



Bright from the Start Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive SE, 670 East Tower
Atlanta, GA 30334

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

Cover Sheet

Date: 1/27/2022 **VisitType:** Incident Investigation/Licensing Study **Arrival:** 10:00 AM **Departure:** 12:45 PM

CCLC-162

The Sunshine House #92

5470 Spalding Dr Norcross, GA 30092 Gwinnett County
 (770) 840-7404 center92@sshouse.com

Regional Consultant

Leena Mitchell

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Mailing Address

5470 Spalding Dr
 Peachtree Corners, GA 30092

Quality Rated: ★ ★

Compliance Zone Designation			Compliance Zone Designation - A summary measure of a program's 12 month monitoring history, as it pertains to child care health and safety rules. The three compliance zones are good standing, support, and deficient. Good Standing - Program is demonstrating an acceptable level of performance in meeting the rules. Support - Program performance is demonstrating a need for improvement in meeting rules. Deficient - Program is not demonstrating an acceptable level of performance in meeting the rules.
01/27/2022	Incident Investigation/Licensing Study	Good Standing	
09/29/2021	Monitoring Visit	Good Standing	
03/17/2021	Licensing Study	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 and One Year Olds	1	6	C	15	C	NA	NA	Floor Play
Main	1R	GA PreK	2	10	C	21	C	NA	NA	Centers
Main	2L		0	0	C	16	C	NA	NA	Not In Use
Main	2R	GA PreK	2	17	C	20	C	NA	NA	Centers
Main	3L	One Year Olds and Two Year Olds	1	8	C	18	C	NA	NA	Centers
Main	3R	GA PreK	2	18	C	20	C	NA	NA	Centers
Main	4L		0	0	C	26	C	NA	NA	Not In Use
Main	4R	Three Year Olds and Four Year Olds	1	14	C	16	C	NA	NA	Centers

Total Capacity @35 sq. ft.: 152

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 73

Total Capacity @35 sq. ft.: 152

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	141	C

Comments

The purpose of the visit was to conduct a incident investigation and a licensing study.

Plan of Improvement: No Plan Developed

Any rule violation which subjects a child to injury or life-threatening situation or any rule violations previously cited but not corrected, may result in the imposition of an adverse enforcement action. Serious or continued noncompliance may also jeopardize participation in one or more DECAL program(s).



Please refer to the website, <http://www.dec.state.ga.us/CCS/Regulations.aspx>, for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

- New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry
- New clearance is required at least once every five years
- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
- All staff members are required to have completed at least a national fingerprint based clearance check
- Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance
- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee



Important New Deadlines:

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

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.state.ga.us/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@dec.state.ga.us

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

Refutation Process:

You have the right to refute any of the citations noted in this report with which you disagree. To refute a citation(s), e-mail the following information to CCSRefutations@dec.state.ga.us.

- 1) Facility name, license number and visit date
- 2) Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
- 3) Specific rule number(s) that you are refuting, along with your concerns or questions regarding the rule citation

Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date.

A sample form for submitting a refutation can be found at: <http://dec.state.ga.us/ChildCareServices/RefutationInformation.aspx>

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

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

Shonta Lewis-Delph, Program Official

Date

Leena Mitchell, Consultant

Date



Bright from the Start Georgia Department of Early Care and Learning
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Findings Report

Date: 1/27/2022 **VisitType:** Incident Investigation/Licensing Study **Arrival:** 10:00 AM **Departure:** 12:45 PM

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The following information is associated with a Licensing Study Visit:

Activities and Equipment

591-1-1-.12 Equipment & Toys(CR)**Not Met****Finding**

591-1-1-.12(2) requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. It was determined based on observation that classrooms 1R and 4R had torn couch cushions with exposed foam accessible to children.

POI (Plan of Improvement)

The Center will ensure that equipment and furniture are used by the age-appropriate group of children.

Correction Deadline: 1/27/2022

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 # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met

Child # 5

Met

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

Met

Comment

Records were observed to be complete and well organized.

Facility

591-1-1-.06 Bathrooms

Not Met

Finding

591-1-1-.06(7) requires Center Staff to ensure bathrooms are cleaned daily with a disinfectant. It was determined based on observation that the bathrooms in classrooms 2R, 3R, 4R, 4L and 3L were not kept clean as trash was on the floor, dust and dirt were observed in the corners and shelves.

POI (Plan of Improvement)

The Center will develop and implement a plan to ensure that bathrooms are cleaned and disinfected daily and that this is monitored daily.

Correction Deadline: 1/27/2022

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)

Not Met

Comment

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that the following areas were not in good repair:

- Classrooms 1R, 2R, 3R, 4R and 3L had peeling and chipping paint and rotting wood along the sink cabinets. Classroom 2R had peeling and chipped paint along the circle time wall.
- Classrooms 3L did not have working exhaust fans in the bathrooms.
- Classroom 1R had a missing light cover in the left bathroom.
- Classrooms 2R and 4R had torn carpet.
- Classroom 1L sink faucet was loose and a broken cabinet under the handwashing sink.
- Classrooms 1R, 2R, 3R, 4R and 3L return air vents were clogged with lint and dust.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 2/11/2022

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

Not Met

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 the bottom of the fence on the left side of the back playground had a gap that measured four (4) inches and the fence on the front section of the preschool playground had a loose board.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 1/27/2022

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 observation that the playgrounds had the following hazards:

- Infant/toddler playground had four window screens with holes, climbing equipment red metal roof had peeping paint and metal shavings, gate around a/c unit not locked.
- back playground had broken toys, standing water in sensory table, the concrete sidewalk was raised and pose a tripping hazard.
- preschool playground had two window screens with holes, a crack at the bottom of the yellow slide, worn and broken metal on the base of the small climbing equipment.

POI (Plan of Improvement)

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

Correction Deadline: 2/6/2022

Food Service

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

Comment

Center menu meets USDA guidelines.

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

Comment

Kitchen appears clean and well organized.

Health and Hygiene

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

Comment

Staff stated proper knowledge of diapering procedures. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date.

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

591-1-1-.17(8) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means. It was determined based on observation that the staff and children handwashing sinks in classrooms 4R and 4L did not have warm running water available.

POI (Plan of Improvement)

The Center will ensure liquid soap and warm running water are available for handwashing, train Staff on the handwashing requirements, review the requirements with Staff periodically, and monitor handwashing.

Correction Deadline: 2/10/2022

591-1-1-.20 Medications(CR)**Not Met****Finding**

591-1-1-.20(1) requires Personnel to obtain specific written authorization from the child's physician or parent in order to dispense prescription or non-prescription medications, except for first aid. Such authorization will include when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent. It was determined based on review of records that the medical authorization form for one of one child did not list the prescription number or dates to be given.

POI (Plan of Improvement)

The Center will train Staff to obtain and review parental authorizations to ensure the authorization contains complete information. The designated person(s) will monitor daily.

Correction Deadline: 1/27/2022

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Met****Comment**

Program observed complete emergency drills

591-1-1-.22 Parental Access**Not Met****Finding**

591-1-1-.22 requires the Center to permit the custodial Parent(s) of the child access to all child care areas of the Center at any time the child is in attendance. The custodial Parent(s) shall make his or her presence known to Center Staff prior to removing the child from the Center. It was determined based on observation that parents are not allowed past the lobby.

POI (Plan of Improvement)

The Center will permit unlimited parental access.

Correction Deadline: 1/27/2022

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

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

591-1-1-.29 Required Reporting**Met****Comment**

Discussed reporting requirements.

Safety

591-1-1-.05 Animals

Met

Comment

Center does not keep animals on premises.

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

Met

Comment

Staff were observed to maintain a positive learning environment on this date.

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)

Not Met

Comment

Complete documentation of transportation observed.

Comment

The consultant observed the following vehicles to have a current vehicle inspection report on file:

- Vehicle Tag # - AZ5 6926 - Expires March 12, 2022.
- Vehicle Tag # - AZ5 6925 - Expires August 31, 2022.

Comment

The vehicle had an approved fire extinguisher and first aid kit on this date.

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 review of records staff member #7 did not have evidence of transportation training.

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.

Correction Deadline: 2/6/2022

Sleeping & Resting Equipment

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

Technical Assistance

Technical Assistance

591-1-1-.30(1)(a)3 - Please ensure all crib sheets are tight fitting. Crib sheets were changed and no children were observed in cribs.

Correction Deadline: 1/27/2022

Technical Assistance

591-1-1-.30(1)(b)1 - Please ensure that the rest mats are kept in good repair and rips and tears are covered to prevent exposed foam.

Correction Deadline: 1/27/2022

Staff Records

Staff # 1 Met
 Date of Hire: 12/06/2021 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 2 Met
 Date of Hire: 07/26/2021

Staff # 3 Not Met
 Date of Hire: 09/27/2021
"Missing/Incomplete Components"
 .31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 4 Met

Staff # 5 Not Met
 Date of Hire: 12/13/2018
"Missing/Incomplete Components"
 .14(2)-CPR missing,.14(2)-First Aid Missing,.31(2)(b)2.-Staff Qualifications-Education Missing,.33(5)-10 Hrs. Annual Training

Staff # 6 Not Met
 Date of Hire: 04/29/2013
"Missing/Incomplete Components"
 .14(2)-CPR missing,.14(2)-First Aid Missing,.33(5)-10 Hrs. Annual Training

Staff # 7 Not Met
 Date of Hire: 11/17/2021 Reminder - Health & Safety training is required within 90 calendar days of hired
"Missing/Incomplete Components"
 .33(3)-Health & Safety Certificate,.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 8 Not Met
 Date of Hire: 10/11/2021
"Missing/Incomplete Components"
 .33(3)-Health & Safety Certificate

Staff # 9 Not Met
 Date of Hire: 01/29/1998
"Missing/Incomplete Components"
 .14(2)-CPR missing,.14(2)-First Aid Missing,.09-Criminal Records Check Missing

Staff # 10 Met
 Date of Hire: 01/05/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 11 Met

Records Reviewed: 14**Records with Missing/Incomplete Components: 8**

Date of Hire: 12/13/2021

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

Staff # 12

Not Met

Date of Hire: 07/30/2018

"Missing/Incomplete Components"

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

Staff # 13

Not Met

Date of Hire: 10/18/2021

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 14

Met

Date of Hire: 08/16/2021

Staff Credentials Reviewed: 6**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****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 review of records that staff member #9, hired on January 29, 1998 had a comprehensive records check determination that expired on December 22, 2021. The staff was observed in the 1L (infant) classroom doing floor play activities with the children.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will 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 ensure the CRC rules are maintained.

Correction Deadline: 1/27/2022**Finding**

591-1-1-.09(1)(l)3. requires the Center to immediately require a new Comprehensive Records Check Determination for a Director, Employee or Provisional Employee at least once every five years. It was determined based on review of records that staff member #9, hired on January 29, 1998 had a comprehensive records check determination that expired on December 22, 2021.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that each Director, Employee and Provisional Employee has a Comprehensive Records Check Determination on file that has been issued within the past five years. 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 ensure CRC rules are maintained.

Correction Deadline: 1/27/2022

Comment

The director provided five files for staff members hired since the previous visit conducted on September 29, 2021, The consultant observed five of five newly hired staff members to have evidence of a satisfactory criminal record check letter on file.

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

Complete first aid kits observed in center and on vehicles.

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 records that four of thirteen staff members had evidence of successful completion of CPR and first aid which is less than the fifty percent (50%) requirement.

POI (Plan of Improvement)

The Center Director and at least 50% of the caregiver Staff will complete the needed training. The Director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time and that evidence of successful completion of the training is on file available for inspection.

Correction Deadline: 2/26/2022**Finding**

591-1-1-.14(1)(a) requires, in a Center that provides transportation, that either the driver or another Staff person present on the vehicle have current evidence of successful completion of a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid offered by certified or licensed health care professionals or trainers and which dealt with the provision of emergency care to infants and children. It was determined based on review of records that staff member #5 transported children from Baldwin Elementary on January 24, 2022 and #6 transported children to Baldwin Elementary on January 24, 2022 prior to having evidence of successful completion of CPR and first aid.

POI (Plan of Improvement)

The Center will verify proof of CPR/1st aid training and schedule Staff so that there is always a staff person on the vehicle with this training.

Correction Deadline: 1/27/2022**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 review of records that staff member #3 with a documented date of hire of September 27, 2021 and staff member #13 with a documented date of hire of October 18, 2021 did not obtain first aid and CPR training within the first 90-days of their date of hire.

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: 2/26/2022

Finding

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on review of records that the following staff members had not completed health and safety orientation training within their first 90 days of employment:

Staff member #3 with a documented date of hire of September 27, 2021.

Staff member #7 with a documented date of hire of November 17, 2021.

Staff member #8 with a documented date of hire of October 11, 2021.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates and will ensure that the training includes all required components as required.

Correction Deadline: 2/26/2022**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 review of records that staff member #5, date of hire December 13, 2018 and staff member #6, date of hire April 29, 2013, did not complete the required 10 hours of annual training for the year of 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: 2/26/2022**Comment**

Staff observed to be compliant with applicable laws and regulations.

Finding

591-1-1-.31(2)(b)3.(ii)(I)-(VIII) requires the Center develop a written plan for newly hired teacher's who do not possess the educational credential or degree listed in 591-1-1-.31(2)(b)2.(i) through (xii). It was determined based on review records that staff member #3, hired on September 27, 2021 did not have a written professional learning plan in place and not have evidence of the educational credential need to be qualified as a lead teacher.

POI (Plan of Improvement)

The Center will develop a written plan for newly hired teacher's and ensure that the teacher's follow the plan.

Correction Deadline: 1/27/2022

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 staff member #5 was labeled as lead teacher did not have evidence to show that they met minimum academic requirements.

POI (Plan of Improvement)

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: 1/27/2022

Staffing and Supervision

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

Comment

Center observed to maintain appropriate staff:child ratios.

591-1-1-.32 Supervision(CR) **Not Met**

Technical Assistance

591-1-1-.32 - Please ensure that staff members are attentive and participating with all children during mealtimes and shall be seated within an arms length away from children 36-months of age and younger.

The following information is associated with a Incident Investigation Visit:

Staffing and Supervision

591-1-1-.32 Supervision(CR) **Not Met**

Finding Associated with Complaint

591-1-1-.32(7) requires that children be supervised at all times appropriate to the individual age, needs and capabilities of each child. Such supervision must include, but not be limited to, indoor and outdoor activities, mealtimes, naptime, transportation, field trips, and transitions between activities. "Supervision" means that the appropriate number of Staff members are physically present in the area where children are being cared for and are providing watchful oversight to the children, volunteers and Students-in-Training. The persons supervising in the child care area must be alert, positioned to maximize their ability to hear and see the children at all times, and able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the volunteers and Students-in-Training, and provide timely attention to the children's actions and needs. 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. It was determined based on an investigation that a three-year-old child sustained injuries to their left eye and neck and staff were not aware of how the injuries occurred.

POI (Plan of Improvement)

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

Correction Deadline: 2/9/2022