



**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: 6/1/2020 **VisitType:** Licensing Study **Arrival:** 3:05 PM **Departure:** 4:00 PM

CCLC-48490

First Steps Academy Preschool LLLP

317 W 32nd Street Savannah, GA 31401 Chatham County
(912) 238-0105 fstepsacademy@yahoo.com

Regional Consultant

Stacey Foston

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Mailing Address

Same

Quality Rated: ★

Compliance Zone Designation		
06/01/2020	Licensing Study	Good Standing
10/24/2019	Monitoring Visit	Good Standing
06/04/2019	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, front	Four Year Olds and Five Year Olds and Six Year Olds and Over	1	10	C	13	C	NA	NA	Nap
Main	B, back	Infants and One Year Olds	1	6	C	6	C	NA	NA	Floor Play, Nap
Main	C, Right	Two Year Olds and Three Year Olds	1	3	C	6	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 25						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 19			Total Capacity @35 sq. ft.: 25			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	22	C

Comments

An Administrative Review was conducted on June 1, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on June 22, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 12, 2020 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 06/01/2020

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).



Please refer to the website, <http://www.decal.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@decal.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://decal.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.decal.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@decal.ga.gov

Renee Campbell, Program Official

Date

Stacey Foston, Consultant

Date



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Findings Report

Date: 6/1/2020 **VisitType:** Licensing Study **Arrival:** 3:05 PM **Departure:** 4:00 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Additional cleaning and sanitizing of toys and equipment due to the COVID-19 pandemic were also discussed during a virtual walk through on June 22, 2020.

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

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 7

Records with Missing/Incomplete Components: 2

Child # 1 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(1)(a)-Work Address Missing

Child # 2 Met

Child # 3 Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

Child # 4 Met

Child # 5 Met

Child # 6	Met
Child # 7	Met

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

Not Met

Technical Assistance

591-1-1-.08 - Ensure the child's full name is documented on all emergency medical authorizations as well as the name of the center. Also ensure that the first and last name of the emergency contacts are documented on all forms.

Finding

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, 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. It was determined based on a review of files that one of seven files were missing the telephone number of the child's primary source of health care. In addition another file was missing the parent work telephone number, the authorized release person(s) address and telephone number.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 6/12/2020

Recited on 6/1/2020

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

A Virtual Visit was conducted due to the COVID-19 pandemic. No hazards were observed accessible to the children during the virtual walk through on June 22, 2020. The center will be mindful to keep items that may pose a hazard inaccessible to the children.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. The playground was observed to be in good condition during the virtual walk through on June 22, 2020.

Food Service

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

Met

Correction Deadline: 10/24/2019

Corrected on 6/1/2020

.15(3) -The previous citation was observed to be corrected. The children bottles were observed to be labeled during the Virtual Visit was conducted on June 22, 2020.

Health and Hygiene

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through on June 22, 2020, diapering areas were observed to be in good condition. Discussed diapering procedures with the director.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through on June 22, 2020, handwashing supplies were observed at all sinks. Discussed hand washing requirements with the director.

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

Met

Comment

The Provider currently does not dispense/administer medication.

Safety

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. The center's discipline policy and practices were discussed with the director.

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)

Met

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Defer

Defer

591-1-1-.30(1)(a)3-A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual visit the children were sleeping in the cribs and this rule could not be evaluated. This citation is deferred until the next regulatory visit when the rule correction can be observed in person.

POI (Plan of Improvement)

The director will purchase sheet straps to tighten the crib sheets. The center will ensure that each crib has an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant.

Correction Deadline: 10/24/2019

Staff Records

Staff # 1 Not Met
 Date of Hire: 08/01/1996
"Missing/Incomplete Components"
 .33(4)-Food Prep Training Missing 4 hrs.,.33(5)-10 Hrs. Annual Training,.33(6)-Training Documentation Missing

Staff # 2 Not Met
 Date of Hire: 10/03/2000
"Missing/Incomplete Components"
 .33(6)-Training Documentation Missing

Staff # 3 Not Met
 Date of Hire: 11/20/2017
"Missing/Incomplete Components"
 .33(5)-10 Hrs. Annual Training

Staff # 4 Not Met
 Date of Hire: 02/02/2016
"Missing/Incomplete Components"
 .33(5)-10 Hrs. Annual Training

Staff Credentials Reviewed: 1

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

Correction Deadline: 10/24/2019

Corrected on 6/1/2020

.09(1)(j) - The previous citation has been corrected. Criminal record checks were complete.

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

Comment

Evidence observed of 100% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training Not Met

Finding

591-1-1-.33(4) requires within the first year of employment, the Director and person with primary responsibility for food preparation shall have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on a review of records that the Director did not have evidence of four hours of food preparation training from a State approved trainer.

POI (Plan of Improvement)

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

Correction Deadline: 7/15/2020

Finding

Previously Cited: 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 based on a review of files that two staff only completed five of the required ten hours of training for the year 2018.

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on a review of records that staff #1, #4, #5 did not complete the required ten hours of training for the year 2019.

POI (Plan of Improvement)

The center will ensure that the all staff completes 10 hours of training by December 31, 2020. 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: 12/31/2020

Recited on 6/1/2020

Finding

591-1-1-.33(6) requires that evidence of orientation and training shall be documented in the Personnel file of each Staff member and shall be available to the Department for inspection. It was determined based on a review of records that Staff #1 and Staff #2 did not have evidence of health and safety training available for review.

POI (Plan of Improvement)

The Center will develop and implement procedures to review staff records for documentation of training and orientation, to obtain and place missing documentation in staff records, and to file such documents in staff records on an ongoing basis.

Correction Deadline: 6/11/2020

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

Not Met

Comment

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on May 12, 2020.

Finding

591-1-1-.31(2)(a) requires the Center to ensure there is a designated teacher/lead caregiver for each group of children. It was determined based on a review of forms and discussion with the director that center did not have a designated lead teacher for two classrooms.

POI (Plan of Improvement)

The Center will designate a qualified lead staff for these group.

Staffing and Supervision

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through visit, the Center was observed to maintain appropriate staff:child ratios.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Adequate supervision was observed during the virtual walk through on June 22, 2020.