



**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:** 6/11/2021 **VisitType:** Monitoring Visit

**Arrival:** 11:45 AM

**Departure:** 2:15 PM

**CCLC-32033**

**Olive Tree Early Learning Center**

5976 Tattnell Street Claxton, GA 30417 Evans County  
(912) 739-4700 theolivetreeelc@gmail.com

**Regional Consultant**

Haley Carwile

Phone: (229) 317-9868

Fax: (229) 317-9865

haley.carwile@decal.ga.gov

**Mailing Address**

5976 Tattnell St  
Claxton, GA 30417

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
06/11/2021	Monitoring Visit	Support
03/08/2021	LS POI Follow Up	Good Standing
03/03/2020	Complaint Closure	Good Standing

**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.

**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	Rm A		0	0	C	6	C	NA	NA		
Main	Rm B		0	0	C	6	C	NA	NA		
Main	Rm C		0	0	C	8	C	NA	NA		
Main	Rm D	Infants and Two Year Olds	1	4	C	10	C	NA	NA	Nap,Lunch	
Main	Rm E		0	0	C	15	C	NA	NA		
Main	Rm F	Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	2	21	NC	18	NC	NA	NA	Lunch	
Total Capacity @35 sq. ft.:						63	Total Capacity @25 sq. ft.:				0
Total # Children this Date: 25			Total Capacity @35 sq. ft.:			63	Total Capacity @25 sq. ft.:				0

Building	Playground	Playground Occupancy	Playground Compliance
Main	playground	13	C
Main	playground B	19	C
Main	Playground C	95	C

**Comments**

Plan of Improvement: To Be Submitted 06/25/2021

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



### 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.al.ga.gov/>  
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.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

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)

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Jasmine Williams, Program Official

Date

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Haley Carwile, Consultant

Date



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**Findings Report**

**Date:** 6/11/2021    **VisitType:** Monitoring Visit    **Arrival:** 11:45 AM    **Departure:** 2:15 PM

**CCLC-32033**

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The following information is associated with a Monitoring Visit:

<b>Activities and Equipment</b>
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**591-1-1-.12 Equipment & Toys(CR)** **Met**

**Comment**

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

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

**Comment**

Center does not provide swimming activities.

<b>Facility</b>
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**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 that in Room F there were twenty-one children in a room licensed for eighteen.

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**Correction Deadline: 6/11/2021**

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

**Comment**

Please be mindful to keep items that pose a hazard inaccessible to children.

**Finding**

591-1-1-.26(4) requires 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. It was determined based on observation that both of the front playground fencing only measured three feet and not four feet as required. In addition, there was a three inch gap between the chain link at the gate between the big playground and the right/front playground.

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**Correction Deadline: 6/25/2021**

**Recited on 6/11/2021**

**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 the consultant's observation that the following hazards were observed on the right playground:

- the white fencing was falling and unattached from the chain link fence by the wooden, covered area
- a screw was not screwed into the top of the slide connecting it to the big wooden climber
- the while handle on the left used to climb up the wooden climber was loose

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**Correction Deadline: 6/25/2021**

**Recited on 6/11/2021**

**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 based on observation that on the right front playground, the large wooden climber did not have any resilient surfacing under it as required. In addition, the large metal climber did not have any resilient surfacing under it either.

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**Correction Deadline: 6/25/2021**

**Recited on 6/11/2021**

**Technical Assistance**

591-1-1-.26(9) - Please ensure the grass on the playground is maintained regularly so it does not pose a possible tripping hazard to children in care.

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**Correction Deadline: 6/11/2021**

<b>Health and Hygiene</b>
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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**

Staff were observed to remind children to wash hands.

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**591-1-1-.20 Medications(CR)** **Not Evaluated**

**Comment**

The Provider currently does not dispense/administer medication.

<b>Policies and Procedures</b>
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**591-1-1-.27 Posted Notices** **Met**

**Correction Deadline: 3/8/2021**

**Corrected on 6/11/2021**

**.27 - Observed their 2021 license to be posted as required.**

<b>Safety</b>
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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-.36 Transportation(CR)** **Technical Assistance**

**Technical Assistance**

591-1-1-.36 - Consultant spoke with director about paperwork not being at the center for review. H. Carwile gave her until Monday June 14, 2021 to send the paperwork to her for review.

## Sleeping & Resting Equipment

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

**Not Met**

**Finding**

591-1-1-.30(1)(a) requires a crib that is safety approved in compliance with Consumer Product Safety Commission (CPSC) and American Society of Testing and Materials International (ASTM) safety standards be provided for each infant. It was determined based on observation and the staff statement, that in Room D (infants and twos) that there was not a crib available in the room for the infant to use.

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**Correction Deadline: 6/21/2021**

**Finding**

591-1-1-.30(1)(b) requires that cots and mats are provided for each child who is two (2) years of age or older and who is required to take a nap. and for each child under the age of two (2) years who can climb out of a crib. It was determined based on observation that in Room F, nine children were napping on the floor without a cot or mat as required.

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**Correction Deadline: 6/11/2021**

**Finding**

591-1-1-.30(1)(b)3 requires that sheets or similar coverings for cots or mats shall either be marked for individual use or laundered daily. If marked for individual use, they must be laundered weekly or more frequently if needed. It was determined based on observation that there were three children napping on mats without a sheet or similar covering as required.

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**Correction Deadline: 6/11/2021**

**Finding**

591-1-1-.30(2)(c) requires that infants shall not sleep in equipment other than safety-approved cribs, such as, but not limited to, a car safety seat, bouncy seat, highchair, or swing. Infants who arrive at the Center asleep or fall asleep in such equipment, on the floor or elsewhere, shall be transferred to a safety-approved crib. It was determined based on observation that in Room D (infants and twos) that an infant was sleeping in a care seat and not in a safety approved crib as required.

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**Correction Deadline: 6/11/2021**

<b>Staff Records</b>
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**Records Reviewed: 4**

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

Staff # 1 Not Met

Date of Hire: 05/17/2021

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

"Missing/Incomplete Components"

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

Staff # 2 Not Met

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.24(1)-No Record

Staff # 3 Not Met

Date of Hire: 01/28/2020

"Missing/Incomplete Components"

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

Staff # 4 Met

Date of Hire: 08/10/2010

**Staff Credentials Reviewed: 2**

<b>591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)</b>	<b>Met</b>
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**Correction Deadline: 3/15/2021**

**Corrected on 6/11/2021**

**.09(1)(c) - Observed a CBC letter for all staff.**

**Finding**

591-1-1-.14(1) requires the Center Director and, at any given time, at least fifty percent (50%) of the caregiver Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Center shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on review of files that fifty percent of staff were not CPR/First Aid certified as required. The Director is currently the only one in the center certified and she was not present during the visit.

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**Correction Deadline: 7/11/2021**

**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 the consultant's review of records that a staff member that started on January 2020 did not complete a valid training session in First Aid and CPR within 90 days of their hire date.

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**Correction Deadline: 6/25/2021**

**Recited on 6/11/2021**

**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 staff statements that one staff member that was present did not have a file at the center as required. In addition, a staff member hired in May 2021, did not have a complete file at the center as required.

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**Correction Deadline: 6/16/2021**

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**591-1-1-.33 Staff Training** **Met**

**Correction Deadline: 3/31/2021**

**Corrected on 6/11/2021**

**.33(3) - Staff is no longer employed at the center.**

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Technical Assistance**

591-1-1-.31(1)(a) - Please ensure the director is at the center on a daily bases. Also, when not present please have someone in charge to be able to access files and other paperwork that is needed.

**Correction Deadline: 6/11/2021**

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)** **Met**

**Correction Deadline: 3/8/2021**

**Corrected on 6/11/2021**

**.32(4) - Observed children three and older to be housed separately as required.**

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

**Comment**

Adequate supervision observed on this date.