



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: 1/13/2022 **VisitType:** Licensing Study

Arrival: 9:50 AM

Departure: 11:20 AM

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. 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.
01/13/2022	Licensing Study	Good Standing	
10/18/2021	Complaint Investigation by Phone	Good Standing	
08/18/2021	Complaint Investigation & 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- Infants-1st Right	Two Year Olds	2	18	C	11	NC	NA	NA	Transitioning
Main	B- 2's 2nd Right	Three Year Olds	2	20	C	20	C	NA	NA	Free Play
Main	C- PreK 3rd Right	GA PreK	2	16	C	19	C	NA	NA	Outside
Main	D- PreK 4th Right		0	0	C	26	C	NA	NA	Not In Use
Main	E- School age-5th Right		0	0	C	27	C	NA	NA	Not In Use
Main	F- Toddlers- 2nd Left	Infants	1	6	C	10	C	NA	NA	Nap,Floor Play
Main	G- 3's 3rd Left		0	0	C	15	C	NA	NA	Not In Use
Main	H- 3's 4th Left	Three Year Olds	1	12	C	15	C	NA	NA	Free Play
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: 72			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

An Administrative Review was conducted on January 21, 2022. Staff files, children's files, training, and background checks were all reviewed. An in person inspection was conducted on January 13, 2022 with the Director.

Plan of Improvement: Developed This Date 01/13/2022

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 New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

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

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)

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: 1/13/2022 **VisitType:** Licensing Study **Arrival:** 9:50 AM **Departure:** 11:20 AM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Met

Correction Deadline: 8/18/2021

Corrected on 1/13/2022

Correction of citation in that the director reported that the staff member changed the way in which children would be handled in the event the child attempts to fall to the floor. The staff members were verbally trained to pick up a child by mid body instead of by the hand or arm to prevent any possible injuries.

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 at this time.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 5

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing,.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(1)-Doctor, Clinic, Phone Numbers

Child # 4 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

Child # 5 Not Met

"Missing/Incomplete Components"

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

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 five out of five children's records were missing the following information: physician's phone number, parent's work address, work phone number, work place of business, and release person's address.

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: 1/27/2022

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

Met

Comment

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

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

Met

Comment

Center appears clean and well maintained on this date.

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

Not Met

Comment

Playgrounds observed to be clean and in good repair on this date.

Finding

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined that on Playground D and Playground E three inches of mulch was observed in the fall zone areas surrounding the wooden climbing structures with yellow and red slides attached instead of six inches which was required.

POI (Plan of Improvement)

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

Correction Deadline: 1/23/2022

Food Service

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

Comment

Center menu meets USDA guidelines on this date. Consultant discussed new revision to restricted food rule which states: Foods that are associated with young children’s choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

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

Staff were observed to remind children to wash hands 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 for 2021 as required.

Technical Assistance

Please ensure the Director or designated person-in-charge report to the Department within twenty-four (24) hours or the next work day: any death of a child while in the care of the Center; any serious illness or injury requiring hospitalization or professional medical attention other than first aid of a child while in the care of the Center; any situation when a child in care becomes missing, such as, but not limited to, a child who is left on a vehicle, a child who leaves the building, playground, or property, or a child who is left behind on any trip; any fire; any structural disaster; any emergency situation that requires temporarily relocating children; and any time the program's operating status changes (i.e., open to closed or temporarily closed and temporarily closed to open).

Correction Deadline: 1/13/2022

Safety

591-1-1-.05 Animals

N/A

Comment

Center does not keep animals on premises at this time.

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

Met

Comment

Age-appropriate discussion and redirection observed on this date.

591-1-1-.13 Field Trips(CR)

Met

Correction Deadline: 10/18/2021

Corrected on 1/13/2022

Correction of citation in that the director reported the center does not participate in field trips as this time. If in the future the center decides to conduct field trips the director will ensure permission forms from the parents are completed as required prior to conducting a field trip.

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

Not Met

Comment

A current and completed inspection was observed for all vehicles used in transporting children on this date. Vehicles with tag numbers ending in M2175, E4651, and L4623 were completed on October 13, 2021. Please ensure tag numbers are listed on the transportation checklists as required.

Finding

591-1-1-.36(6) requires written Parental authorization for routine transportation provided by or on behalf of the Center. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined based on a review of records 22 children did not have written transportation agreements with written parental authorization for routine school transportation as required.

POI (Plan of Improvement)

The Center will obtain the required written parental authorization.

Correction Deadline: 1/24/2022

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 the 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 transportation checklist each time a child entered and exited the vehicle during routine morning transportation to Hampton Elementary School from January 10, 2022 through January 14, 2022.

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: 1/14/2022

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 and director on this date.

Staff Records

Records Reviewed: 10

Records with Missing/Incomplete Components: 0

Staff # 1	Met
Date of Hire: 11/02/2020	
Staff # 2	Met
Date of Hire: 11/15/2017	
Staff # 3	Met
Date of Hire: 11/02/2020	
Staff # 4	Met
Date of Hire: 08/20/2021	
Staff # 5	Met
Date of Hire: 06/08/2021	
Staff # 6	Met
Staff # 7	Met
Date of Hire: 11/18/2020	
Staff # 8	Met
Date of Hire: 09/09/2019	
Staff # 9	Met

Records Reviewed: 10

Records with Missing/Incomplete Components: 0

Date of Hire: 08/30/2021

Staff # 10

Met

Date of Hire: 02/17/2020

Staff Credentials Reviewed: 6

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 three files for employees hired since the last visit which was completed on August 18, 2021.

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

Met

Comment

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

591-1-1-.33 Staff Training

Met

Comment

Please ensure completed orientation checklists are documented and signed with the correct hire dates as required.

Comment

The director completed the four hour nutrition training in December of 2021. The cook completed the four hour nutrition training in July of 2021.

Correction Deadline: 2/12/2022

Correction Deadline: 2/18/2020

Corrected on 1/13/2022

Correction of citation in that the director and at least half of the staff members completed the required 10 hours of annual training for 2021.

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

Technical Assistance

Comment

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

Technical Assistance

Please ensure newly hired teachers who do not possess the educational and qualifying child care experience requirements enroll in a program of study to obtain one of the educational credentials and qualifying experience requirements as required by these rules within six months after employment at the Center and complete the credential or degree within 18 months after enrollment as required.

Correction Deadline: 1/13/2022

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.

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

Met

Comment

Adequate supervision observed on this date. Consultant discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.

Correction Deadline: 8/18/2021

Corrected on 1/13/2022

Correction of citation in that the director reported the staff member was no longer employed. Current staff members were trained to face the children at all times in order to maintain supervision. The procedure changed to staff members also using paper cups so that they can pour the liquid and minimize wait time for the children to be able to drink while still being supervised.