



**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:** 10/27/2020 **VisitType:** Licensing Study

**Arrival:** 8:45 AM

**Departure:** 10:45 AM

**CCLC-46772**

**Stepping Stones Academy**

1108 Bear Creek Blvd Hampton, GA 30228 Henry County  
 (770) 686-8889 hamptonssa@gmail.com

**Regional Consultant**

April Brown

Phone: (770) 357-5101

Fax: (770) 357-5102

april.brown@dec.al.ga.gov

Joint with: La Tonya Bonner

**Mailing Address**

Same

**Quality Rated:** No

<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.
10/27/2020	Complaint Investigation & Licensing Study	Good Standing	
10/27/2020	Complaint Closure	Good Standing	
02/04/2020	Complaint Investigation & Monitoring Visit	Support	

**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- Infants-1st Right		0	0	C	11	C	NA	NA	Not In Use
Main	B- 2's 2nd Right	Two Year Olds	1	9	C	20	C	NA	NA	Story
Main	C- PreK 3rd Right	Three Year Olds	1	14	C	19	C	NA	NA	Circle Time
Main	D- PreK 4th Right	PreK	2	15	C	26	C	NA	NA	Story
Main	E- School age-5th Right	Six Year Olds and Over	1	7	C	27	C	NA	NA	Homework
Main	F- Toddlers- 2nd Left	Infants and One Year Olds	1	7	C	10	C	NA	NA	Floor Play
Main	G- 3's 3rd Left		0	0	C	15	C	NA	NA	Not In Use
Main	H- 3's 4th Left		0	0	C	15	C	NA	NA	Not In Use
Main	I- PreK 5th Left		0	0	C	20	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 163						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 52			Total Capacity @35 sq. ft.: 163			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground C (back right)	99	C
Main	Playground D (right front)	47	C
Main	Plgd A - Infants left side of Bldg	20	C
Main	Plgd B- Toddler	46	C
Main	Plgd E- School age	86	C

**Comments**

Plan of Improvement: Developed This Date 10/27/2020

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).

	<p>Please refer to the website, <a href="http://www.dec.state.ga.us/CCS/Regulations.aspx">http://www.dec.state.ga.us/CCS/Regulations.aspx</a>, for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,</p> <ul style="list-style-type: none"><li>• 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</li><li>• New clearance is required at least once every five years</li><li>• Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance</li><li>• All staff members are required to have completed at least a national fingerprint based clearance check</li><li>• 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</li><li>• Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee</li></ul>
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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.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)

	
<p><b>Important New Deadlines:</b></p> <p>Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).</p> <p>Get started today! Sign up by completing a short online application: <a href="https://qualityrated.dec.state.ga.us/">https://qualityrated.dec.state.ga.us/</a> Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or <a href="mailto:qualityrated@dec.state.ga.us">qualityrated@dec.state.ga.us</a></p>	

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Angel Davis, Program Official

Date

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April Brown, Consultant

Date

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La Tonya Bonner, Consultant

Date



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### Findings Report

Date: 10/27/2020 VisitType: Licensing Study

Arrival: 8:45 AM

Departure: 10:45 AM

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The following information is associated with a Licensing Study Visit:

### Activities and Equipment

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

Met

Correction Deadline: 2/4/2020

Corrected on 10/27/2020

Correction of citation in that equipment was observed to be secured as required on this date.

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

Met

Comment

Pool not in use at this time, gates observed locked on this date.

### Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 5

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(1)-Doctor, Clinic, Phone Numbers

Child # 3

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

Child # 4

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing

Child # 5

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

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

**Technical Assistance**

**Technical Assistance**

Please ensure each child enrolled has a file with the following information completed in full as required: 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.

**Correction Deadline: 10/27/2020**

**Correction Deadline: 2/4/2020**

**Corrected on 10/27/2020**

**Correction of citation in that the center electronically signs each child in and out of the center as required.**

	<b>Facility</b>
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**591-1-1-.19 License Capacity(CR)**

**Met**

**Comment**

Licensed capacity observed to be met by the center on this date.

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

**Met**

**Correction Deadline: 2/4/2020**

**Corrected on 10/27/2020**

**Correction of citation in that all hazards items were not accessible to children in care on this date.**

**Correction Deadline: 2/4/2020**

**Corrected on 10/27/2020**

**Correction of citation in that repairs were made as required. The center appeared to be clean, free of debris and in good repair on this date.**

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

**Technical Assistance**

**Comment**

Playground observed to be clean and in good repair on this date. Consultant discussed with the director to monitor the playground daily as required for any potential hazards including active ant beds that appear once it has rained. The owner had all equipment pressure washed and treated ant beds on this date. No children were allowed on the playground due to the rainy weather on this date.

**Correction Deadline: 2/14/2020**

**Corrected on 10/27/2020**

**Correction of citation in that the "s" hooks were closed on the swing sets on Playground B. Wooden back boards were placed on the basketball goals on the Middle Playground. Consultant discussed with the director to monitor and replace "s" and "o" hooks which were connected to the seats of the swing sets on Playground B as rust began to develop.**

**Technical Assistance**

Please ensure all climbing and swinging equipment has resilient surface beneath the equipment and the fall zone areas from such equipment as it must be adequately maintained by the Center to assure continuing resiliency. Due to the rain / weather conditions, the resilient surfacing on all playground areas appeared to be compacted. Consultant discussed with the director to fluff and redistribute resilient surfacing and add additional resiliency as required to ensure at least six inches is present. Per the owner, a company has been scheduled to deliver and distribute mulch on October 31, 2020.

**Correction Deadline: 11/6/2020**

<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition** **Met**

**Correction Deadline: 2/4/2020**

**Corrected on 10/27/2020**

**Correction of citation in that the director reported the staff member responsible was coached and reprimanded for not following USDA guidelines.**

**Correction Deadline: 2/4/2020**

**Corrected on 10/27/2020**

**Correction of citation in that the staff members reported parents bring prepared bottles which are labeled as required.**

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

**Comment**

Kitchen appears clean and well organized on this date.

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)** **Met**

**Comment**

Staff stated proper knowledge of diapering procedures on this date.

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

**Correction Deadline: 2/4/2020**

**Corrected on 10/27/2020**

**Correction of citation in that staff members stated proper knowledge of handwashing procedures on this date. Handwashing procedures were also discussed with the director.**

**Correction Deadline: 2/4/2020**

**Corrected on 10/27/2020**

**Correction of citation in that staff members stated proper knowledge of diapering procedures on this date. Diapering and Handwashing procedures were also discussed with the director.**

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**591-1-1-.20 Medications(CR)** **N/A**

**Comment**

The director stated the center currently does not dispense or administer medication at this time.

<b>Policies and Procedures</b>
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**591-1-1-.29 Required Reporting****Met****Comment**

Discussed reporting requirements with the director on this date.

**Safety**

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**591-1-1-.05 Animals****N/A****Comment**

Center does not keep animals on premises at this time per the director.

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

Age-appropriate discussion and redirection observed on this date.

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**591-1-1-.13 Field Trips(CR)****N/A****Comment**

Center does not participate in field trips at this time per the director due to the executive order regarding COVID-19.

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

A current and completed inspection was observed for all vehicles used in transporting children on this date. Vehicles with tag numbers ending in E4651 and L4623 were completed on August 23, 2020.

**Correction Deadline: 2/14/2020****Corrected on 10/27/2020****Correction of citation in that the staff member completed transportation training on February 13, 2020 as required.****Correction Deadline: 2/4/2020****Corrected on 10/27/2020****Correction of citation in that both vehicles used in transporting children had a working fire extinguisher as required on this date.****Correction Deadline: 2/5/2020****Corrected on 10/27/2020****Correction of citation in that the designated person immediately documented in writing a mark or symbol to account for each child listed on the transportation forms for routine transportation for transportation completed from October 12, 2020 through October 23, 2020.****Sleeping & Resting Equipment**

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

Discussed SIDS and infant sleeping position with the director on this date.

**Correction Deadline: 2/4/2020****Corrected on 10/27/2020****Correction of citation in that new mats were purchased by the center for children in care. The mats were in good repair as required on this date.****Correction Deadline: 2/4/2020****Corrected on 10/27/2020****Correction of citation in that mats were labeled for individual use of children in care on this date.**

Correction Deadline: 2/4/2020

Corrected on 10/27/2020

Correction of citation in that cribs in Room A were adequately spaced as required on this date.

<b>Staff Records</b>
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**Records Reviewed: 12**

**Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Staff # 2	Met
Date of Hire: 08/24/2020	
Staff # 3	Met
Date of Hire: 10/02/2020	
Staff # 4	Met
Date of Hire: 07/01/2019	
Staff # 5	Met
Date of Hire: 07/22/2019	
Staff # 6	Met
Staff # 7	Met
Staff # 8	Met
Date of Hire: 09/09/2019	
Staff # 9	Met
Date of Hire: 01/13/2020	
Staff # 10	Met
Date of Hire: 09/17/2020	
Staff # 11	Met
Date of Hire: 09/16/2020	
Staff # 12	Met
Date of Hire: 03/02/2020	

**Staff Credentials Reviewed: 7**

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

**Met**

**Comment**

Criminal record checks were observed to be complete on this date.

**Comment**

Director provided five files for employees hired since last visit which was completed on February 4, 2020.

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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 on this date.

**Correction Deadline: 2/4/2020****Corrected on 10/27/2020****Correction of citation in that the staff member completed First Aid and CPR training as required.**

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**591-1-1-.24 Personnel Records****Met****Correction Deadline: 2/9/2020****Corrected on 10/27/2020****Correction of citation in that the owner had an employment file at the center as required on this date.**

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**591-1-1-.33 Staff Training****Defer****Correction Deadline: 3/5/2020****Corrected on 10/27/2020****Correction of citation in that the staff member completed the 10 hour Health and Safety training on February 14, 2020 as required. Please ensure all staff members hired after October 1, 2020 complete the 10 Hour Health and Safety Training as required.****Technical Assistance**

Please ensure that the person primarily responsible for food preparation completes four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage as required by November 27, 2020.

**Correction Deadline: 11/26/2020****Defer**

Annual staff training for 2020 will be deferred until the next licensing study visit in 2021.

**POI (Plan of Improvement)**

Previously Cited: The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

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: 2/18/2020**

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**591-1-1-.31 Staff(CR)****Technical Assistance****Comment**

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed on this date. The program was in compliance with the Executive Order issued on August 15, 2020.

**Technical Assistance**

Please follow educational plan developed with TA consultant to ensure that all lead staff enroll in an approved education program within 6 months of hire and complete degree within 18 months as required.

**Correction Deadline: 10/27/2020**

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<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Met****Comment**

Center observed to maintain appropriate staff:child ratios on this date.

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

**Met**

**Comment**

Adequate supervision observed on this date.

**The following information is associated with a Complaint Investigation Visit:**

	<b>Safety</b>
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**591-1-1-.36 Transportation(CR)**

**Met**

**Correction Deadline: 2/4/2020**

**Corrected on 10/27/2020**

**Correction of citation in that transportation forms showed that children did not travel for more than forty-five minutes on each trip between the center and destination during routine transportation.**