



BRIGHT FROM THE START
Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, Georgia 30334
(404) 656-5957

Nathan Deal
GOVERNOR

Bobby Cagle, MSW
COMMISSIONER

February 23, 2012

HAND DELIVERY, CERTIFIED MAIL #7011 2970 0003 4232 5662 AND REGULAR MAIL

Mr. Jerome Garland
Agent for Service
Chief Executive Officer
Community Ministries, Inc.
d/b/a Community Ministries Learning Center
1104 N 2nd Street
Griffin, Georgia 30223

REGULAR MAIL

Mrs. Dianne Brittian
Director
Community Ministries Learning Center
P.O. Box 825
Griffin, Georgia 30224

RE: Notice of Revocation

Dear Mr. Garland and Mrs. Brittian:

Bright From the Start: Georgia Department of Early Care and Learning (Bright From the Start) determined that correctable deficiencies in the operation or management of the center existed at Community Ministries Learning Center, located at 1217 E. McIntosh Road, Griffin, Georgia 30223, which was evidenced by previous adverse actions on multiple occasions. Community Ministries Learning Center was issued an adverse action on June 26, 2007, for transportation deficiencies and a lack of supervision when a child was transported to, and dropped off at, a residence where no one was present to receive the child (Exhibit "A"), and again on January 21, 2010, for transportation deficiencies and a lack of supervision when a child was again transported to, and dropped off at, a residence where no one was present to receive the child (Exhibit "B"). A third adverse action was issued on August 23, 2011, for transportation deficiencies and a lack of supervision when a child was left alone on the center's vehicle for approximately one hour and five minutes (Exhibit "C"). It is important to note that Community Ministries Learning Center did not appeal any of the aforementioned actions and paid the required fines; thereby, assuming responsibility for all citations issued. The deficiencies in the operation or management of the center have not been corrected within a reasonable time, which is substantiated by further showing that on January 26, 2012, transportation deficiencies and a lack of supervision led to a four-year-old child being left alone again on the center's vehicle for approximately twenty-five minutes (Exhibit "D"). Furthermore, on February 15, 2012, transportation deficiencies were again observed during a follow-up monitoring visit (Exhibit "E").

The failure of Community Ministries Learning Center to correct the deficiencies in the operation or management of the center within a reasonable time demonstrated a reckless disregard for the health and safety of the children in care. The director and all representatives of Community Ministries Learning Center were immediately placed on notice by a representative from Bright from the Start verbally and in writing regarding the serious deficiencies at Community Ministries Learning Center. Community Ministries Learning Center initially submitted an acceptable Plan of Improvement to alleviate the deficiencies in the operation or management of the center; however, the plans of improvements were neither followed nor implemented by Community Ministries Learning Center to prevent the

incidents of transportation deficiencies and inadequate supervision occurring on the vehicle and at the center, thereby jeopardizing the health and safety of the children in care.

Based on the facility's noncompliance with Rules and Regulations for Child Care Learning Centers, the licensee is hereby notified that the license to operate Community Ministries Learning Center is revoked. Bright from the Start's legal authority for revoking a license is found in O.C.G.A. Sec. 20-1A-12(b)(3) and (5), Sec. 20-1A-12(c)(5), and 20-1A-10(r), and the Bright from the Start: Georgia Department of Early Care and Learning's Rules for Child Care Learning Centers, Chapter 591-1-1 of the Official Compilation Rules and Regulations of the State of Georgia.

In accordance with O.C.G.A. Sec. 20-1A-10(o), this revocation becomes effective thirty (30) days from receipt of this Notice. You have the right to appeal the decision to revoke the license by filing a written request for an administrative hearing before an Administrative Law Judge with the Office of State Administrative Hearings. The request must be made in writing within ten (10) days of receipt of this Notice and addressed to:

**J. Ashley Peacock
Chief Legal Officer
Bright from the Start
Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive, Suite 754, East Tower
Atlanta, Georgia 30334**

A hearing request stays or suspends the revocation.

If the licensee does not appeal this action within ten (10) days of receipt of this Notice, the decision to revoke the license will be final. Licensure staff will conduct a follow-up visit to verify closure.

Sincerely,



Brenda Haynesworth
Child Care Services Director

Attachment

cc: Kay Hellwig
J. Ashley Peacock
Kristie Lewis
Elisabetta Kasfir
Monica Warren
Jackie Shivers
Meggan Hemans-Reese
Candy Prince
Vermisha Thompkins
Phyllis Easton-Barkley
Cynthia Tharp
Jeanne Renfroe
Terri Giles
State File



BRIGHT FROM THE START
Georgia Department of Early Care and Learning
10 Park Place, Suite 200, Atlanta, Georgia 30303
(404) 656-5957

Sonny Perdue
GOVERNOR

Marsha H. Moore
COMMISSIONER

June 26, 2007

CERTIFIED MAIL #7006 0810 0003 5828 2686

Mr. Jerome Garland
Registered Agent and Chief Executive Officer
Community Ministries, Inc.
d/b/a Community Ministries Learning Center
1104 North 2nd Street
Griffin, Georgia 30223

REGULAR MAIL

Ms. Dianne Brittan, Director
Community Ministries, Inc.
d/b/a Community Ministries Learning Center
1217 East McIntosh Road
Griffin, Georgia 30223

RE: Notice of Intent to Impose Civil Penalty

Dear Mr. Garland and Ms. Brittan:

As a result of a self-reported incident received on March 27, 2007, an investigation was conducted at Community Ministries Learning Center, 1217 East McIntosh Road, Griffin, Georgia 30223. The findings of the investigation substantiated that rule violations occurred which jeopardized the health and safety of a child in care. Specifically, on March 23, 2007, a four-year-old child was transported to a residence and was left unsupervised by center staff as there was no one to receive the child. Rule violations for which Bright from the Start: Georgia Department of Early Care and Learning (Bright from the Start) is imposing a civil penalty are attached hereto as Exhibit "A" and incorporated in this Notice by reference.

Based on the facility's noncompliance with the rules that subjected a four-year-old child in care to a potentially life-threatening situation, the licensee is hereby notified of the intent of Bright from the Start to impose a civil penalty in the amount of \$299.00. Bright from the Start's legal authority for imposition of a civil penalty is found in O.C.G.A. Sections 20-1A-4 (2) & (5) and 20-1A-11 (b) (1) (A) and the Bright from the Start: Georgia Department of Early Care and Learning's Rules for Child Care Learning Centers, Chapter 591-1-1 of the Official Compilation of Rules and Regulations of the State of Georgia.

The licensee is also advised that failure to correct and maintain compliance with these rules may result in further adverse action, which could include the revocation of the license to operate Community Ministries Learning Center and could also include the imposition of daily fines for each day the violations continue.

Exhibit "A"
(4 Pages)

June 26, 2007
Mr. Jerome Garland
Ms. Dianne Brittan
Page 2 of 3

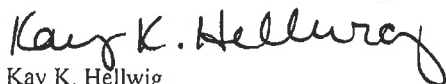
The licensee has the right to appeal the decision to impose the civil penalty by filing a written request for an administrative hearing before an Administrative Law Judge with the Office of State Administrative Hearings. The licensee also has the opportunity to show in writing why this civil penalty should not be imposed. The request for a hearing and/or statement as to why the civil penalty should not be imposed must be made in writing within ten (10) days of receipt of this Notice and addressed to:

**J. Ashley Peacock
Legal Services Manager
Bright from the Start
Georgia Department of Early Care and Learning
10 Park Place South, Suite 200
Atlanta, Georgia 30303**

A hearing request stays or suspends the imposition of the civil penalty.

If the licensee does not appeal this action within ten (10) days of receipt of this Notice, the decision to impose a civil penalty will be final. Payment of the civil penalty, preferably by certified check or money order, would then be expected within thirty (30) days of receipt of this Notice. The certified check or money order should be made payable to Bright from the Start: Georgia Department of Early Care and Learning and mailed to me at the above address. Complete the enclosed Request for Taxpayer Identification Number and Certification and return the form with your certified check or money order. If the licensee does not pay the penalty as finally determined by Bright from the Start, (1) the license to operate the facility may be revoked; (2) a civil lawsuit to collect the penalty may be brought against the licensee by the Attorney General or his designee; or (3) another civil penalty may be imposed.

Sincerely,


Kay K. Hellwig
Division Director Child Care Services

KKH/eh
Attachment

cc: Marsha H. Moore
Justine Strickland
Mary Mazarky
Mona Jackson
Errol Briggs
Joseph W. Walker
Kathleen Jayson
Earlene Huston
Janet Goggins
State File

June 26, 2007
Mr. Jerome Garland
Ms. Dianne Brittan
Page 3 of 3

List of Rule Violations for:

Community Ministries Learning Center
1217 East McIntosh Road
Griffin, Georgia 30223

1. **Rule 591-1-1.32(6)** A child was not supervised properly.

During a self-reported incident investigation, it was determined that on March 23, 2007, a four-year-old child was left unsupervised after being dropped off at his grandmother's home with no one to meet him at this destination. The investigation revealed that when the mother dropped her four-year-old child off that morning, she instructed the Pre-K staff that her child was not to ride the center vehicle that afternoon because no one would be at the grandmother's home to receive the child. The Pre-K staff neglected to inform the center's director or the transportation staff of this and the four-year-old child was mistakenly transported on the center vehicle to his grandmother's home at approximately 2:50 p.m. At approximately 5:15 p.m. the child's parent arrived at the center to pick up her son and was told by staff that the child had been transported to the grandmother's home. The mother left the center and immediately went to the home where the center driver had dropped off the child. The mother contacted the center after not being able to locate the child. The center staff returned to the grandmother's house to help search for the child. The police and local residents joined in the search and found the boy. Earlier, the grandmother's boyfriend had found the child sitting alone on the steps of the house and he transported the child to a family friend's house. The child was located at the family friend's house at approximately 6:00 p.m.

The child was left unsupervised by center staff when the center driver dropped the child off and no one was there to receive the child.

The lack of supervision and watchful oversight placed the child at serious risk of potential harm.

2. **Rule 591-1-1.36(6)(f)** A child was left where there was no one to receive the child.

During an investigation, it was determined that on March 23, 2007, a four-year-old child was dropped off at his grandmother's home and there was no one present to receive the child. The center staff person stated that she pulled up to the bus stop and blew the horn. The child crossed the street and opened the screened door to the residence. The center vehicle driver stated that she thought she saw the child enter the apartment. The center driver left the child at the location and no one was there to receive the child.

The failure of the center staff to be responsible for the child after the child was dropped off at a location where no one was present to receive him placed the child at serious risk of potential harm.

3. **Rule 591-1-1-.36 (5)** The center did not follow the parent's verbal instructions regarding transportation of a child.

During an investigation, it was determined that on March 23, 2007, a four-year-old child was transported on the center vehicle without parental authorization. The center staff acknowledged that the child's mother had instructed her to not place the child on the center vehicle on that date. The staff person admitted that she forgot to inform the director or the lead teacher of this, and the child was placed on the vehicle in error.

The failure of the center's staff to follow directives from the parent regarding the transporting of her child on March 23, 2007, placed the child at serious risk of potential harm.

June 26, 2007
Mr. Jerome Garland
Ms. Dianne Brittan
Page 4 of 4

4. **Rule 591-1-1.36 (7)** The center allowed a child to exit the vehicle and cross a street to arrive at his destination.

During an investigation, it was determined that the center driver allowed a four-year-old child to cross the street when dropped off the center vehicle. The center driver admitted that she blew the horn when she arrived at the street corner close to the child's destination and then allowed the child to cross the street and walk up to the residence.

The failure of the center staff to not park or stop the vehicle so that the child would not have to cross the street placed a child at serious risk of potential harm.

5. **Rule 591-1-1.36 (6)(a-c)** The center's transportation checklist did not contain correct, current information for all children transported.

During an investigation, it was determined that on May 23, 2007, a four-year-old child was transported on the center vehicle. The transportation checklist used lacked the correct delivery address and delivery time as listed on the parental authorization.

The failure of the center staff to maintain correct passenger information placed a four-year-old child at serious risk of potential harm.

Exhibit "A"



BRIGHT FROM THE START
Georgia Department of Early Care and Learning
10 Park Place, Suite 200, Atlanta, Georgia 30303
(404) 656-5957

Sonny Perdue
GOVERNOR

Holly Robinson
COMMISSIONER

January 21, 2010

CERTIFIED MAIL #7007 0220 0004 0728 8418

Mr. Jerome Garland
Registered Agent
Chief Executive Officer
Community Ministries, Inc.
d/b/a/ Community Ministries Learning Center
1104 North Second Street
Griffin, Georgia 30223

REGULAR MAIL

Ms. Dianne Brittan
Director
Community Ministries Learning Center
1217 East McIntosh Road
Griffin, Georgia 30223

RE: Notice of Intent to Impose Civil Penalty

Dear Mr. Garland and Ms. Brittan:

As a result of a complaint received on September 17, 2009, an investigation was conducted at 1217 East McIntosh Road, Griffin, Georgia, 30223. The findings of the investigation substantiated that rule violations occurred which jeopardized the health and safety of the children in care. Specifically, on September 4, 2009, the center bus driver dropped a four-year-old child off at his residence and there was no adult present to receive the child. Rule violations for which the Department is imposing a civil penalty are attached hereto as Exhibit "A" and incorporated in this Notice by reference.

Based on the facility's noncompliance with Bright from the Start's Rules for Child Care Learning Centers, the licensee is hereby notified of Bright from the Start's intent to impose a civil penalty in the amount of \$299.00. Bright from the Start's legal authority for imposition of a civil penalty is found in O.C.G.A. Sections 20-1A-4(2) & (5) and 20-1A-11(b)(1)(A) and the Bright from the Start's Rules for Child Care Learning Centers, Chapter 591-1-1 of the Official Compilation of Rules and Regulations of the State of Georgia.

The licensee is also advised that failure to correct and maintain compliance with these rules may result in further adverse action which could include the revocation of the license to operate Community Ministries Learning Center and could also include the imposition of daily fines for each day the violations continue. Licensure staff will conduct a follow-up visit to determine compliance with the rules.

Exhibit "B"
(4 Pages)

January 21, 2010
Mr. Garland
Ms. Brittan
Page 2 of 4

The licensee has the right to appeal the decision to impose the civil penalty by filing a written request for an administrative hearing before an Administrative Law Judge with the Office of State Administrative Hearings. The licensee also has the opportunity to show in writing why this civil penalty should not be imposed. The request for a hearing and/or statement as to why the civil penalty should not be imposed must be made in writing within ten (10) days of receipt of this Notice and addressed to:

J. Ashley Peacock
Chief Legal Officer
Bright from the Start
Georgia Department of Early Care and Learning
10 Park Place South, Suite 200
Atlanta, Georgia 30303

A hearing request stays or suspends the imposition of the civil penalty.

If the licensee does not appeal this action within ten (10) days of receipt of this Notice, the decision to impose a civil penalty will be final. Payment of the civil penalty, by certified check or money order, would then be expected within thirty (30) days of receipt of this Notice. The certified check or money order should be made payable to Bright from the Start: Georgia Department of Early Care and Learning and mailed to me at the above address. If the licensee does not pay the penalty as finally determined by the Department, either (1) the license to operate the facility may be revoked; (2) a civil lawsuit to collect the penalty may be brought against the licensee by the Attorney General or his designee; or (3) another civil penalty may be imposed.

Sincerely,



Kay Hellwig
Division Director Child Care Services

Attachment

cc: Justine Strickland
J. Ashley Peacock
Meggan Hemans-Reese
Candy Prince
Joseph Walker
Kathleen Jayson
Earlene Huston
Sherry Smith
State File

List of Rule Violations for:

Community Ministries Learning Center
1217 McIntosh Road
Griffin, Georgia 30223

1. **Rule 591-1-1.36(6)(f) Requires a child not be dropped off at any location if there is no one to receive the child and requires the center to maintain responsibility until a child is delivered to the responsible person.**

and

2. **Rule 591-1-1.32(6) Requires children to be properly supervised at all times.**

During the investigation, it was determined that on September 4, 2009, the substitute driver dropped a four-year-old child off at his place of residence and no one was there to receive the child. When the driver stopped the bus and opened the door, the child ran off of the vehicle into the apartment complex. Center staff admitted that the parent was not at the bus stop, but he could not stop the child from exiting the vehicle.

The failure of staff to ensure a responsible person was present to receive the child or to maintain responsibility for the child and the absence of adult supervision placed a child at serious risk of potential harm.

3. **Rule 591-1-1.36(6)(d) Requires center staff to take immediate action to locate a child who is missing after a trip.**

During the investigation, it was determined that on September 4, 2009, the substitute bus driver was aware that the parent of the child was not present when the four-year-old child exited the vehicle at the apartment complex where he lived. The bus driver did not attempt to contact the parents, the emergency contact, or the center to inform them of what had happened and begin efforts to locate the child.

The failure of center staff to take immediate action to assure the safety of a four-year-old child in care placed the child at serious risk of potential harm.

4. **Rule 591-1-1.36(6)(a-c) Requires center staff to maintain a checklist to account for the loading and unloading of children and requires an emergency medical information record on the vehicle for each child transported.**

During the investigation, a review of the transportation checklist for the week ending September 4, 2009, determined that center staff were not accounting for the unloading of children transported on the center vehicle. The pick-up and delivery times were missing, as well as the name of the vehicle driver. Vehicle emergency medical forms were also incomplete in that the physician's telephone number was missing for the four-year-old child who was dropped off without someone to receive him.

The failure of center staff to accurately complete all transportation paperwork placed children at serious risk of potential harm.

Exhibit "A"
(Page 1 of 2)

5. Rule 591-1-1-.09 Requires a satisfactory criminal record check on all employees prior to employment.

During the investigation, it was determined that the substitute bus driver driving the center vehicle on September 4, 2009, did not have evidence of a satisfactory criminal record check. The investigation revealed that this same substitute employee had been employed by the center on a prior date, when he assisted the center with field trip transportation.

The failure of the center to assure all employees had evidence of a satisfactory criminal record check prior to employment placed children at serious risk of potential harm.

6. 591-1-1-.36(3)(c) Requires either the driver or another staff person on the vehicle to have current first aid and CPR training.

During the investigation it was determined that the substitute bus driver, who was the only staff person on the vehicle on September 4, 2009, , did not have current training in first aid and CPR.

The failure of center staff to obtain the required training placed children at serious risk of potential harm.



BRIGHT FROM THE START
Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, Georgia 30334
(404) 656-5957

Nathan Deal
GOVERNOR

Bobby Cagle, MSW
COMMISSIONER

August 23, 2011

CERTIFIED MAIL #7005-3110-0002-5477-7865

Mr. Jerome Garland
Agent for Service
Chief Executive Officer
Community Ministries, Inc.
d/b/a Community Ministries Learning Center
1104 N 2nd Street
Griffin, Georgia 30223

REGULAR MAIL

Mr. Jerome Garland
Director
Community Ministries Learning Center
1217 E. McIntosh
Griffin, Georgia 30223

RE: Notice of Intent to Impose Enforcement Fine

Dear Mr. Garland:

As a result of a complaint received on May 4, 2011, an investigation was conducted at Community Ministries Learning Center located at 1217 E. McIntosh, Griffin, Georgia, 30223. The findings of the investigation substantiated that rule violations occurred which jeopardized the health and safety of a child in care. Specifically, on April 25, 2011, a four-year-old child was left alone on the center's vehicle for approximately one hour and five minutes. Rule violations for which Bright from the Start: Georgia Department of Early Care and Learning (Bright from the Start) is imposing an enforcement fine are attached hereto as Exhibit "A" and incorporated in this Notice by reference.

Based on the center's noncompliance with Bright from the Start's Rules for Child Care Learning Centers, the licensee is hereby notified of Bright from the Start's intent to impose an enforcement fine in the amount of \$299. Bright from the Start's legal authority for imposition of an enforcement fine is found in O.C.G.A. Sections 20-1A-4(2) & (5) and 20-1A-11(b)(1)(A) and the Bright from the Start: Georgia Department of Early Care and Learning's Rules for Child Care Learning Centers, Chapter 591-1-1 of the Official Compilation of Rules and Regulations of the State of Georgia.

The licensee is also advised that failure to correct and maintain compliance with these rules may result in further adverse action which could include the revocation of the license to operate Community Ministries Learning Center and could also include the imposition of daily fines for each day the violations continue.

Exhibit "C"
(3 Pages)

August 23, 2011
Mr. Garland
Page 2 of 3

The licensee has the right to appeal the decision to impose the enforcement fine by filing a written request for an administrative hearing before an Administrative Law Judge with the Office of State Administrative Hearings. The licensee also has the opportunity to show in writing why this enforcement fine should not be imposed. The request for a hearing and/or the statement as to why the enforcement fine should not be imposed must be made in writing within ten (10) days of receipt of this Notice and addressed to:

J. Ashley Peacock
Chief Legal Officer
Bright from the Start
Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive SE, Suite 754, East Tower
Atlanta, GA 30334

A hearing request stays or suspends the imposition of the enforcement fine.

If the licensee does not appeal this action within ten (10) days of receipt of this Notice, the decision to impose an enforcement fine will be final. Payment of the enforcement fine, by certified check or money order, would then be expected within thirty (30) days of receipt of this Notice. The certified check or money order should be made payable to Bright from the Start: Georgia Department of Early Care and Learning and mailed to me at the above address. Complete the enclosed Request for Taxpayer Identification Number and Certification (Form W-9) and return the form with your certified check or money order. If the licensee does not pay the fine as finally determined by Bright from the Start, either (1) the license to operate the facility may be revoked; (2) a civil lawsuit to collect the fine may be brought against the licensee by the Attorney General or his designee; or (3) another enforcement fine may be imposed.

Sincerely,



Brenda Haynesworth
Child Care Services Director

Attachment

cc: Kay Hellwig
J. Ashley Peacock
Kristie Lewis
Monica Warren
Meggan Hemans-Reese
Candy Prince
Vermisha Thompkins
Phyllis Easton-Barkley
Elisabetta Kasfir
Sherry Smith
Cynthia Tharp
Garyon Stiggers-Butler
Kimberly Mitchell
State File

August 23, 2011
Mr. Garland
Page 3 of 3

List of Rule Violations for:

Community Ministries Learning Center
1217 E. McIntosh
Griffin, Georgia 30223

1. Rule 591-1-1.32(6) requires children to be supervised at all times.

and

2. Rule 591-1-1.36(6)(g) requires that children are never left unattended on a vehicle.

During an investigation, it was determined that on April 25, 2011, at approximately 7:10 a.m., a four-year-old child was not adequately supervised when he was left unattended on a center vehicle after returning from the routine morning transportation route. The investigation established that the child woke up, got off the bus on his own and walked approximately 150 yards to the center's front door. The child remained on the vehicle unsupervised for approximately one hour and five minutes after the driver exited the vehicle.

The absence of a staff person to provide supervision and watchful oversight could possibly place children at risk of harm.

3. Rule 591-1-1.36(6)(d) requires that each vehicle be checked to assure no child is left unattended on the vehicle at the end of each trip.

During an investigation, it was determined that on April 25, 2011, the driver of the transportation vehicle did not physically check the vehicle to assure that no child was left on the vehicle after returning from the routine morning transportation route. The driver remained seated while the other children exited the bus at the front of the center. The driver then drove the bus to the back of the building and parked the bus. The driver exited the bus without walking through the vehicle to ensure that all children had exited the bus. A four-year-old child, who fell asleep on the routine morning trip, was left alone on the vehicle for approximately one hour and five minutes before the child woke up and walked to the front of the center.

The failure of center staff to check the transportation vehicle to assure that no child was left unattended could possibly place children at risk of harm.

4. Rule 591-1-1.29(1)(c) requires the center to report to the department within twenty-four hours or the next work day any situation when a child becomes missing, such as, but not limited to, a child who is left on a vehicle.

During an investigation, it was determined that on April 25, 2011, a four-year-old child was left on the transportation vehicle for approximately one hour and five minutes before exiting the bus and walking to the front of the center. The center did not report this incident to the Department.

The failure of center staff to report an incident to the Department where a child was left unattended on the center vehicle could possibly place children at risk of harm.

List of Rule Violations for:

Community Ministries Learning Center
1217 E. McIntosh Road
Griffin, Georgia 30223

1. Rule 591-1-1.32(6) requires children to be supervised at all times.

and

2. Rule 591-1-1.36(6)(h) requires that children are never left unattended on a vehicle.

During an investigation, it was determined that on January 26, 2012, at approximately 6:55 a.m., a four-year-old child was not adequately supervised when he was left unattended on a center vehicle after returning from the routine morning transportation route. The investigation established that the child had fallen asleep on the vehicle. The child woke up and tried to get off of the bus, but was unable to open the door. An adult passing by observed the child crying through the door of the bus. The adult helped the child off of the vehicle and notified a staff person of the incident at approximately 7:20 a.m. The child was left alone on the vehicle for approximately twenty-five minutes.

The failure of center staff to provide supervision and watchful oversight placed children at risk of harm.

3. Rule 591-1-1.36(6)(d) requires that each vehicle be checked to assure no child is left unattended on the vehicle at the end of each trip.

During an investigation, it was determined that on January 26, 2012, the driver of the transportation vehicle did not physically check the vehicle to assure that no child was left on the vehicle after returning from the routine morning transportation route. The driver remained seated while one of the two bus monitors on board helped the children to exit the vehicle. After counting the children the bus monitor escorted the children into the main building. The second bus monitor followed the children from the back of the bus to ensure that all of the children exited the vehicle. The driver parked the bus at the right end of the building approximately eighty feet from the front door. The driver exited the bus without doing a walk through to assure that all children had exited the bus. A staff person who was not on the vehicle during the morning transportation failed to check the vehicle following the trip. A four-year-old child, who fell asleep on the routine morning trip, was left alone on the vehicle for approximately twenty-five minutes before an adult passing by the vehicle observed the child crying, standing by the vehicle door and helped the child off of the vehicle.

The failure of center staff to check the transportation vehicle to assure that no child was left placed children at risk of harm.

4. **Rule 591-1-1-.36(6)(c)3. requires that the driver or designated person shall immediately document in writing, with a check or symbol on the checklist, each time a child gets on and off the vehicle so that each child is accounted for every time the vehicle is loaded or unloaded.**

During an investigation it was determined that on January 26, 2012, the driver of the transportation vehicle failed to account for each child every time the vehicle was loaded and unloaded. A four-year-old child who fell asleep on the vehicle did not exit the vehicle upon arrival at the center. The child was left alone for approximately twenty-five minutes on the vehicle.

The failure of center staff to properly account for the loading and unloading of children from the vehicle placed children at risk of harm.

5. **Rule 591-1-1-.09 requires that no person having an unsatisfactory criminal records check determination may be a director or employee of a center.**

During an investigation it was determined that a staff person had an unsatisfactory criminal background check on file. The staff person had a felony conviction.

The failure of the center to ensure that center staff had satisfactory criminal background checks placed children at risk of harm.

List of Rule violations for:

Community Ministries Learning Center
1217 E. McIntosh Road
Griffin, Georgia 30223

- 1. Rule 591-1-1-.36(6)(c)3.a.ii. requires that the driver or other designated person document in writing the written time of arrival and departure each time the vehicle departs from the center, arrives at the location where a child or children are dropped off and when the vehicle returns to the center.**

During a monitoring visit conducted on February 15, 2012, it was determined that the times of arrival and departure were not documented for home transportation on the following dates: February 1, 2012, February 2, 2012, February 6, 2012, February 7, 2012, February 8, 2012, February 13, 2012 and February 15, 2012.

The failure of center staff to properly document arrival and departure times on the transportation checklist placed children at risk of harm.

- 2. Rule 591-1-1-.36(6)(c)3.b. requires that the initials of the driver or other designated person be documented on the transportation checklist to verify the arrival and departure times at each location.**

During a monitoring visit conducted on February 15, 2012, it was determined that the driver or other designated person's initials were not documented on the transportation checklist verifying the arrival and departure times at each location for home transportation on the following dates: February 1, 2012, February 2, 2012, February 3, 2012, February 6, 2012, February 7, 2012, February 8, 2012, February 13, 2012 and February 15, 2012.

The failure of center staff to properly document verification of arrival and departure times at each location on the transportation checklist placed children at risk of harm.

- 3. Rule 591-1-1.36(6)(d) requires that each vehicle be checked to assure no child is left unattended on the vehicle at the end of each trip.**

During a monitoring visit on February 15, 2012, it was determined that no second check of the vehicle was documented on the transportation checklist by the director or a designated staff person for all routes completed during the month of February 2012.

The failure of center staff to document a second check of the vehicle placed children at risk of harm.

- 4. Rule 591-1-1-.36(6)(f) requires that children not be required to travel on the transportation vehicle more that forty-five (45) minutes on each trip between the center and destination point unless accompanied by the parent, excluding field trips.**

During a monitoring visit conducted on February 15, 2012, it was determined that a child's travel time exceeded forty-five minutes on at least one trip each day between February 1, 2012 and February 15, 2012. Travel times exceeding forty-five minutes on these dates ranged between forty-six minutes and one hour and twelve minutes.

The failure of center staff to limit children's travel time to forty-five minutes or less placed children at risk of harm.