



**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

**Compliance and Enforcement Determination Worksheet**

**Date:** 12/15/2021    **VisitType:** Licensing Study    **Arrival:** 3:00 PM    **Departure:** 3:30 PM

**CCLC-30355**

**YMCA Pryme Tyme South Effingham Elementary**

767 Kolic Helmey Road Guyton, GA 31312 Effingham County  
 (912) 826-2199 becky.lehto@ymcaofcoastalga.org

**Regional Consultant**

Courtney Reid

Phone: (800) 796-7861  
 Fax: (800) 798-6764  
 haley.carwile@decal.ga.gov

**Mailing Address**  
 PO Box 826  
 Rincon, GA 31326

**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)
		<b>Total Points for Times Cited:</b>	0	<b>Total Points for Severity Level:</b>	

**Points for Prior Class C/D Rule Violations**

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

**Points Total**

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

**REPEAT VIOLATION POINTS CALCULATION**

<b>(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:</b>	<b>(2) For each Repeat Violation, assign points based on the highest severity level assigned for that rule during prior 12 months:</b>
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? No**

Because there are no rule violations on this date, the visit does not enter the chart and is in Good Standing.

**(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:**

<b>Violation Class:</b>	N/A	<b>Enforcement Box:</b>	N/A	<b>Total Points:</b>	0
<b>Violation Level:</b>	N/A	<b>Compliance Zone:</b>	N/A		

**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

<b>VIOLATION HISTORY LEVEL</b>						
<b>V I O L A T I O N  C L A S S</b>	<b>Incident results in or could result in:</b>	<b>I 0 Points</b>	<b>II 1-3 Points</b>	<b>III 4-9 Points</b>	<b>IV 10 + Points</b>	
	<b>D</b> • Extreme Harm • Imminent Danger	D	I3 - C (D)			
	<b>C</b> • High Harm	CI I1 - I2 (GS)	CII I1 - I3 (S)	CIII I2 - C (D)	CIV I3 - C (D)	
	<b>B</b> • Medium Harm	BI N/A ** (GS)	BII P2 - P3 (GS)	BIII I1 - I2 (S)	BIV I2 - C (D)	
	<b>A</b> • 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>
<b>Prevention Level 1 (P1)</b>	<b>Intermediate Level 1 (I1)</b>	Suspension of License (More than 1 week)
Technical Assistance	Fine	Revocation of License
<b>Prevention Level 2 (P2)</b>	<b>Intermediate Level 2 (I2)</b>	Emergency Closure (Imminent Harm)
Citation	Per Rule Fine	
<b>Prevention Level 3 (P3)</b>	Per Day Fine	
Formal Notice Letter	<b>Intermediate Level 3 (I3)</b>	
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)	

Matthew Brown, Program Official

Date

Haley Carwile , Consultant

Date



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### Summary Report

Date: 11/30/2021 VisitType: Licensing Study

Arrival: 10:00 AM

Departure: 11:00 AM

**CCLC-49543**

**Safe Harbor Child Care Center, LLC**

3010 Calhoun Street Shellman, GA 39886 Randolph County  
(229) 679-2041 reneegill07@windstream.net

**Mailing Address**  
Same

**Regional Consultant**

Courtney Reid

Phone: (800) 796-7861

Fax: (800) 798-6764

penny.svenson@decals.ga.gov

The following information is associated with a Licensing Study:

#### Activities and Equipment

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)

Met

**Comment**

Center does not provide swimming activities.

#### Children's Records

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 0**

Child's Name [# 1]: Burnett, Carter

Met

Child's Name [# 2]: Gill, Ethan

Met

Child's Name [# 3]: Williams, Lila

Met

Child's Name [# 4]: Avera, Owen

Met

Child's Name [# 5]: Mota, Sophia

Met

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

Met

**Comment**

Parent authorizations obtained/completed.

#### Facility

591-1-1-.06 Bathrooms

Met

**Comment**

Please monitor bathrooms for necessary supplies.

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

**Comment**

Licensed capacity observed to be routinely met by center.

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

**Comment**

Center appears clean and well maintained.

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

**Comment**

Trees located on the site or that encroach onto the site from adjacent properties may have structural issues that present an elevated level of risk. Consider having these trees inspected by a certified arborist to determine their structural integrity and associated levels of risk.

**Food Service**

**591-1-1-.15 Food Service & Nutrition** **Technical Assistance**

**Comment**

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk  
5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk  
2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://decals.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

**Technical Assistance**

The Consultant discussed with the Director that food be served according to manufacturer's instructions and recommendations. 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. Food shall not be accessible or served to children until it has been chopped, diced, cut or mashed and is appropriate for each child's age and individual eating, chewing and swallowing ability.

**Correction Deadline: 11/30/2021**

**Technical Assistance**

The Consultant discussed with the Director that foods and drinks with little or no nutritional value, i.e., sweets, soft drinks, etc. be served only on special occasions and only in addition to the required nutritious meals and snacks. Powdered nonfat dry milk shall only be used for cooking purposes.

**Correction Deadline: 11/30/2021**

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

**Comment**

Please ensure that all food items are stored in airtight containers.

**Health and Hygiene**

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

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Met**

**Comment**

Staff were observed to remind children to wash hands.

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

**Met**

**Comment**

The Provider currently does not dispense/administer medication.

**Policies and Procedures**

**591-1-1-.27 Posted Notices**

**Technical Assistance**

**Technical Assistance**

The Consultant discussed with the Director to ensure all of the following postings were posted as required: the Center's current License or Permit; a copy of these rules; a copy of the current communicable disease chart; a statement allowing Parent(s) access to all child care areas upon notifying any staff member of his or her presence; names of persons responsible for the administration of the Center in the administrator's absence; the dated current week's menu for meals and snacks; emergency plans for severe weather, fire, and other emergency situations; a statement requiring visitors to check in with Staff when entering the Center; no smoking signs; and a notice provided by the Department which advises Parents of their right to review a copy of the Center's most recent licensure evaluation report upon request to the Center Director. The Center shall provide any Parent with a copy of this evaluation report upon request.

**Correction Deadline: 11/30/2021**

**Safety**

**591-1-1-.05 Animals**

**Met**

**Comment**

Center does not keep animals on premises.

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

**Met**

**Comment**

Age-appropriate discussion and/or redirection observed.

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

**Met**

**Comment**

Center does not participate in field trips at this time.

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

**Met**

**Comment**

Center does not provide routine transportation.

**Sleeping & Resting Equipment**

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

**Met**

**Comment**

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: 9**

**Records with Missing/Incomplete Components: 0**

Staff's Name [# 1]: Christian, Deborah

Met

Date of Hire: 09/10/2018

**Records Reviewed: 9****Records with Missing/Incomplete Components: 0**

Staff's Name [# 2]: Everett, Margie Met  
Date of Hire: 08/01/2016

Staff's Name [# 3]: Gill, Jenifer Met

Staff's Name [# 4]: Gill, Frances Met

Staff's Name [# 5]: Hernandez, Magan Met  
Date of Hire: 02/02/2021

Staff's Name [# 6]: Herrod, Ashley Met  
Date of Hire: 10/24/2019

Staff's Name [# 7]: KAUFFMAN, ROCHELLE Met  
Date of Hire: 08/11/2020

Staff's Name [# 8]: SMITH, PATRICIA Met

Staff's Name [# 9]: Smith, Amanda Met  
Date of Hire: 03/16/2020

**Staff Credentials Reviewed: 4**

Staff's Name : Herrod, Ashley (Teacher/LeadCare Giver)

Degree/Credentials

Description	Date Earned	Date Enrolled	Date Expired
Technical College Certificate of Credit (TCC)			

Staff's Name : Gill, Jenifer (Director)

Degree/Credentials

Description	Date Earned	Date Enrolled	Date Expired
Technical College Certificate of Credit (TCC)	8/3/2017		

Staff's Name : Everett, Margie (Teacher/LeadCare Giver)

Degree/Credentials

Description	Date Earned	Date Enrolled	Date Expired
Masters Degree	12/3/2008		
Description	Date Earned	Date Enrolled	Date Expired
SpecialList Degree	5/1/2011		

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

Criminal record checks were observed to be complete.

**Technical Assistance**

Evidence observed of 50% of center staff certified in First Aid and CPR. The Consultant discussed with the Director that staff were required to obtain first aid and CPR within the first 90 days of employment.

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

**Not Met**

**Comment**

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date. Further the Consultant discussed with the Director that Health and Safety would only be counted one time towards the first year training requirements.

**Finding**

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 two staff members did not obtain ten (10) clock hours of diverse training which was 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

**POI (Plan of Improvement)**

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: 12/30/2021**

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

**Met**

**Comment**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

**Staffing and Supervision**

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

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

Adequate supervision observed on this date.



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**History Grid for Time Period Starting 12/15/2020 through 12/15/2021**

**CCLC-30355**

**YMCA Pryme Tyme South Effingham Elementary**

767 Kolic Helmey Road Guyton, GA 31312 Effingham County  
 (912) 826-2199  
 becky.lehto@ymcaofcoastalga.org

**Regional Consultant**

Courtney Reid

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courtney.reid@decal.ga.gov

	<b>Visit Type:</b>	Monitoring Visit	Licensing Study
	<b>Date:</b>	3/23/2021	12/15/2021
	<b>License Number:</b>	CCLC-30355	CCLC-30355
	<b>Compliance Zone:</b>	GS	GS
	<b>Points:</b>	0	0
	<b>Enforcement Box:</b>		
<b>Compliance Group</b>	<b>Rule</b>		



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### Findings Report

**Date:** 12/16/2021 **VisitType:** Licensing Study

**Arrival:** 1:30 PM

**Departure:** 3:50 PM

**CCLC-30918**

**Rosebud Child Development Center**

550 Grayson Pkwy. Grayson, GA 30017 Gwinnett County  
(678) 694-1679 rosebudcdc@gmail.com

**Mailing Address**  
Same

**Regional Consultant**

Courtney Reid

Phone: (800) 796-7861

Fax: (800) 798-6764

dianne.clarke@decal.ga.gov

The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Discussed adding equipment and toys to enhance variety in the school age classroom.

**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

**Records Reviewed: 6**

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

Child # 1	Met
Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers	
Child # 4	Met
Child # 5	Met
Child # 6	Met

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**591-1-1-.08 Children's Records****Technical Assistance****Technical Assistance**

591-1-1-.08(1) - Please ensure that all information are completed on children's enrollment applications.

**Correction Deadline: 12/16/2021**

<b>Facility</b>
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**591-1-1-.06 Bathrooms****Technical Assistance****Technical Assistance**

591-1-1-.06(6) - Please ensure that supplies are replaced in bathrooms at all times.

**Correction Deadline: 12/16/2021**

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**591-1-1-.19 License Capacity(CR)****Met****Correction Deadline: 4/20/2021****Corrected on 12/16/2021**

.19(1) - The previous citation was observed to be corrected in that there were no children in the middle classroom during the visit. Discussed with the director regarding ensuring that the classroom license capacity is maintained in every classroom.

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

591-1-1-.25(13) - Please ensure that toilet brushes are not kept in toilets in the classrooms.

**Correction Deadline: 12/16/2021**

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

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that the following hazards were observed on the School Age playground:

- The latch on the gate to the splash area needs repair and does not latch properly
- There is a four and a half inch gap at the double gate leading to the street
- The area was washed away and not flushed around the concrete area of the basketball court..

**POI (Plan of Improvement)**

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

**Correction Deadline: 12/16/2021**

<b>Food Service</b>
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**591-1-1-.18 Kitchen Operations****Not Met****Finding**

591-1-1-.18(5) requires the refrigeration of all perishable and potentially hazardous foods at 40 degrees Fahrenheit or below and served promptly after cooking. Freezer temperature shall be maintained at zero (0) degrees Fahrenheit or below. It was determined based on observation that the thermostat in the freezer read 20 degrees and not zero or below.

**POI (Plan of Improvement)**

The Center will refrigerate foods as required, will train Staff on proper refrigerator and freezer temperature settings and monitor the settings. Food will be served promptly after cooking.

**Correction Deadline: 12/16/2021**

## Health and Hygiene

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

Met

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Staff stated proper knowledge of diapering procedures.

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

Met

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Proper hand washing observed throughout the center.

### 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-.29 Required Reporting

Met

Correction Deadline: 11/17/2021

Corrected on 12/16/2021

.29(2) - The previous citation was observed to be corrected in that the director stated that they will be sure to go into KOALA to report instances of COVID-19.

## Safety

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

Met

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Redirection and talking with children are used for discipline.

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

Not Met

#### Comment

Please ensure that the driver conducts the first check at all times.

#### 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 that a staff responsible for transportation did not complete the training until December 14, 2021 but has participated in transportation at least since December 6, 2021.

#### 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. The training was completed on December 14, 2021.

Correction Deadline: 12/26/2021

Correction Deadline: 4/21/2021

Corrected on 12/16/2021

.36(6) - The previous citation was observed to be corrected in that the times to and from the delivery location were recorded for the week of December 6 and 13, 2021.

Correction Deadline: 4/21/2021

Corrected on 12/16/2021

.36(7)(c)2. - The previous citation was observed to be corrected in that each child was observed to be recorded to exit and enter the vehicle for the week of December 6 and 13, 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. Pleasant naptime environment observed.

**Staff Records**

Records Reviewed: 12

Records with Missing/Incomplete Components: 2

Staff # 1	Met
Date of Hire: 03/05/2020	
Staff # 2	Met
Date of Hire: 01/24/2019	
Staff # 3	Met
Date of Hire: 07/22/2019	
Staff # 4	Not Met
Date of Hire: 08/12/2019	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 5	Met
Date of Hire: 01/17/2018	
Staff # 6	Met
Date of Hire: 07/24/2014	
Staff # 7	Met
Date of Hire: 11/20/2021	
<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>	
Staff # 8	Not Met
Date of Hire: 09/06/2021	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 9	Met

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**Records Reviewed: 12****Records with Missing/Incomplete Components: 2**

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Staff # 10

Met

Date of Hire: 12/06/2021

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

Staff # 11

Met

Date of Hire: 10/30/2020

Staff # 12

Met

Date of Hire: 11/08/2021

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

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**Staff Credentials Reviewed: 6**

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**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.

- 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.
- Please ensure that records checks are redone if there is a six-month break in service.
- Please also ensure that satisfactory records checks are updated before the expiration date.
- Ensure that all therapists and other independent contractors have an updated records check on file, before being present at the center.
- Please ensure that staff with a national background check is always present with a staff who has a comprehensive background check. Staff should never be by themselves.

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

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of records that staff #8 did not have evidence of CPR. The course was completed online.

**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: 1/15/2022****Finding**

591-1-1-.14(3) requires the Center to have a first aid kit in each building of the Center and in any vehicle used by the Center for transportation of children, that contains scissors, tweezers, gauze pads, adhesive tape, thermometer, band-aids, assorted sizes, antibacterial ointment, insect-sting preparation, an antiseptic cleansing solution, triangular bandages, rubber gloves, protective eye wear, a protective face mask, and a cold pack. The first aid kit, together with a first aid instruction manual which must be kept with the kit at all times, shall be stored so that it is not accessible to children but is easily accessible to Staff. It was determined based on observation that the first aid kit on vehicle tag number BNP 4538 was missing the following items; scissors, tweezers, adhesive tape, thermometer, goggles, antiseptic cleaning solution, triangular bandage, cold pack, and first aid manual.

**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.

**Correction Deadline: 12/26/2021**

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

**Not Met**

**Finding**

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 #4 did not have evidence of hours for annual hours training for 2021.

**POI (Plan of Improvement)**

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: 12/31/2021**

**Recited on 12/16/2021**

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

**Not Met**

**Finding**

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on a review of records, that four of the five classrooms did not have an assigned lead teacher.

**POI (Plan of Improvement)**

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience. The consultant discussed with the director regarding the current assistant teachers with lead credentials to assign as lead in the four classrooms.

**Correction Deadline: 12/16/2021**

**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. 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.