



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

Summary Report

Date: 2/15/2021 **VisitType:** LS POI Follow Up **Arrival:** 11:00 AM **Departure:** 1:05 PM

CCLC-52187

Kids Harbor of Rosebud

3058 Rosebud Road Loganville, GA 30052 Gwinnett County
(770) 978-5588 director.rosebud@kids-harbor.com

Mailing Address
Same

Regional Consultant

Dianne Clarke

Phone: (770) 357-4923

Fax: (770) 357-4922

dianne.clarke@dec.al.gov

The following information is associated with a LS POI Follow Up:

Activities and Equipment

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. A variety of equipment and toys were observed throughout the center.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Center does not provide swimming activities.

Facility

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Licensed capacity observed to be routinely met by center.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. No hazards observed accessible to children on this date.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Discussed maintenance of resilient surface. Please fluff and redistribute.

Health and Hygiene

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.22 Parental Access

Met

Comment

591-1-1-.22 - Parental access requirements were met per COVID-19 guidelines.

Correction Deadline: 2/15/2021

Safety

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date.

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

Technical Assistance

Technical Assistance

591-1-1-.36(7)(b) - Please ensure that information utilized for medical emergency information is completed on all forms for children participating in transportation.

Correction Deadline: 2/16/2021

Sleeping & Resting Equipment

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. 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.

Staff Records

Records Reviewed: 26

Records with Missing/Incomplete Components: 1

Staff's Name [# 1]: Alleyne, Renee

Met

Date of Hire: 10/06/2014

Staff's Name [# 2]: Anderson, Suntuk

Met

Date of Hire: 09/03/2019

Staff's Name [# 3]: Baker, Sheila

Met

Date of Hire: 03/29/2018

Staff's Name [# 4]: Belcher, Catherine

Met

Date of Hire: 10/06/2014

Staff's Name [# 5]: Braithwaite, Candacy Date of Hire: 05/28/2015	Met
Staff's Name [# 6]: Burton, Deborah Date of Hire: 11/18/2019	Met
Staff's Name [# 7]: Drury, Hallie Date of Hire: 10/02/2019	Met
Staff's Name [# 8]: Eberhart, Kasey Date of Hire: 12/16/2019	Met
Staff's Name [# 9]: El, Zaimah Date of Hire: 12/03/2020	Met
Staff's Name [# 10]: Ferrier, Patricia Date of Hire: 08/03/2015	Met
Staff's Name [# 11]: Garmon, Asheli Date of Hire: 09/21/2020	Met
Staff's Name [# 12]: Hale, Victoria Date of Hire: 01/09/2019 <u>"Missing/Incomplete Components"</u> .31(2)(b)2.-Staff Qualifications-Education Missing	Not Met
Staff's Name [# 13]: Hogan, Tori Date of Hire: 01/26/2018	Met
Staff's Name [# 14]: Jackson, Sabrina Date of Hire: 07/27/2015	Met
Staff's Name [# 15]: Johnson, Leighanne Date of Hire: 09/07/2016	Met
Staff's Name [# 16]: Knox, Kelsey Date of Hire: 09/26/2015	Met
Staff's Name [# 17]: Leasure, Kimberly Date of Hire: 10/06/2017	Met
Staff's Name [# 18]: Malcom, Elizabeth Date of Hire: 02/08/2021	Met
Staff's Name [# 19]: Medley, Amanda	Met

Records Reviewed: 26**Records with Missing/Incomplete Components: 1**

Date of Hire: 08/08/2018

Staff's Name [# 20]: Miller, Ebonye Met
 Date of Hire: 10/06/2014

Staff's Name [# 21]: Nichols, Julie Met
 Date of Hire: 02/06/2020

Staff's Name [# 22]: Nunnelley, Connie Met
 Date of Hire: 10/06/2014

Staff's Name [# 23]: Peters, Jovetia Met
 Date of Hire: 08/03/2015

Staff's Name [# 24]: Reed, Kimberly Met
 Date of Hire: 10/22/2014

Staff's Name [# 25]: Swales, Cherie Met
 Date of Hire: 06/12/2017

Staff's Name [# 26]: Watson, Desereen Met
 Date of Hire: 01/22/2021

Staff Credentials Reviewed: 12

Staff's Name : Medley, Amanda (Teacher/LeadCare Giver)

Degree/Credentials

Description	Date Earned	Date Enrolled	Date Expired
Center-Based Preschool CDA	12/4/2020		12/4/2023 12:00:00 AM

Staff's Name : Garmon, Asheli (Teacher/LeadCare Giver)

Degree/Credentials

Description	Date Earned	Date Enrolled	Date Expired
Bachelors Degree	12/9/2016		

Staff's Name : Braithwaite, Candacy (Teacher/LeadCare Giver)

Degree/Credentials

Description	Date Earned	Date Enrolled	Date Expired
Masters Degree	7/1/2014		
Description	Date Earned	Date Enrolled	Date Expired
Teaching Certificate	7/1/2017		6/30/2022 12:00:00 AM

Staff's Name : Nunnelley, Connie (Teacher/LeadCare Giver)

Degree/Credentials

Description	Date Earned	Date Enrolled	Date Expired
Teaching Certificate	7/1/2018		6/30/2023 12:00:00 AM

Staff's Name : Malcom, Elizabeth (Teacher/LeadCare Giver)

Degree/Credentials

Description	Date Earned	Date Enrolled	Date Expired

Staff's Name : Peters, Jovetia (Teacher/LeadCare Giver)

Degree/Credentials

Description	Date Earned	Date Enrolled	Date Expired
Masters Degree	7/1/2012		
Description	Date Earned	Date Enrolled	Date Expired
Teaching Certificate	7/1/2017		6/30/2022 12:00:00 AM

Staff's Name : Ferrier, Patricia (Teacher/LeadCare Giver)

Degree/Credentials

Description	Date Earned	Date Enrolled	Date Expired
Associate Degree	9/16/2008		

Staff's Name : Alleyne, Renee (Teacher/LeadCare Giver)

Degree/Credentials

Description	Date Earned	Date Enrolled	Date Expired
Center-Based Preschool CDA	8/2/2018		8/2/2021 12:00:00 AM

Staff's Name : Jackson, Sabrina (Director)

Degree/Credentials

Description	Date Earned	Date Enrolled	Date Expired
Center-Based Infant Toddler CDA	6/9/2018		6/9/2021 12:00:00 AM

Staff's Name : Anderson, Suntuk (Teacher/LeadCare Giver)

Degree/Credentials

Description	Date Earned	Date Enrolled	Date Expired
Center-Based Preschool CDA	2/14/2020		2/10/2023 12:00:00 AM

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Criminal record checks were observed to be complete. Reminder: Please ensure that any staff who has had a six month break in service, completes a new records check before returning.

591-1-1-.09 Criminal Records Check(CR)

Met

Comment

Director provided five files for employees hired since last visit.

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

Met

Comment

Documentation observed of required staff training.

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

Not Met

Comment

591-1-1-.31(13) - A Virtual Visit was conducted due to the COVID-19 pandemic. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on September 30, 2020.

Correction Deadline: 2/15/2021

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 records that staff #12 did not have evidence of having completed their education credential in the scheduled time frame. The staff was due to complete the education credential by December 3, 2020.

POI (Plan of Improvement)

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

Correction Deadline: 5/31/2021

Staffing and Supervision

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Center observed to maintain appropriate staff:child ratios.

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

Met

Correction Deadline: 2/5/2021

Corrected on 2/15/2021

.32(7) - The previous citation was observed to be corrected in that adequate supervision was observed. The consultant also observed door guards were installed on the doors in the classrooms. Please be sure that the staff continues to supervise the children at all times.



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Cover Sheet

Date: 2/3/2021 **VisitType:** Monitoring Visit **Arrival:** 1:30 PM **Departure:** 4:05 PM

CCLC-1543

Childtime Childcare #1150

2230 Hewatt Road Snellville, GA 30039 Gwinnett County
(770) 972-5286 1150@childtime.com

Regional Consultant

Dianne Clarke

Phone: (770) 357-4923

Fax: (770) 357-4922

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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.
02/03/2021	Monitoring Visit	Good Standing	
07/16/2020	Licensing Study	Good Standing	
09/04/2019	LS POI Follow Up	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	1L	Infants	1	2	C	13	C	NA	NA	Free Play, Diapering
Main	1R	Two Year Olds	2	20	C	23	C	NA	NA	Nap
Main	2L	One Year Olds	2	16	C	23	C	NA	NA	Transitioning, Diapering, Nap
Main	2R	PreK	2	20	C	25	C	35	C	Snack
Main	3L	Three Year Olds	1	13	C	32	C	45	C	Snack
Main	3R	Four Year Olds and Five Year Olds	1	14	C	31	C	44	C	Snack, Free Play
Total Capacity @35 sq. ft.: 147						Total Capacity @25 sq. ft.: 183				
Total # Children this Date: 85			Total Capacity @35 sq. ft.: 147			Total Capacity @25 sq. ft.: 183				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG A	124	C
Main	PG B	0	C

Comments

A virtual inspection was conducted on February 3, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on September 30, 2020 was reviewed during the virtual inspection.

Shared FAQ regarding Rule Changes effective October 1, 2020 and the new updated Infant feeding plan.

One Day Letter left.

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

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.

- 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)

Kimberly Reed, Program Official

Date

Dianne Clarke, Consultant

Date



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Phone: (404) 657-5562 WWW.DECAL.GA.GOV

Compliance and Enforcement Determination Worksheet

Date: 2/15/2021 **VisitType:** LS POI Follow Up **Arrival:** 11:00 AM **Departure:** 1:05 PM

CCLC-52187

Kids Harbor of Rosebud

3058 Rosebud Road Loganville, GA 30052 Gwinnett County
(770) 978-5588 director.rosebud@kids-harbor.com

Regional Consultant

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dianne.clarke@decal.ga.gov

Mailing Address

Same

Repeat Rule Violations

Repeat Rule	Severity on Current Visit	#Times of Rule Cited	Points for # of Times Cited (Points Calculation #1)	Highest Severity Level (12 mos)	Points for Highest Severity Level (Points Calculation #2)
		Total Points for Times Cited:	0	Total Points for Severity Level:	

Points for Prior Class C/D Rule Violations

Date	VisitType	CDRepeat Rule	Points For Highest Severity Level (Points Calculation #3)
		Total Points for Severity Level:	0

Points Total

#1 - Repeat Violation Points:	0
#2 - Repeat Violation - Highest Severity:	0
#3 - Prior Visit - Class C or Class D Violations:	0
Total:	0

REPEAT VIOLATION POINTS CALCULATION

<i>(1) Repeat Violation Points assigned for any core and non-core rule(s) cited on the current visit AND cited on visit(s) during prior 12 months:</i>	<i>(2) For each Repeat Violation, assign points based on the highest severity level assigned for that rule during prior 12 months:</i>
1st Violation of a Rule within 12 Months = 0	Non-Core Rule Violation = 0
2nd Violation of Same Rule within 12 Months = 1	Level A Low Core Rule Violation = 1
3rd Violation of Same Rule within 12 Months = 2	Level B Medium Core Rule Violation = 2
4th Violation of Same Rule within 12 Months = 3	Level C High Core Rule Violation = 3
For each subsequent Violation of Same Rule within 12 Months, one additional point is accrued	Level D Extreme Core Rule Violation = 4

ADDITIONAL POINTS FOR SERIOUS INCIDENT/INJURY VIOLATION

(3) Assign points for each PRIOR visit when there are any Class C (High) or Class D (Extreme) violations on the current visit AND any Class C (High) or Class D (Extreme) violations cited on visit(s) during prior 12 months regardless of whether or not there are any repeat violations during the current visit:

Each Prior Visit with Class C/Class D Rule Violation = 2

Violation Class Determination

(1) Are there any violations on the current visit? Yes

(2) Are there any repeat violations on the current visit? No

(3) Is there a High or Extreme on the current visit? No

(4) Is there a High or Extreme citation within repeat rules? No

As of this visit:

Violation Class:	A	Enforcement Box:	AI	Total Points:	0
Violation Level:	I	Compliance Zone:	GS		

How to select violation class:

- *Select Class A (Low)* if there is at least one rule violation on the current visit, but there are NO Repeat Rule violations, OR there are only NON-CORE Repeat Rule violations, AND there are NO Class C (High) or Class D (Extreme) violations on the current visit
- *Select Class A (Low) or Class B (Medium)* based on the highest severity on the current visit within any REPEAT rule violation(s) if there are NO Class C (High) or Class D (Extreme) violations on the current visit, OR within the REPEAT rule violation(s) during prior 12 months
- *Select Class C (High) or Class D (Extreme)* if there is a Class C (High) or Class D (Extreme) violation on the current visit, AND/OR within any REPEAT rule violation(s) during the prior 12 months

V I O L A T I O N C L A S S	VIOLATION HISTORY LEVEL				
	Incident results in or could result in:	I 0 Points	II 1-3 Points	III 4-9 Points	IV 10 + Points
D • Extreme Harm • Imminent Danger	D	I3 - C			(D)
C • High Harm	CI I1 - I2 (GS)	CII I1 - I3 (S)	CIII I2 - C (D)	CIV I3 - C (D)	
B • Medium Harm	BI N/A ** (GS)	BII P2 - P3 (GS)	BIII I1 - I2 (S)	BIV I2 - C (D)	
A • Low Harm	AI P1 - P2 (GS)	AII P1 - P3 (GS)	AIII P2-P3 (GS)	AIV I1 - I2 (S)	

****Based on Rules for assigning Violation Class, it is not possible to have zero points and be at Violation Class B**

Compliance Zones:
Good Standing (GS) - Program is demonstrating an acceptable level of performance in meeting the rules. (AI, AII, AIII, BI, BII, CI)
Support (S) - Program performance is demonstrating a need for improvement in meeting the rules. (AIV, BIII, CII)
Deficient (D) - Program is not demonstrating an acceptable level of performance in meeting the rules. (BIV, CIII, CIV, D)

ENFORCEMENT CATEGORIES, LEVELS, AND ACTIONS

<i>PREVENTION CATEGORY (P)</i>	<i>INTERMEDIATE CATEGORY (I) (Includes Prevention Actions)</i>	<i>CLOSURE CATEGORY (C)</i>
Prevention Level 1 (P1)	Intermediate Level 1 (I1)	Suspension of License (More than 1 week)
Technical Assistance	Fine	Revocation of License
Prevention Level 2 (P2)	Intermediate Level 2 (I2)	Emergency Closure (Imminent Harm)
Citation	Per Rule Fine	
Prevention Level 3 (P3)	Per Day Fine	
Formal Notice Letter	Intermediate Level 3 (I3)	
Office Conference	Fine and Restriction	
	Restricted License	
	Restricted License & Per Rule/Per Day Fine	
	Emergency Monitor & Per Rule/Per Day Fine	
	Short-term Suspension (Less than 1 week)	

Sabrina Jackson, Program Official

Date

Dianne Clarke , Consultant

Date



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History Grid for Time Period Starting 2/15/2020 through 2/15/2021

CCLC-52187

Kids Harbor of Rosebud

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	Visit Type:	Monitoring Visit	Complaint Investigation Follow Up	Complaint Closure	LS POI Follow Up
	Date:	7/23/2020	12/15/2020	1/27/2021	2/15/2021
	License Number:	CCLC-52187	CCLC-52187	CCLC-52187	CCLC-52187
	Compliance Zone:	GS	GS	GS	GS
	Points:	0	0	0	0
	Enforcement Box:			CI	AI
Compliance Group	Rule				
Non-Core Rule-Staff	591-1-1-.31(2)(b)2. Qualifications				X
Supervision	591-1-1-.32(7) Supervision-Watchful Oversight			High	



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Findings Report

Date: 2/3/2021 **VisitType:** Monitoring Visit **Arrival:** 1:30 PM **Departure:** 4:05 PM

CCLC-1543

Childtime Childcare #1150

2230 Hewatt Road Snellville, GA 30039 Gwinnett County
(770) 972-5286 1150@childtime.com

Mailing Address
Same

Regional Consultant

Dianne Clarke

Phone: (770) 357-4923
Fax: (770) 357-4922
dianne.clarke@decal.ga.gov

The following information is associated with a Monitoring Visit:

Activities and Equipment

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. A variety of equipment and toys were observed throughout the center.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Center does not provide swimming activities.

Children's Records

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

Met

Correction Deadline: 7/17/2020

Corrected on 2/3/2021

.08(1) - The previous citation was observed to be corrected in that the physician's information was observed to be completed.

Facility

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Licensed capacity observed to be routinely met by center.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. No hazards observed accessible to children on this date.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Playground observed to be clean and in good repair.

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute.

Health and Hygiene

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing requirements were discussed with the Director on this date.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. The Provider currently does not dispense/administer medication.

Safety

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date.

591-1-1-.36 Transportation(CR)**Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Complete documentation of transportation observed.

Sleeping & Resting Equipment

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Pleasant naptime environment observed.

Staff Records

Records Reviewed: 18**Records with Missing/Incomplete Components: 2**

Staff # 1

Met

Date of Hire: 03/29/2017

Staff # 2	Met
Staff # 3	Met
Date of Hire: 08/08/2019	
Staff # 4	Met
Date of Hire: 12/14/2020	
Staff # 5	Met
Date of Hire: 07/31/2018	
Staff # 6	Met
Date of Hire: 10/22/2014	
Staff # 7	Met
Date of Hire: 11/28/2020	
Staff # 8	Met
Staff # 9	Met
Date of Hire: 08/24/2020	
Staff # 10	Met
Date of Hire: 08/31/2006	
Staff # 11	Met
Date of Hire: 06/14/2019	
Staff # 12	Met
Date of Hire: 08/14/2017	
Staff # 13	Met
Date of Hire: 12/14/2020	
Staff # 14	Met
Date of Hire: 08/24/2017	
Staff # 15	Met
Staff # 16	Not Met
Date of Hire: 11/14/2018	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 17	Met

Date of Hire: 10/08/2020

Staff # 18

Not Met

Date of Hire: 12/22/2020

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff Credentials Reviewed: 7**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that staff #18 hired on December 22, 2020, did not have evidence of having submitted a fingerprint application.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure to complete the fingerprint application for all staff prior to them being present at the center to ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as 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 review the CRC modules regarding background checks to ensure the CRC rules are maintained. The director had the staff leave until they are able to receive a satisfactory records check determination. The center submitted an application on February 3, 2021

Correction Deadline: 2/3/2021**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 staff #18 hired on December 22, 2020, did not have evidence of having submitted a fingerprint application and the records check on file was older than the preceding 12 months of the hire date.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that all staff complete the application process for background checks and receives a comprehensive satisfactory determination letter 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 review the CRC modules regarding criminal records checks to ensure the CRC rules are maintained. The director had the staff leave until they are able to receive a satisfactory records check determination. The center submitted an application on February 3, 2021.

Correction Deadline: 2/3/2021

Comment

Please ensure that applicants/staff are listing exact dates (including month/day/year) on 10 year work history form in order to determine any breaks in service from the child care industry. If there is a break in service, a new records check must be completed. Also, please ensure to renew records checks before expiration dates.

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

Defer

Defer

591-1-1-.14(3)- A Virtual Visit was conducted due to the COVID-19 pandemic. This citation is deferred until the next regulatory visit when the rule correction can be observed in person.

POI (Plan of Improvement)

Center Staff will provide any missing first aid kits, add any missing items to each first aid kit and will develop and use a plan for checking the kits and replacing missing items in each kit in the future. First aid kits and instruction manuals will be stored so that they kits are not accessible to children but are easily accessible to Center Staff. The items were placed on the vehicle during the visit.

Correction Deadline: 9/14/2019

591-1-1-.33 Staff Training

Not Met

Finding

Previously Cited: 591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on a review of records that one staff did not have evidence of ten hours of annual training for 2018.

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 staff #16 did not have ten hours of annual training completed for 2020 to correct training for 2019.

POI (Plan of Improvement)

Previously Cited: The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

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: 3/3/2021

Recited on 2/3/2021

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

Met

Comment

591-1-1-.31(13) - A Virtual Visit was conducted due to the COVID-19 pandemic. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on September 30, 2020.

Correction Deadline: 2/3/2021

Staffing and Supervision

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Center observed to maintain appropriate staff:child ratios.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Adequate supervision observed on this date.