



**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: 10/11/2017 **VisitType:** LS POI Follow Up

Arrival: 11:30 AM

Departure: 2:15 PM

CCLC-445

Stepping Stones Child Development Center

5176 Old Norcross Rd. Norcross, GA 30071 Gwinnett County
(770) 446-2464 BILLDUNN@PRODIGY.NET

Regional Consultant

Tamra Thomas

Phone: (770) 405-7962

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tamra.thomas@decal.ga.gov

Mailing Address

Same

Compliance Zone Designation		
10/11/2017	LS POI Follow Up	Good Standing
09/19/2017	Complaint Closure	Good Standing
08/10/2017	Complaint Investigation Follow Up	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	1L	One Year Olds	1	4	C	10	C	NA	NA	Nap
Main	1R	PreK	2	18	C	24	C	NA	NA	Nap
Main	Back Right	Two Year Olds	1	5	C	8	C	NA	NA	Nap
Main	Down Stairs	Two Year Olds and Three Year Olds	1	7	C	5	NC	NA	NA	Nap
Main	Front		0	0	C	10	C	NA	NA	
Total Capacity @35 sq. ft.: 57						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 34			Total Capacity @35 sq. ft.: 57			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	28	C
Main	B	160	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@decga.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://decga.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)

Michelle Barber, Program Official

Date

Tamra Thomas, Consultant

Date



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Findings Report

Date: 10/11/2017 **VisitType:** LS POI Follow Up **Arrival:** 11:30 AM **Departure:** 2:15 PM

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The following information is associated with a LS POI Follow Up:

Activities and Equipment

591-1-1-.03 Activities

Met

Correction Deadline: 9/19/2017

Corrected on 10/11/2017

Correction of previous citation. The consultant observed a pleasant Nap Time, and a staff responded to a child not sleeping.

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

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**Not Met****Finding**

591-1-1-.08(6) requires the Center to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was determined based on review of records twenty-eight of thirty four children present were signed in on this date.

POI (Plan of Improvement)

The Center will maintain arrival and departure records as required, will ensure the documentation includes all of the required information, and will provide the records to the Department when requested. The Director will add sign-in/out rosters to each classroom.

Correction Deadline: 10/12/2017**Recited on 10/11/2017**

Facility

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

Observation-Clean and Well Maintained

591-1-1-.19 License Capacity(CR)**Not Met****Finding**

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on observation the Down Stairs classroom licensed for five children had seven children present on this date.

POI (Plan of Improvement)

The Center will limit the number of children in this space to the licensed capacity.

Correction Deadline: 10/11/2017

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

Observation-No Hazards Accessible

591-1-1-.26 Playgrounds(CR)**Not Met****Correction Deadline: 8/10/2017****Corrected on 10/11/2017**

Correction of previous citation. The provider has added fencing to ensure the fence measures higher than 4 feet.

Correction Deadline: 9/19/2017**Corrected on 10/11/2017**

Correction of previous citation. Staff stated the age-appropriate playgrounds used for each classroom group on this date.

Finding

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation Playground B had a large active ant bed present by the sidewalk outside of the Pre-K classroom door, a five inch drop-off on each side of the sidewalk and a two foot erosion hole adjacent to the mulch play area posing a tripping hazard.

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

Correction Deadline: 10/11/2017

Food Service

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

Comment

Menu Meets USDA Guidelines

591-1-1-.18 Kitchen Operations **Met**

Comment

Kitchen Appears Clean/Well Organized

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

Staff stated proper times for Children and Staff to wash hands.

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

Comment

Observed-Complete Documentation. Provider has administered medication once in 2017.

Policies and Procedures

591-1-1-.29 Required Reporting **Met**

Correction Deadline: 9/19/2017

Corrected on 10/11/2017

Correction of previous citation. Provider stated no incidents have occurred that require 24 hour report.

Safety

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

Comment

No Animals Kept

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

Comment

Observed-Positive Learning Environment

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

Correction Deadline: 9/19/2017

Corrected on 10/11/2017

Correction of previous citation. Provider stated field trips are no longer provided at the center.

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

Met

Correction Deadline: 9/19/2017

Corrected on 10/11/2017

Correction of previous citation. The provider has an Annual Vehicle Inspection on file dated August 11, 2017 showing all items are met .

Comment

Provider did not have keys available on this date to allow access to the Van used for transportation.

Correction Deadline: 10/12/2017

Correction Deadline: 9/19/2017

Corrected on 10/11/2017

Correction of previous citations. Provider has required emergency medical information forms on file for all children transported at this time.

Sleeping & Resting Equipment

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

Met

Comment

Observed-Pleasant Naptime Environment

Staff Records

Records Reviewed: 9

Records with Missing/Incomplete Components: 0

Staff # 1	Met
Date of Hire: 01/01/1996	
Staff # 2	Met
Date of Hire: 10/31/2003	
Staff # 3	Met
Date of Hire: 08/02/2017	
Staff # 4	Met
Date of Hire: 11/07/2016	
Staff # 5	Met
Date of Hire: 05/15/2007	
Staff # 6	Met
Date of Hire: 01/04/2016	
Staff # 7	Met
Date of Hire: 08/01/2017	
Staff # 8	Met

Records Reviewed: 9

Records with Missing/Incomplete Components: 0

Date of Hire: 01/23/2017

Staff # 9

Met

Date of Hire: 01/09/2017

Staff Credentials Reviewed: 9

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

Met

Comment

Criminal Records Check complete

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

Met

Comment

Observed-100% Certified First Aid & CPR

591-1-1-.33 Staff Training

Met

Correction Deadline: 9/9/2017

Corrected on 10/11/2017

Correction of previous citation. Provider had proof of Health and Safety training for all staff on this date required.

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

Met

Comment

Provider has two of four staff currently enrolled in programs to meet the Lead Teacher credential.

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-Appropriate Staff:Child Ratios