



**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:** 8/7/2019    **VisitType:** Licensing Study    **Arrival:** 9:30 AM    **Departure:** 5:00 PM

**CCLC-50054**

**LIL Promise Keepers Learning Center, Inc**

900 Second Street Brunswick, GA 31520 Glynn County  
 (912) 554-3861 shereegardner64@gmail.com

**Regional Consultant**

Jerica Davis

Phone: (478) 314-9452  
 Fax: (478) 314-9443  
 jerica.davis@dec.al.ga.gov

**Mailing Address**

P.O. Box 16957  
 Fernandina Beach, Florida, FL 32034

**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.
08/07/2019	Licensing Study	Good Standing	
03/20/2019	Complaint Closure	Good Standing	
02/22/2019	Complaint Investigation Follow Up	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		0	0	C	0	C	NA	NA	
Main	B	Two Year Olds	2	20	C	27	C	NA	NA	Nap,Outside
Main	C	Infants and One Year Olds	2	12	C	23	C	NA	NA	Floor Play
Main	D	Infants	2	8	C	12	C	NA	NA	Diapering,Floor Play
Main	E	One Year Olds	2	16	C	24	C	NA	NA	Centers,Diapering
Main	F		0	0	C	37	C	NA	NA	
Main	G	Five Year Olds and Six Year Olds and Over	2	16	C	53	C	NA	NA	Centers
Main	H	Three Year Olds and Four Year Olds	1	17	C	48	C	NA	NA	Centers

Total Capacity @35 sq. ft.: 224

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 89

Total Capacity @35 sq. ft.: 224

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	24	C
Main	Playground B	22	C
Main	Playground C	6	C
Main	Playground D	25	C
Main	Playground E	6	C

**Comments**


The purpose of today's visit is to conduct a licensing study.

The center provides routine transportation and the vehicles were inspected on this date. The consultant observed unload on this date.

The center is currently working with the Quality Rated program.

Plan of Improvement: Developed This Date 08/07/2019

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.al.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@dec.al.ga.gov](mailto:CCSRefutations@dec.al.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.al.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.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](mailto:qualityrated@dec.state.ga.us)

---

Sheree Gardner, Program Official

Date

---

Jerica Davis, Consultant

Date



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

### Findings Report

**Date:** 8/7/2019    **VisitType:** Licensing Study    **Arrival:** 9:30 AM    **Departure:** 5:00 PM

**CCLC-50054**

**LIL Promise Keepers Learning Center, Inc**

900 Second Street Brunswick, GA 31520 Glynn County  
(912) 554-3861 sheregardner64@gmail.com

**Mailing Address**

P.O. Box 16957  
Fernandina Beach, Florida, FL 32034

**Regional Consultant**

Jerica Davis

Phone: (478) 314-9452  
Fax: (478) 314-9443  
jerica.davis@decal.ga.gov

The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Comment**

Discussed rotating toys to support the procedures of daily disinfecting.

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

**Comment**

Center does not provide swimming activities.

### Facility

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

**Comment**

Bathrooms observed to be clean and well maintained.

**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**

No hazards observed accessible to children on this date.

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

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Technical Assistance**

Please ensure that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. Please inspect the bottom of fencing where water runs out to ensure no gaps are left under the fencing.

**Correction Deadline: 8/7/2019**

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

Center menu meets USDA guidelines.

**Correction Deadline: 9/24/2018**

**Corrected on 8/7/2019**

**.15(2)(a) - This citation was observed to be corrected on this date.**

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

Kitchen appears clean and well organized.

**Health and Hygiene**
**591-1-1-.07 Children's Health**
**Technical Assistance**
**Technical Assistance**

Please ensure center staff to not permit children to wear items around their necks or attached to their clothing including pacifiers or other hazardous items. Bibs can only be worn for feeding.

**Correction Deadline: 8/7/2019**

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

**Correction Deadline: 4/5/2019**

**Corrected on 8/7/2019**

**.10(3) -This citation was observed to be corrected on this date. Appropriate changing tables and sinks were observed for diaper changing.**

**Correction Deadline: 9/24/2018**

**Corrected on 8/7/2019**

**.10(4) - This citation was observed to be corrected on this date. Appropriate sanitizing was observed on this date.**

**Correction Deadline: 2/22/2019**

**Corrected on 8/7/2019**

**.10(5) - This citation was observed to be corrected on this date. Appropriate diaper changing was observed. No children were observed to be left unattended on the changing table. Diapering supplies have been moved to be adjacent to diaper changing stations.**

**591-1-1-.17 Hygiene(CR)**
**Not Met**

**Correction Deadline: 9/24/2018**

**Corrected on 8/7/2019**

**.17(2) - This citation was observed to be corrected on this date.**

**Finding**

591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on observation that two staff members were observed to wipe two different children's noses in classroom E, the one-year-old classroom, and did not wash the children's hands after as required. Additionally, a staff member in classroom C, the older infant classroom, was observed to wipe a child's nose and hands that had mucus on them and did not wash his hands afterwards.

**POI (Plan of Improvement)**

The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

**Correction Deadline: 8/7/2019**

**Finding**

591-1-1-.17(8) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means. It was determined based on observation that a staff member in classroom E, the one-year-old classroom, was observed to wipe two noses and did not wash her hands after wiping them as required.

**POI (Plan of Improvement)**

The Center will ensure liquid soap and warm running water are available for handwashing, train Staff on the handwashing requirements, review the requirements with Staff periodically, and monitor handwashing.

**Correction Deadline: 8/7/2019**

---

**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**

Age-appropriate discussion and/or redirection observed.

---

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

**Technical Assistance**

**Comment**

Complete documentation of transportation observed.

**Comment**

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

**Comment**

The vehicle had an approved fire extinguisher and first aid kit on this date.

**Technical Assistance**

Please ensure that all staff who provide any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff.

**Correction Deadline: 8/17/2019**

## Sleeping & Resting Equipment

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

**Technical Assistance**

**Technical Assistance**

Please ensure that a safety approved in compliance with Consumer Product Safety Commission (CPSC) and American Society of Testing and Materials International (ASTM) safety standards shall be provided for each infant. An "Infant" refers to any child under the age of twelve (12) months or any child who is under eighteen (18) months of age who is not walking.

**Correction Deadline: 8/17/2019**

**Technical Assistance**

Please ensure that if cots and mats are stored in the children's activity room or area, they shall be stored to prevent children's access to them and to allow maximum use of play space.

**Correction Deadline: 8/7/2019**

## Staff Records

**Records Reviewed: 10**

**Records with Missing/Incomplete Components: 7**

Staff # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 2	Met
Date of Hire: 05/06/2011	
Staff # 3	Met
Date of Hire: 01/02/2008	
Staff # 4	Not Met
Date of Hire: 01/02/2006	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 5	Met
Date of Hire: 01/02/2006	
Staff # 6	Not Met
Date of Hire: 10/09/2018	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 7	Not Met
Date of Hire: 10/08/2018	
<u>"Missing/Incomplete Components"</u>	
.24(1)-No Record,.24(1)-Evidence of Orientation Missing	

Staff # 8 Not Met  
 Date of Hire: 01/15/2019  
"Missing/Incomplete Components"  
 .24(1)-Evidence of Orientation Missing

Staff # 9 Not Met  
 Date of Hire: 12/17/2018  
"Missing/Incomplete Components"  
 .24(1)-No Record,.24(1)-Evidence of Orientation Missing

Staff # 10 Not Met  
 Date of Hire: 02/22/2019  
"Missing/Incomplete Components"  
 .24(1)-Evidence of Orientation Missing,.24(1)-No Record

**Staff Credentials Reviewed: 3**

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

**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided eight files for employees hired since the last visit.

**591-1-1-.14 First Aid & CPR Not Met**

**Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR.

**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 a review of records that three staff members hired in September of 2018, April of 2019, and May of 2019 did not have evidence of completing CPR and First Aid within the first ninety days of employment.

**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: 9/6/2019**

**591-1-1-.24 Personnel Records Not Met**

**Finding**

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on a review of records that eleven staff members did not have a complete application with ten year work history on file was required.

**POI (Plan of Improvement)**

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

**Correction Deadline: 9/4/2019**

---

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

591-1-1-.33(2) requires the initial orientation to include the following subjects: the Center's policies and procedures; the portions of these rules dealing with the care, health and safety of children; the Employee's assigned duties and responsibilities; reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; emergency plans; childhood injury control; the administration of medicine; reducing the risk of Sudden Infant Death Syndrome (SIDS); hand washing; fire safety; water safety; and prevention of HIV/Aids and blood borne pathogens. It was determined based on a review of records that 13 staff members did not have evidence of completing initial orientation on file as required.

**POI (Plan of Improvement)**

The Center will provide orientation in all missing subjects to the employee(s) and will take steps to provide a complete orientation to new Employees in the future.

**Correction Deadline: 9/4/2019****Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on a review of records that six staff members did not have evidence of completing health and safety training within the first ninety days of employment as required.

**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.

**Correction Deadline: 9/4/2019****Finding**

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 records that two staff members did not complete ten annual training hours as required.

**POI (Plan of Improvement)**

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: 1/1/2020

---

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

Met

Correction Deadline: 6/20/2019

Corrected on 8/7/2019

.31(2)(b)2. - This citation was observed to be corrected on this date.

<b>Staffing and Supervision</b>
---------------------------------

---

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

Met

**Comment**

Center observed to maintain appropriate staff:child ratios.

Correction Deadline: 9/24/2018

Corrected on 8/7/2019

.32(1) - This citation was observed to be corrected on this date.

---

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

Met

**Comment**

Adequate supervision observed on this date.