



**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: 9/18/2017 **VisitType:** Monitoring Visit

Arrival: 9:45 AM

Departure: 12:15 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

Katrina Maddox

Phone: (706) 434-4412

Fax: (706) 434-7708

katrina.maddox@decal.ga.gov

Mailing Address

Same

| Compliance Zone Designation | | |
|------------------------------------|------------------|---------------|
| 09/18/2017 | Monitoring Visit | Good Standing |
| 05/08/2017 | Monitoring Visit | Good Standing |
| 12/13/2016 | Licensing Study | 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 | 2 | 4 | C | 16 | C | NA | NA | Lunch,Nap |
| Main | B-Left Hall | One Year Olds | 2 | 6 | C | 15 | C | NA | NA | Lunch |
| Main | C-Left Hall | Two Year Olds | 3 | 10 | C | 15 | C | NA | NA | Transitioning |
| Main | D-Left Hall | Three Year Olds | 2 | 7 | C | 15 | C | NA | NA | Lunch |
| 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 | 17 | C | 22 | C | NA | NA | Transitioning,Circle Time |
| Total Capacity @35 sq. ft.: 133 | | | | | | Total Capacity @25 sq. ft.: 0 | | | | |
| Total # Children this Date: 44 | | | 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

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. You are encouraged not to wait and to complete the process as soon as possible.



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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.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.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)

Ken Bozeman, Program Official

Date

Katrina Maddox, Consultant

Date



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Findings Report

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The following information is associated with a Monitoring Visit:

Activities and Equipment

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

Comment
Observed-Variety Throughout Center

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

Comment
No Swimming Activities Provided

Facility

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

Comment
Licensed Capacity Routinely Met

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

Comment
Observation-Center Clean/Well Maintained

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

Comment
Observation-Clean/Good Repair

Health and Hygiene

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

Comment
Staff Stated Proper Knowledge

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

Comment

Observed-Proper Hand Washing Throughout

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

Comment

Observed-Complete Documentation

Safety

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

Comment

Observed-Positive Learning Environment

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

Comment

No Routine Transportation Provided

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR) Met

Comment

Observed-Pleasant Naptime Environment

Staff Records

Records Reviewed: 16

Records with Missing/Incomplete Components: 1

Staff # 1 Met

Date of Hire: 02/26/2009

Staff # 2 Met

Date of Hire: 11/11/2003

Staff # 3 Met

Date of Hire: 08/01/2016

Staff # 4 Met

Date of Hire: 08/12/2009

Staff # 5 Not Met

Date of Hire: 07/01/2017

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 6 Met

Date of Hire: 02/13/2017

Staff # 7 Met

Records Reviewed: 16**Records with Missing/Incomplete Components: 1**

Date of Hire: 07/01/2002

Staff # 8 Met

Staff # 9 Met

Date of Hire: 07/30/2003

Staff # 10 Met

Date of Hire: 07/17/2017

Staff # 11 Met

Date of Hire: 10/01/2007

Staff # 12 Met

Date of Hire: 07/01/2011

Staff # 13 Met

Staff # 14 Met

Date of Hire: 01/05/2015

Staff # 15 Met

Date of Hire: 10/14/2002

Staff # 16 Met

Staff Credentials Reviewed: 16**591-1-1-.09 Criminal Records Check(CR)****Not Met****Finding**

591-1-1-.09(1)(c) requires the Center to maintain valid evidence of a satisfactory criminal records check for the Director, each Employee and each Provisional Employee of the Child Care Learning Center for the duration of their employment plus one year, such evidence must be made immediately available to the Department upon request. It was determined based on review of records and staff statements that one staff member does not have a satisfactory determination letter on file. The staff member stated that they were told they did not have to have fingerprints completed and did not get them done.

POI (Plan of Improvement)

The Center will ensure that valid evidence of satisfactory CRC's are maintained and are immediately available to the Department for the duration of the Employees employment plus one year.

Correction Deadline: 9/25/2017**591-1-1-.31 Staff(CR)****Met****Comment**

Lead staff education requirements

Staffing and Supervision

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

Met

Comment

Observed-Appropriate Staff:Child Ratios

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

Met

Comment

Observed-Direct Supervision/Attentive Staff