



**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:** 5/19/2022 **VisitType:** Licensing Study

**Arrival:** 8:30 AM

**Departure:** 10:15 AM

**CCLC-48490**

**First Steps Academy Preschool LLLP**

317 W 32nd Street Savannah, GA 31401 Chatham County  
(912) 238-0105 fstepsacademy@yahoo.com

**Regional Consultant**

Stacey Foston

Phone: (706) 806-0407

Fax: (706) 806-0406

stacey.foston@dec.al.gov

**Mailing Address**

Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.
05/19/2022	Licensing Study	Good Standing	
11/23/2021	Monitoring Visit	Good Standing	
06/14/2021	Licensing Study	Good Standing	

  

<b>Good Standing</b>	- Program is demonstrating an acceptable level of performance in meeting the rules.
<b>Support</b>	- Program performance is demonstrating a need for improvement in meeting rules.
<b>Deficient</b>	- Program is not demonstrating an acceptable level of performance in meeting the rules.

**Ratios/License Capacity**

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Main	A, front	Three Year Olds and Four Year Olds and Six Year Olds and Over	1	13	C	13	C	NA	NA	Free Play
Main	B, back	Infants and One Year Olds	1	8	C	6	NC	NA	NA	Floor Play
Main	C, Right		0	0	C	6	C	NA	NA	
Total Capacity @35 sq. ft.: 25			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 21			Total Capacity @35 sq. ft.: 25			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	22	C

**Comments**

The Center did not submit the requested paperwork to the Department by the requested date.

An in-person visit was conducted on May 19, 2022. The administrative review was completed June 13, 2022. The Consultant completed exit conference by phone and a copy of licensing study was electronically emailed to the Program on July 1, 2022.

A revised copy of this report was emailed to the Center on July 1, 2022.

Plan of Improvement: Developed This Date 05/19/2022

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 Quality Rated/CAPS Update:

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

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

O.C.G.A. Section 42.1.12(i)(2) requires Bright from the Start: Georgia Department of Early Care and Learning to notify licensed child care programs on accessing and retrieving from the Georgia Bureau of Investigation's (GBI) website a list of the names and addresses of all registered sexual offenders. Please see GBI's website located at <http://gbi.georgia.gov> to access the Georgia Sex Offender Registry.

#### Refutation Process:

You have the right to refute any of the citations noted in this report with which you disagree. To refute a citation(s), do the following:

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

Your refutation will be forwarded to the appropriate CCS manager, who will follow up with you about your concerns. If you have any questions about this process, contact our office at 404-657-5562.'

Bright from the Start recommends that all licensed child care providers carry liability insurance coverage sufficient to protect its clients. If you do not have this liability insurance, you are required to post a notice with ½ inch letters in a conspicuous location in the program, notify the parent or guardian of each child in care in writing, obtain their signature to acknowledge receipt and maintain this written acknowledgment on file at the program at all times while the child attends the program and for 12 months after the child's last date of attendance. (O.C.G.A. Section 20-1A-4)

Renee Campbell, Program Official

Date

Stacey Foston, Consultant

Date



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**Findings Report**

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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)**

**N/A**

**Comment**

Center does not provide swimming activities.

**Children's Records**

**Records Reviewed: 1**

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

Child # 1

Met

**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 the Center did not submit children enrollment records to the Department as requested.

**POI (Plan of Improvement)**

The Center will ensure that documents are submitted to the Department by the requested date.

**Correction Deadline: 7/1/2022**

**Finding**

591-1-1-.08(6) requires the Center to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was determined based on a review of records that the Center did not submit the documents to the Department as requested.

**POI (Plan of Improvement)**

The Center will ensure that documents are submitted to the Department by the requested date.

**Correction Deadline: 7/1/2022**

**Facility**

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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 observations that upon the consultant's arrival there were 15 children housed in the front room which is licensed for 10 children. In addition, at 9:05 AM, the consultant observed 8 children housed in the back classroom which is licensed for 6 children.

**POI (Plan of Improvement)**

Discussed room capacities with the staff. The Center will limit the number of children in this space to the licensed capacity.

**Correction Deadline: 5/19/2022**

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

**Comment**

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

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

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute around slide and the tricycle merry-go-round.

**Food Service**

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

**Finding**

591-1-1-.15(1) requires that meals and snacks are served, with serving sizes dependent upon the age of the child, that meet nutritional guidelines as established by the United States Department of Agriculture Child and Adult Care Food Program. Meals and snacks shall be varied daily, and additional servings of nutritious food shall be offered to children over and above the required daily minimum, if not contraindicated by special diets. It was determined based on observation that the one-year-old children breakfast consisted oatmeal with no milk or any other drink offered to the children with their meal.

**POI (Plan of Improvement)**

Center Staff will prepare menus and/or serve foods that meet the USDA guidelines and will offer and serve seconds to children.

**Correction Deadline: 5/19/2022**

**Health and Hygiene**

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

Staff stated proper knowledge of diapering procedures.

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**591-1-1-17 Hygiene(CR)****Not Met****Finding**

591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on observation that the children in the front room did not wash their hands after eating breakfast. In addition, three children were observed to not wash their hands upon arrival to the center.

**POI (Plan of Improvement)**

The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

**Correction Deadline: 5/19/2022**

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

The Provider currently does not dispense/administer medication.

<b>Policies and Procedures</b>
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**591-1-1-21 Operational Policies & Procedures****Not Met****Finding**

591-1-1-21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of records that the Center did not submit emergency drill documents to the Department as requested.

**POI (Plan of Improvement)**

The Center will ensure that documents are submitted to the Department by the requested date.

**Correction Deadline: 5/24/2022**

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**591-1-1-27 Posted Notices****Met****Comment**

Please make sure that all required signs are posted and up to date.

<b>Safety</b>
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**591-1-1-.05 Animals****Met****Comment**

Center does not keep animals on premises.

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

Age-appropriate discussion and redirection observed.

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**591-1-1-.13 Field Trips(CR)****N/A**

**Comment**

Center does not participate in field trips at this time.

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

N/A

**Comment**

Center does not provide routine transportation. The center will contact the consultant before providing any transportation services.

**Sleeping & Resting Equipment**

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

Technical Assistance

**Comment**

The children cots were stored as required.

**Technical Assistance**

591-1-1-.30(1)(a)2 - discussed replacing older crib mattresses and purchasing new mattresses. Ensure crib mattresses are firm, tight-fitting without gaps, at least 2 inches thick and covered with a waterproof, washable material.

**Correction Deadline: 5/19/2022**

**Staff Records**

**Records Reviewed: 4**

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

Staff # 1	Met
Date of Hire: 10/03/2000	
Staff # 2	Met
Date of Hire: 08/01/1996	
Staff # 3	Met
Date of Hire: 11/20/2017	
Staff # 4	Met
Date of Hire: 02/02/2016	

**Staff Credentials Reviewed: 1**

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

Met

**Comment**

Criminal record checks were observed to be complete.

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

Met

**Comment**

Evidence observed of 100% of center staff certified in First Aid and CPR.

**Comment**

Please replace protective eyewear.

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**591-1-1-.33 Staff Training****Not Met****Finding**

591-1-1-.33(6) requires that evidence of orientation and training shall be documented in the Personnel file of each Staff member and shall be available to the Department for inspection. It was determined based on observation that the center did not submit training for the year 2021 and staff orientation documents to the Department as requested.

**POI (Plan of Improvement)**

The Center will ensure that documents are submitted to the Department by the requested date. The Center will develop and implement procedures to review staff records for documentation of training and orientation, to obtain and place missing documentation in staff records, and to file such documents in staff records on an ongoing basis.

**Correction Deadline: 5/29/2022**

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**591-1-1-.31 Staff(CR)****Not Met****Finding**

591-1-1-.31(2)(c) requires the Center to maintain a copy and/or written verification of the credential or degree awarded to the lead teacher that is required by these rules in the lead teacher's file, to make the document available for inspection and to provide the document to Department staff upon request. It was determined based on a review of records that the center did not submit documentation of the credential or degree awarded to the lead teachers.

**POI (Plan of Improvement)**

The Center will ensure that documents are submitted to the Department by the requested date. The Center will review lead teacher records to ensure the required documentation is on file and will obtain and file it if not found.

**Correction Deadline: 5/19/2022**

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Not Met****Finding**

591-1-1-.32(4)(a) requires that during the early morning times of arrival and late afternoon times of departure, infants and children younger than three (3) years may be grouped with older children so long as Staff: child ratios and group size are met based on the age of the youngest child in the group. It was determined based on observation that infants and children younger than three (3) years-old were housed in the front room with older children until 9:05 AM.

**POI (Plan of Improvement)**

The children were separated at 9:05 AM. The Center will maintain Staff:child ratios based on the youngest child in the group during early morning and late afternoon times when children younger than three years of age may be grouped with older children.

**Correction Deadline: 5/19/2022**

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

Adequate supervision observed on this date.