



**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:** 9/18/2019    **VisitType:** Licensing Study    **Arrival:** 9:40 AM    **Departure:** 3:05 PM

**CCLC-799**

**Kids Haven - Salem Circle**

141 Salem Circle Covington, GA 30016 Newton County  
 (770) 784-9752 donterrell@bellsouth.net

**Regional Consultant**

LaTanya Barber-Swift

Phone: (470) 346-1054

Fax: (678) 302-3041

latanya.barber-swift@decals.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.
09/18/2019	Licensing Study	Good Standing	
02/04/2019	Licensing Study	Good Standing	
12/12/2018	Incident Investigation 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	1st Left	Infants and One Year Olds	1	3	C	8	C	NA	NA	Feeding, Floor Play	
Main	1st Rt	Three Year Olds	1	14	C	35	C	NA	NA	TV	
Main	2nd Left	One Year Olds	3	10	C	20	C	NA	NA	Circle Time	
Main	2nd Rt A/S Room		0	0	C	24	C	NA	NA	Not In Use	
Main	3rd Left	Two Year Olds	2	20	C	26	C	NA	NA	Outside	
Main	3rd Rt Pre-K	PreK	2	16	C	24	C	NA	NA	Outside	
Main	4 Left Pre-K	PreK	2	15	C	24	C	NA	NA	Outside	
Main	I Gym		0	0	C	49	C	NA	NA	Not In Use	
Total Capacity @35 sq. ft.:			210			Total Capacity @25 sq. ft.:			0		
Total # Children this Date: 78			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.:			0		

Building	Playground	Playground Occupancy	Playground Compliance
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**Comments**

Plan of Improvement: Developed This Date 09/18/2019

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.

**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)



**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)

Don Terrell, Program Official

Date

LaTanya Barber-Swift, Consultant

Date



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### Findings Report

**Date:** 9/18/2019 **VisitType:** Licensing Study

**Arrival:** 9:40 AM

**Departure:** 3:05 PM

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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****Met**

**Correction Deadline:** 2/4/2019

**Corrected on** 9/18/2019

**.03(2) -Previous citation corrected on this date. There were lesson plans posted in all the classrooms.**

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

A variety of equipment and toys were observed throughout the center.

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**591-1-1-.35 Swimming Pools & Water-related Activities(CR)****N/A****Comment**

Center does not provide swimming activities.

<b>Children's Records</b>
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**Records Reviewed: 6****Records with Missing/Incomplete Components: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met

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**591-1-1-.08 Children's Records****Met****Correction Deadline: 2/4/2019****Corrected on 9/18/2019**

.08(1) - Previous citation corrected on this date. Six files were reviewed all were correct. Four of the five previous children's records reviewed are no longer attending the Center.

<b>Facility</b>
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**591-1-1-.06 Bathrooms****Met****Correction Deadline: 3/6/2019****Corrected on 9/18/2019**

.06(4) - Previous citation corrected on this date. The exhaust fan in the last bathroom in the first right classroom was working.

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**591-1-1-.19 License Capacity(CR)****Met****Comment**

Licensed capacity observed to be routinely met by center.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)****Met****Correction Deadline: 2/4/2019****Corrected on 9/18/2019**

.25(13) - Previous citation corrected on this date. The closet was locked in the first right classroom.

**Correction Deadline: 2/4/2019****Corrected on 9/18/2019**

.25(3) - Previous citation corrected on this date. The sofa was covered with a slip cover in the Pre-K room on the left side.

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**591-1-1-.26 Playgrounds(CR)****Not Met****Technical Assistance**

591-1-1-.26(8) - Consultant discussed with provider to ensure that the Center will fluff and redistribute the mulch.

**Correction Deadline: 9/28/2019****Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that the blue and yellow slide on the larger playground had cracks. It was further determined that there was one active ant bed on the larger playground outside of the door of the left Pre-K classroom. It was even further determined that the swing set area on the larger playground had weeds.

**POI (Plan of Improvement)**

The Center will ensure to remove or repair the slide, treat the active ant bed, and remove the weeds.

**Correction Deadline: 9/18/2019****Recited on 9/18/2019**

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

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

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**591-1-1-.18 Kitchen Operations****Met****Correction Deadline: 2/4/2019****Corrected on 9/18/2019****.18(1) - Previous citation corrected on this date. The food stored in the freezer had a lid.****Correction Deadline: 2/4/2019****Corrected on 9/18/2019****.18(5) - Previous citation corrected on this date. The freezers had a thermometer.**

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**Health and Hygiene**

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

Staff state proper knowledge of diapering procedures.

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

Proper hand washing observed throughout the center.

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**591-1-1-.20 Medications(CR)****Not Met****Finding**

591-1-1-.20(4) requires the Center to keep medication in a cabinet or container that is locked or otherwise not accessible to the children and to be stored separate from cleaning chemicals, supplies or poisons. Medications requiring refrigeration shall be placed in a leak-proof container in a refrigerator that is not accessible to the children. It was determined based on observation that Eucrisa (crisaborole) ointment 2% was found in a child's backpack in the three-year-old classroom.

**POI (Plan of Improvement)**

The Center will train Staff on the safe and proper storage of medication and monitor to ensure that the rule is met.

**Correction Deadline: 9/18/2019**

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**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures****Met****Correction Deadline: 2/9/2019****Corrected on 9/18/2019****.21(3) - Previous citation corrected on this date. There was evidence that showed tornado drills and lock down drills had been conducted every six months for 2019.**

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**591-1-1-.27 Posted Notices****Met****Correction Deadline: 2/4/2019****Corrected on 9/18/2019****.27 - Previous citation corrected on this date. There was a current menu posted in a designated area for public viewing near the front entrance of the Center.**

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**Safety**

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**591-1-1-.05 Animals****Met****Comment**

Animals maintained clean and appropriately caged.

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

**Comment**

Please be mindful of voice tone in redirecting children.

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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.

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**Staff Records**

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**Records Reviewed: 13**

**Records with Missing/Incomplete Components: 3**

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Staff # 1 Not Met

Date of Hire: 02/18/2019

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 2 Met

Date of Hire: 05/09/2018

Staff # 3 Not Met

Date of Hire: 08/18/2019

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 4 Met

Date of Hire: 07/22/2016

Staff # 5 Met

Date of Hire: 09/23/1997

Staff # 6 Met

Date of Hire: 02/03/1994

Staff # 7 Met

Date of Hire: 10/03/2016

Staff # 8 Met

**Records Reviewed: 13****Records with Missing/Incomplete Components: 3**

Date of Hire: 04/24/2006

Staff # 9 Met

Date of Hire: 01/05/2004

Staff # 10 Met

Date of Hire: 07/18/2016

Staff # 11 Not Met

Date of Hire: 03/26/2001

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 12 Met

Date of Hire: 12/18/2017

Staff # 13 Met

Date of Hire: 09/01/1991

**Staff Credentials Reviewed: 2****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****Comment**

Criminal record checks were observed to be complete.

**591-1-1-.14 First Aid & CPR Not Met****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 staff files that staff #17, #18, and #23 did not have evidence of having completed first aid/CPR within 90 days of their hire date.

**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: 10/2/2019****Recited on 9/18/2019****591-1-1-.33 Staff Training Not Met****Finding**

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined based on a review of staff files that staff #2 did not have evidence to show that documentation of orientation was completed.

**POI (Plan of Improvement)**

The Center will develop and provide orientation for all new Staff prior to their staff's assignment to children or task.

**Correction Deadline: 9/18/2019**

Recited on 9/18/2019

Correction Deadline: 12/31/2019

Corrected on 9/18/2019

.33(6) - Previous citation corrected on this date. Staff files had the completed hours of training.

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

Not Met

**Finding**

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on a review of staff files that staff #14, #17 and #18 were lead teachers and did not meet minimum academic requirements.

**POI (Plan of Improvement)**

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience. Director will ensure that all lead teachers missing a credential complete a professional development plan and place it in their file.

Correction Deadline: 12/31/2019

Recited on 9/18/2019

<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.

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

Met

**Comment**

Adequate supervision observed on this date.