



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: 3/2/2020 **VisitType:** Licensing Study **Arrival:** 9:30 AM **Departure:** 2:30 PM

CCLC-49489

Kids Town Learning Center

3700 Martha Berry Hwy. Rome, GA 30165 Floyd County
 (706) 234-5948 tblack11363@gmail.com

Regional Consultant

Rachael Brown

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Mailing Address

PO Box 856
 Armuchee, GA 30105

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.
03/02/2020	Licensing Study	Good Standing	
08/07/2019	Monitoring Visit	Good Standing	
03/26/2019	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-1R-Three's	Three Year Olds	2	20	C	23	C	NA	NA	Free Play
Main	B- 2R-Pre-K	PreK	2	17	C	19	C	NA	NA	Circle Time, Transitioning
Main	C- 1L-Two's	Two Year Olds	2	18	C	19	C	NA	NA	Music, Diapering
Main	D- 2L-One's	One Year Olds	1	8	C	17	C	NA	NA	Free Play
Main	E -3L-Infants	Infants and One Year Olds	2	9	C	17	C	NA	NA	Free Play, Floor Play
Total Capacity @35 sq. ft.: 95						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 72						Total Capacity @35 sq. ft.: 95				
						Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	48	C

Comments

Consultant left 1-day letter and CBC affidavit on this date.

Plan of Improvement: Developed This Date 03/02/2020

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.dec.state.ga.us/CCS/Regulations.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.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)



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.state.ga.us/>
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.state.ga.us

Tina Black, Program Official

Date

Rachael Brown, Consultant

Date



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Findings Report

Date: 3/2/2020 **VisitType:** Licensing Study **Arrival:** 9:30 AM **Departure:** 2:30 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Not Met

Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development. The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on observation that three of four classrooms did not have current lesson plans on site.

POI (Plan of Improvement)

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

Correction Deadline: 3/2/2020

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

Met

Comment

Equipment and furniture observed to be properly secured, as applicable.

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

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

591-1-1-.08(1) - Ensure a complete address is obtained for persons authorized to pick up children.

Correction Deadline: 3/2/2020

Facility

591-1-1-.06 Bathrooms

Met

Comment

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

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

Met

Comment

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

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

Met

Correction Deadline: 8/7/2019

Corrected on 3/2/2020

.25(13) - Citation observed to be corrected on this date. Consultant observed no hazards accessible to children on this date.

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

Met

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute.

Food Service

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

Met

Comment

Center menu meets USDA guidelines.

Comment

Please ensure that bottles are covered and fully labeled with child's full name.

Comment

Please ensure that infant feeding forms are updated regularly.

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

Comment

Kitchen appears clean and well organized.

Health and Hygiene

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

Comment

Staff state proper knowledge of diapering procedures.

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

Comment

Staff stated proper knowledge of appropriate handwashing procedures.

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

Comment

Discussed proper medication documentation and procedures.

Comment

The Provider currently does not dispense/administer medication.

Correction Deadline: 8/7/2019

Corrected on 3/2/2020

.20(4) - Citation observed to be corrected on this date. Consultant observed no medications accessible to children on this date.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures **Not Met**

Finding

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on review of records that documentation for monthly fire drills for February 2019, March 2019, April 2019, May 2019, and June 2019 were not available.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 3/7/2020

591-1-1-.27 Posted Notices **Met**

Comment

Observed all required posted notices.

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

Comment

Discussed reporting requirements.

Safety

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

Comment

Center does not keep animals on premises.

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

Comment

Age-appropriate discussion and/or redirection observed.

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) **N/A**

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Comment

Discussed SIDS and infant sleeping position.

Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Staff Records

Records Reviewed: 12

Records with Missing/Incomplete Components: 6

Staff # 1	Met
Date of Hire: 02/20/2020	
Staff # 2	Not Met
Date of Hire: 09/05/2000	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 3	Met
Date of Hire: 06/01/2018	
Staff # 4	Met
Date of Hire: 07/24/2018	
Staff # 5	Not Met
Date of Hire: 02/17/2020	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 6	Not Met

Date of Hire: 03/18/2019

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 7

Not Met

Date of Hire: 10/21/2019

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate,.24(1)-Evidence of Orientation Missing

Staff # 8

Not Met

Date of Hire: 06/28/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 9

Met

Date of Hire: 09/15/2019

Staff # 10

Met

Staff # 11

Not Met

Date of Hire: 08/01/2006

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 12

Met

Staff Credentials Reviewed: 4

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

Not Met

Comment

Director provided nine files for employees hired since last visit.

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 and review of records that employee #8, with a hire date of February 17, 2020, was present and caring for children without a valid and current satisfactory Comprehensive Records Check Determination on file. The employee made an application to the Department and an authorized fingerprinting site.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will view videos 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. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will view videos to ensure the CRC rules are maintained.

Correction Deadline: 3/2/2020

Recited on 3/2/2020

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

Not Met

Comment

Complete first aid kits observed in center.

Finding

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on review of records that five of twenty staff members did not have evidence of completing first aid and CPR training.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 4/1/2020

591-1-1-.24 Personnel Records

Technical Assistance

Technical Assistance

591-1-1-.24(1) - Ensure all staff complete new hire orientation and maintain for center's records.

Correction Deadline: 3/7/2020

591-1-1-.33 Staff Training

Not Met

Finding

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on review of records that twelve of twenty staff members did not have evidence of completing health and safety orientation training.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates and will ensure that the training includes all required components as required.

Correction Deadline: 4/1/2020

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

Met

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

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.