



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

Cover Sheet

Date: 10/4/2022 **VisitType:** Licensing Study

Arrival: 10:15 AM **Departure:** 4:05 PM

CCLC-46772

Stepping Stones Academy

1108 Bear Creek Blvd Hampton, GA 30228 Henry County
 (770) 707-3955 hamptonssa@gmail.com

Regional Consultant

April Brown

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Mailing Address
 Same

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.
10/04/2022	Complaint Closure	Good Standing	
10/04/2022	Complaint Investigation & Licensing Study	Good Standing	
08/30/2022	Complaint Investigation Follow Up	Good Standing	

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- Infants-1st Right		0	0	C	11	C	NA	NA	Not In Use
Main	B- 2's 2nd Right	Two Year Olds	2	18	C	20	C	NA	NA	Lunch
Main	C- PreK 3rd Right		0	0	C	19	C	NA	NA	Not In Use
Main	D- PreK 4th Right	PreK	2	19	C	26	C	NA	NA	Outside
Main	E- School age-5th Right	Three Year Olds	2	19	C	27	C	NA	NA	Circle Time
Main	F- Toddlers- 2nd Left	Infants and One Year Olds	2	9	C	10	C	NA	NA	Floor Play, Feeding
Main	G- 3's 3rd Left	One Year Olds	2	18	C	15	NC	NA	NA	Outside
Main	H- 3's 4th Left		0	0	C	15	C	NA	NA	Not In Use
Main	I- PreK 5th Left		0	0	C	20	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 163						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 83			Total Capacity @35 sq. ft.: 163			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground C (back right)	99	C
Main	Playground D (right front)	47	C
Main	Plgd A - Infants left side of Bldg	20	C
Main	Plgd B- Toddler	46	C
Main	Plgd E- School age	86	C

Comments

Plan of Improvement: Developed This Date

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



Important Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

Contact the Quality Rated help desk at 855-800-7747 or qualityrated@dec.state.ga.us for more information. Free technical assistance is available!

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), do the following:

- 1) Log into DECAL KOALA www.decalkoala.com with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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)

Stephanie Snyder, Program Official

Date

April Brown, Consultant

Date



**Bright from the Start Georgia Department of Early Care and Learning
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Findings Report

Date: 10/4/2022 **VisitType:** Licensing Study

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The following information is associated with a Licensing Study Visit:

Activities and Equipment

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

Met

Comment

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

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

N/A

Comment

Center does not provide swimming activities on this date.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

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

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

Met

Comment

Parent authorizations obtained and completed on this date.

Comment

Records were observed to be complete and well organized on this date.

591-1-1-.19 License Capacity(CR)**Not Met****Finding**

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on observation the third left one-year-old classroom was over capacity in that there were 18 children instead of 15 children in the classroom on this date.

POI (Plan of Improvement)

The Center will limit the number of children in this space to the licensed capacity.

Correction Deadline: 10/5/2022**591-1-1-.25 Physical Plant - Safe Environment(CR)****Technical Assistance****Comment**

Center appears clean and well maintained on this date.

Technical Assistance

Please ensure the Center and surrounding premises are in good repair. Consultant discussed with the director to ensure all screws at the base of the toilets are cut and capped as required.

Correction Deadline: 10/4/2022**591-1-1-.26 Playgrounds(CR)****Not Met****Finding**

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation the yellow and red wooden climbing structures were not free of hazards as they were observed to have rusted screws protruding throughout the tunnels and exposed screws were also located on the wooden boarders surrounding the equipment on Playground B, C and D. Additionally, the basketball goals located on the school aged Playground E were not in good repair as the wood was split.

POI (Plan of Improvement)

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

Correction Deadline: 10/14/2022**Technical Assistance**

Please ensure the playgrounds are free of hazards. Consultant discussed with the director to ensure vines and vegetation do not protrude throughout the fence on the school aged Playground E. Consultant also discussed removing the pine cones and straw in the back area of the toddler Playground B.

Correction Deadline: 10/4/2022

591-1-1-.15 Food Service & Nutrition**Not Met****Finding**

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined based on a review of records three out of five infant feeding plans were incomplete and did not contain instructions for the introduction of solid foods as required.

POI (Plan of Improvement)

The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis that will include center staff involved with enrollment and those working in the infant classrooms.

Correction Deadline: 10/5/2022

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

Kitchen appears clean and well organized on this date.

Health and Hygiene

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

Staff stated proper knowledge of diapering procedures on this date.

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

Proper hand washing observed throughout the center on this date.

591-1-1-.20 Medications(CR)**N/A****Comment**

The center currently does not dispense or administer medication at this time.

Policies and Procedures

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

Program observed to have completed emergency drills as required on this date.

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

Discussed reporting requirements with the director on this date.

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 redirection observed on this date.

Comment

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)**Not Met****Comment**

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

Finding

591-1-1-.36(3)(a-b) requires any Center that provides 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. It was determined based on a review of records one driver did not complete the two hour transportation training every two years as it was observed to be expired.

POI (Plan of Improvement)

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 10/14/2022**Finding**

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on a review of records driver or other designated person did not immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child entered and exited the vehicle during routine after school transportation on September 13, 2022 from Rocky Creek Elementary and Cowan Road Elementary School.

POI (Plan of Improvement)

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

Correction Deadline: 10/5/2022**Finding**

591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on a review of records the driver or other designated person did not document in writing the time of arrival and departure each time the vehicle departed from the center and each time the vehicle arrived at the school in which children were picked up from Cowan Road Elementary School and Rocky Creek Elementary School on September 13, 2022 and September 26, 2022.

POI (Plan of Improvement)

The Center will ensure that each time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

Correction Deadline: 10/5/2022

Finding

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on a review of records the first check of the vehicle was not conducted immediately upon unloading the last child during routine after school transportation from Rocky Creek Elementary and Cowan Road Elementary School on September 13, 2022. Additionally, the first check was not conducted during routine after school transportation from Cowan Road Elementary School on September 26, 2022.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 10/5/2022

Finding

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on a review of records the second designated staff person did not conduct a check of the vehicle immediately upon the completion of the first check of the vehicle during routine after school transportation from Beaverbrook Elementary School, Hampton Elementary School, and Rocky Creek Elementary School on September 29, 2022. Additionally, the second check was not conducted on September 26, 2022 during routine after school transportation from Cowan Road Elementary School.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 10/5/2022

Sleeping & Resting Equipment

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

Comment

Discussed SIDS and infant sleeping position with the infant staff members and director on this date.

Staff Records

Records Reviewed: 14 **Records with Missing/Incomplete Components: 3**

Staff # 1	Met
Date of Hire: 10/03/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 2	Met
Date of Hire: 08/31/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 3	Met
Date of Hire: 11/02/2020	

Records Reviewed: 14**Records with Missing/Incomplete Components: 3**

Staff # 4 Not Met

Date of Hire: 04/16/2017

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 5 Met

Date of Hire: 07/18/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 6 Not Met

Date of Hire: 06/08/2021

"Missing/Incomplete Components"

.14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 7 Met

Date of Hire: 08/01/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 8 Met

Date of Hire: 09/09/2019

Staff # 9 Met

Date of Hire: 08/30/2021

Staff # 10 Met

Date of Hire: 08/08/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 11 Not Met

Date of Hire: 04/09/2022

"Missing/Incomplete Components"

.14(2)-First Aid Missing,.14(2)-CPR missing,.33(3)-Health & Safety Certificate

Staff # 12 Met

Date of Hire: 09/06/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 13 Met

Date of Hire: 09/19/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 14 Met

Date of Hire: 09/10/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

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 on this date.

Comment

Director provided five file(s) for employees hired since the last visit which was completed on August 30, 2022.

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

Complete first aid kits observed in center and on vehicles on this date.

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 two staff members did not complete hands on / in person first aid and CPR within the first 90 days of employment as required.

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: 11/3/2022

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 a review of records one staff member did not complete the 10 Hour Health and Safety training within 90 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 and will ensure that the training includes all required components as required.

Correction Deadline: 11/3/2022

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

Staff observed to be compliant with applicable laws and regulations on this date.

Staffing and Supervision

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

Center observed to maintain appropriate staff:child ratios on this date.

Comment

Adequate supervision observed on this date.