



**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: 12/4/2018 **VisitType:** Licensing Study **Arrival:** 8:50 AM **Departure:** 1:00 PM

CCLC-3978

Stepping Stones Educational Therapy Center

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

Regional Consultant

Ashley Cunningham
Phone: (866) 374-9389
Fax: (866) 375-0880
Ashley.Cunningham@dec.al.ga.gov

Mailing Address
Same

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.
12/04/2018	Licensing Study	Good Standing	
01/22/2018	Licensing Study	Good Standing	
09/18/2017	Monitoring Visit	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-Left Hall	Infants and One Year Olds	3	4	C	16	C	NA	NA	Free Play
Main	B-Left Hall	One Year Olds	2	7	C	15	C	NA	NA	Transitioning
Main	C-Left Hall	Two Year Olds	2	9	C	15	C	NA	NA	Transitioning
Main	D-Left Hall	Three Year Olds	2	10	C	15	C	NA	NA	Story
Main	E-Left Hall		0	0	C	13	C	NA	NA	Not In Use
Main	F-Rear Hall		0	0	C	12	C	NA	NA	Not In Use
Main	L-Right Hall		0	0	C	12	C	NA	NA	Not In Use
Main	M-Right Hall		0	0	C	13	C	NA	NA	Not In Use
Main	N	PreK	3	15	C	22	C	NA	NA	Story
Total Capacity @35 sq. ft.: 133						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 45			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

Georgia Professional Development System for Early Childhood Educators (GaPDS) was used to verify staff documents

Plan of Improvement: Developed This Date 12/04/2018

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.

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.

- 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.

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

Ken Bozeman, Program Official

Date

Ashley Cunningham, Consultant

Date



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

Findings Report

Date: 12/4/2018 VisitType: Licensing Study

Arrival: 8:50 AM

Departure: 1:00 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

Ashley Cunningham
Phone: (866) 374-9389
Fax: (866) 375-0880
Ashley.Cunningham@decals.ga.gov

Mailing Address
Same

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.

Correction Deadline: 1/22/2018

Corrected on 12/4/2018

.12(2) - Previous citation was observed to be corrected.

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: 5

Child # 1 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 2 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 3 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 4 Not Met
"Missing/Incomplete Components"
.08(3)-Address of Release Person Missing

Child # 5 Not Met
"Missing/Incomplete Components"
.08(3)-Address of Release Person Missing

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

Technical Assistance

Comment

Five records were observed.

Technical Assistance

591-1-1-.08(1) - The consultant observed five enrollment forms that did not include the addresses of the person(s) to whom the child may be released to. The center will ensure that addresses are included for all children files enrolled at the center.

Correction Deadline: 12/4/2018

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)

Met

Comment

Center appears clean and well maintained.

Comment

No hazards observed accessible to children on this date.

Correction Deadline: 1/22/2018

Corrected on 12/4/2018

.25(13) - Previous citation was observed to be corrected.

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

Met

Comment

Playground observed to be clean and in good repair.

Food Service

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

Met

Comment

Center menu meets USDA guidelines.

Correction Deadline: 1/22/2018

Corrected on 12/4/2018

.15(6)(b) - Previous citation was observed to be corrected.

591-1-1-.18 Kitchen Operations

Met

Comment

Kitchen appears clean and well organized.

Health and Hygiene

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

Met

Correction Deadline: 1/22/2018

Corrected on 12/4/2018

.07(5) - Previous citation was observed to be corrected.

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

Technical Assistance

Comment

Staff state proper knowledge of diapering procedures.

Technical Assistance

591-1-1-.10(4) - The center will ensure to change out the quilted changing pad with a smooth non porous changing pad.

Correction Deadline: 12/4/2018

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

Met

Comment

Proper hand washing observed throughout the center.

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

Met

Comment

Discussed proper medication documentation and procedures.

Correction Deadline: 1/22/2018

Corrected on 12/4/2018

.20(4) - Previous citation was observed to be corrected.

Safety

591-1-1-.05 Animals

Met

Comment

Center does not keep animals on premises.

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)

N/A

Comment

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)

Met

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

Comment

Discussed SIDS and infant sleeping position.

Correction Deadline: 1/22/2018**Corrected on 12/4/2018****.30(2)(c) - Previous citation was observed to be corrected.****Staff Records****Records Reviewed: 14****Records with Missing/Incomplete Components: 1**

Staff # 1	Met
Date of Hire: 08/10/2016	
Staff # 2	Met
Date of Hire: 08/01/2016	
Staff # 3	Met
Date of Hire: 08/12/2009	
Staff # 4	Met
Date of Hire: 07/01/2017	
Staff # 5	Met
Date of Hire: 02/13/2017	
Staff # 6	Met
Date of Hire: 07/01/2002	
Staff # 7	Met
Staff # 8	Met
Date of Hire: 07/30/2003	
Staff # 9	Not Met
Date of Hire: 01/07/2013	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 10	Met
Date of Hire: 07/17/2017	
Staff # 11	Met
Date of Hire: 10/01/2007	
Staff # 12	Met
Date of Hire: 07/25/2018	

Staff # 13

Met

Date of Hire: 01/05/2015

Staff # 14

Met

Staff Credentials Reviewed: 14**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 observation that a staff person was present at the center and had not submitted both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site.

POI (Plan of Improvement)

The Center will 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 as required. The director did submitted both application while the consultant was on site.

Correction Deadline: 12/4/2018**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 observation that a staff person was present at the center and did not have a satisfactory Comprehensive Records Check Determination on file.

POI (Plan of Improvement)

The Center will 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. A 1-day letter was left.

Correction Deadline: 12/4/2018**591-1-1-.14 First Aid & CPR****Met****Correction Deadline: 2/21/2018****Corrected on 12/4/2018****.14(2) - Previous citation corrected.****591-1-1-.33 Staff Training****Technical Assistance****Technical Assistance**

591-1-1-.33(1) - Please ensure that all staff have documentation of orientation of file that is completed and signed .

Correction Deadline: 12/4/2018

Correction Deadline: 2/21/2018

Corrected on 12/4/2018

.33(6) - Previous citation corrected in that staff is still within their time frame.

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)

Met

Comment

Adequate supervision observed on this date.