



**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:** 10/30/2019 **VisitType:** Licensing Study

**Arrival:** 8:45 AM

**Departure:** 2:30 PM

**CCLC-748**

**Orchard Rise Child Enrichment Center**

287 W. Dykes Street Cochran, GA 31014 Bleckley County  
(478) 934-2383 orchardrise@comsouth.net

**Regional Consultant**

Laura Johnson

Phone: (470) 891-3520

Fax: (678) 913-0577

laura.johnson@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★

<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.
10/30/2019	Licensing Study	Good Standing	
07/11/2019	Incident Investigation Closure	Good Standing	
06/25/2019	Complaint Closure	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	30	C	42	C	
Main	B 2nd lft back	Infants	1	6	C	12	C	NA	NA	Floor Play
Main	C 2nd lft front	Infants	2	6	C	12	C	NA	NA	Nap,Floor Play
Main	D 3rd lft back	One Year Olds	1	5	C	15	C	NA	NA	Circle Time
Main	E	One Year Olds	1	7	C	14	C	NA	NA	Circle Time
Main	F		0	0	C	31	C	44	C	
Main	G	Three Year Olds	2	22	C	28	C	40	C	Story,Transitioning,Centers
Main	H	Two Year Olds	1	8	C	21	C	NA	NA	Centers
Main	I	Two Year Olds	2	12	C	20	C	NA	NA	Art
Total Capacity @35 sq. ft.: 183						Total Capacity @25 sq. ft.: 220				
Total # Children this Date: 66			Total Capacity @35 sq. ft.: 183			Total Capacity @25 sq. ft.: 220				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	54	C
Main	Playground B	149	C
Main	Playground C	50	C

### Comments

The purpose of today's visit is to complete a licensing study. This is the first visit of the fiscal year.

The director stated that the center does not provide routine transportation, field trips, or swimming activities.

All criminal record checks were reviewed. A one-day letter was left at the facility on this date.

Plan of Improvement: Developed This Date 10/30/2019

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.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.

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#### 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.

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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)

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Agnes Berryhill, Program Official

Date

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Laura Johnson, Consultant

Date



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### Findings Report

**Date:** 10/30/2019 **VisitType:** Licensing Study

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The following information is associated with a Licensing Study:

<b>Activities and Equipment</b>
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**591-1-1-.03 Activities**

**Technical Assistance**

**Technical Assistance**

591-1-1-.03(2) - The consultant spoke with the center about ensuring that all classrooms have a current posted lesson plan available for review.

**Correction Deadline: 10/30/2019**

**Correction Deadline: 7/11/2019**

**Corrected on 10/30/2019**

**.03(9) - This citation was corrected on this date. Appropriate activities were observed in all classrooms.**

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.12(2) - The consultant spoke with the center about removing, repairing, or replacing the pad for the red fire truck in classroom H that had several holes with exposed foam.

**Correction Deadline: 10/30/2019**

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

**Met**

**Comment**

All swimming documentation was observed complete.

**Comment**

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

<b>Children's Records</b>
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**Records Reviewed: 7**

**Records with Missing/Incomplete Components: 2**

Child # 1

Met

Child # 2	Met
Child # 3	Met
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Address Missing	
Child # 5	Met
Child # 6	Met
Child # 7	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Allergies and Disabilities,.08(1)(a)-Work Address Missing	

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

**Not Met**

**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 records that two out of seven enrollment files were missing the parent's work address. Additionally, one out of seven files were missing a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program.

**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: 11/13/2019**

	<b>Facility</b>
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**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**

Center appears clean and well maintained.

**Correction Deadline: 6/25/2019**

**Corrected on 10/30/2019**

.25(3) - This citation was corrected on this date. All the mold in the two-year-old classroom closet was removed.

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

**Met**

**Comment**

Playground observed to be clean and in good repair.

**Food Service**

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

**Met**

**Comment**

Center menu meets USDA guidelines.

**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**

Proper diapering procedures observed.

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.17(7) - The consultant spoke with the director and center staff about ensuring that all children wash their hands when they arrive for care each day.

**Correction Deadline: 10/30/2019**

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

**Met**

**Comment**

Documentation for medication dispensing observed complete.

**Policies and Procedures**

**591-1-1-.21 Operational Policies & Procedures**

**Met**

**Comment**

Program observed complete emergency drills

**Safety**

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

**N/A**

**Comment**

Center does not keep animals on premises.

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

**Comment**

Staff were observed to maintain a positive learning environment 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.

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**591-1-1-.36 Transportation(CR)** **N/A**

**Comment**

Center does not provide routine transportation.

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**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.

**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.

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**Staff Records**

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**Records Reviewed: 18**

**Records with Missing/Incomplete Components: 1**

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Staff # 1	Met
Date of Hire: 03/19/2007	
Staff # 2	Met
Date of Hire: 02/03/2001	
Staff # 3	Not Met
Date of Hire: 08/14/2017	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 4	Met
Date of Hire: 12/20/2017	
Staff # 5	Met
Date of Hire: 04/01/2019	
Staff # 6	Met
Date of Hire: 03/05/2019	
Staff # 7	Met
Date of Hire: 10/13/2014	
Staff # 8	Met

**Records Reviewed: 18****Records with Missing/Incomplete Components: 1**

Date of Hire: 08/19/2019

Staff # 9 Met

Date of Hire: 08/19/2019

Staff # 10 Met

Date of Hire: 06/27/2019

Staff # 11 Met

Date of Hire: 12/03/2018

Staff # 12 Met

Date of Hire: 05/28/2019

Staff # 13 Met

Date of Hire: 02/26/2003

Staff # 14 Met

Date of Hire: 10/07/2019

Staff # 15 Met

Date of Hire: 03/14/2019

Staff # 16 Met

Date of Hire: 10/08/2019

Staff # 17 Met

Date of Hire: 04/03/2017

Staff # 18 Met

Date of Hire: 03/13/2019

**Staff Credentials Reviewed: 9****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****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 a review of records that employee number 22 had a lapse in employment that last longer than 180 days and the center did not obtain a new satisfactory comprehensive records check determination before the employee was hired on October 2, 2019.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will follow all comprehensive record check rules 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 not obtain a new satisfactory comprehensive records check determination for anyone with a lapse in employment longer than 180 days to ensure the CRC rules are maintained.

**Correction Deadline: 10/30/2019**

**Finding**

591-1-1-.09(1)(l)2. requires the Center to immediately require a new Comprehensive Records Check Determination for a Director, Employee or Provisional Employee when there has been a lapse of employment from the child care industry that lasted for 180 calendar days (6 months) or longer. It was determined based on a review of records that employee number 22 had a lapse in employment greater than 180 calendar days and was not refingerprinted when they began working at the center on October 2, 2019.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will register the applicant for fingerprints and immediately require a new Comprehensive Records Check Determination for Directors, Employees or Provisional Employees Employee's when there has been a lapse of employment from the child care industry that lasted for 180 calendar days (6 months) or longer. 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 review the A to Z video units to ensure CRC rules are maintained.

**Correction Deadline: 10/30/2019**

**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**

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 two out of thirty employees did not complete ten hours of annual training for the calendar year 2018.

**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: 12/31/2019**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

## Staffing and Supervision

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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.

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

Staff observed to provide direct supervision and be attentive to children's needs.