramatic play area in the one-year-old classroom posing a finger entrapment.

#### POI (Plan of Improvement)

The Center will ensure that equipment and furniture are used by the age-appropriate group of children.

**Correction Deadline: 1/22/2018**

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

N/A

#### Comment

Center does not provide swimming activities.

Facility

#### 591-1-1-.06 Bathrooms

Met

#### Comment

Please monitor bathrooms for necessary supplies.

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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)****Not Met****Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined that inside of the infant classroom two tubes of Boubreaux Butt Paste and a tube of Oragel was inside of a child's bag in an unlocked cabinet on a low shelf accessible to walking children. Also, inside of the infant and one-year-old classroom teachers hand bags were accessible beneath an unsecured counter and inside of an unlocked cabinet.

**POI (Plan of Improvement)**

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

**Correction Deadline: 1/22/2018**

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**591-1-1-.26 Playgrounds(CR)****Technical Assistance****Technical Assistance**

Discussed maintenance of resilient surface with director in that rubber surface was ripping in several areas along the surface.

<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition****Not Met****Finding**

591-1-1-.15(6)(b) requires that food and beverages be served in individual plates or bowls and with individual glasses or cups. It was determined by consultant that one-year-olds were observed eating snack directly off the table and not in individual bowls, cups, or napkins.

**POI (Plan of Improvement)**

The center will use individual food service items to serve food and beverages.

**Correction Deadline: 1/22/2018**

<b>Health and Hygiene</b>
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**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 pacifiers or other hazardous items. It was determined by consultant that two infant's were observed to have pacifiers with a string attached to their clothing in the infant classroom.

**POI (Plan of Improvement)**

The Center will instruct Staff regarding this safety requirement.

**Correction Deadline: 1/22/2018**

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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**

Please ensure soiled items are stored inaccessible to children.

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**591-1-1-.20 Medications(CR)****Not Met****Finding**

591-1-1-.20(4) requires the Center to keep medication in a cabinet or container that is locked or otherwise not accessible to the children and to be stored separate from cleaning chemicals, supplies or poisons. Medications requiring refrigeration shall be placed in a leak-proof container in a refrigerator that is not accessible to the children. It was determined by consultant observation that inside of a child's bag in the infant classroom was a container of Hydrochloride Solution drops.

**POI (Plan of Improvement)**

The Center will train Staff on the safe and proper storage of medication and monitor to ensure that the rule is met.

**Correction Deadline: 1/22/2018**

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

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

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

Center does not participate in field trips at this time.

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

Center does not provide routine transportation.

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<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(2)(c) requires that infants shall not sleep in equipment other than safety-approved cribs, such as, but not limited to, a car safety seat, bouncy seat, highchair, or swing. Infants who arrive at the Center asleep or fall asleep in such equipment, on the floor or elsewhere, shall be transferred to a safety-approved crib. It was determined that consultant observed two infants sleep inside of rocker bassinets with blankets in that both infant's heads were propped with blankets.

**POI (Plan of Improvement)**

The Center will only place infants in safe cribs to sleep and will transfer them to a safe crib when the infants are asleep in other equipment.

**Correction Deadline: 1/22/2018**

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<b>Staff Records</b>
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**Records Reviewed: 17****Records with Missing/Incomplete Components: 4**

Staff # 1

Met

Date of Hire: 02/26/2009

Staff # 2	Not Met
Date of Hire: 08/01/2016	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate	
Staff # 3	Met
Date of Hire: 08/12/2009	
Staff # 4	Met
Date of Hire: 01/22/2018	
Staff # 5	Met
Date of Hire: 07/01/2017	
Staff # 6	Met
Date of Hire: 02/13/2017	
Staff # 7	Not Met
Date of Hire: 07/01/2002	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 8	Met
Staff # 9	Met
Date of Hire: 07/30/2003	
Staff # 10	Met
Date of Hire: 07/17/2017	
Staff # 11	Not Met
Date of Hire: 10/01/2007	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training	
Staff # 12	Met
Date of Hire: 07/01/2011	
Staff # 13	Met
Staff # 14	Not Met
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training,.14(2)-First Aid Missing,.14(2)-CPR missing,.33(3)-Health & Safety Certificate	
Staff # 15	Met

Date of Hire: 01/05/2015

Staff # 16

Met

Date of Hire: 10/14/2002

Staff # 17

Met

**Staff Credentials Reviewed: 17**

**591-1-1-.09 Criminal Records Check(CR)**

**Met**

**Correction Deadline: 9/25/2017**

**Corrected on 1/22/2018**

**Previous citation observed corrected.**

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

**Not Met**

**Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined that 13 out of 17 staff did not have current first aid/ CPR on file at the center.

**POI (Plan of Improvement)**

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

**Correction Deadline: 2/21/2018**

**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 by a review of records that the center staff did not complete annual training for 2017.

**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: 2/21/2018**

**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**

**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.