



**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

**Date:** 2/3/2017      **VisitType:** Licensing Study      **Arrival:** 9:00 AM      **Departure:** 11:45 AM

**CCLC-1712**

**Building Blocks of Alpharetta**

6180 Atlanta Highway Alpharetta, GA 30004 Forsyth County  
 (770) 475-7196 blockbyblock@bellsouth.net

**Regional Consultant**

Candace Gilbert  
 Phone: (866) 371-4935  
 Fax: (866) 371-7713  
 candace.gilbert@decal.ga.gov

**Mailing Address**  
 Same

<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.  <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.
02/03/2017	Licensing Study	Good Standing	
07/14/2016	Monitoring Visit	Good Standing	
03/01/2016	POI Follow Up	Good Standing	

**Ratios/License Capacity**

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Main	1L	PreK	2	18	C	20	C	NA	NA	Art
Main	1R	One Year Olds	1	2	C	15	C	NA	NA	Floor Play
Main	2L	PreK	2	14	C	29	C	NA	NA	Circle Time
Main	2R	Two Year Olds	2	7	C	20	C	NA	NA	Transitioning
Main	3R	Three Year Olds	1	9	C	18	C	NA	NA	Transitioning
Main	Building 2		0	0	C	22	C	NA	NA	

Total Capacity @35 sq. ft.: 124      Total Capacity @25 sq. ft.: 0

Total # Children this Date: 50      Total Capacity @35 sq. ft.: 124      Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground Back-end	35	C
Main	Playground Left-side	35	C

**Comments**

The purpose of this visit was to complete a licensing study to follow up to the previous visit conducted. Consultant discussed with provider comprehensive background checks, Health and Safety orientation training, and CPR/First Aid requirements.

Plan of Improvement: Developed This Date 02/03/2017

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).



**Reminder:** All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit [www.decalkoala.com](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.



**Sign up Today!**

[www.qualityrated.dec.ga.gov](http://www.qualityrated.dec.ga.gov)

Any Licensed Program Eligible to Participate

**Free** Approved Training

**Free** Technical Assistance

Eligible for \$1,000 Materials Mini Grant

1, 2, 3 Star Rated Programs Receive Bonus Packages

Great Marketing Tool

Raises the Bar in Child Care

For More Information:

Email: [QualityRated@dec.ga.gov](mailto:QualityRated@dec.ga.gov) or Call: 855-800-7747

O.C.G.A. Section 42.1.12(j)(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.ga.gov](mailto:CCSRefutations@dec.ga.gov).

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

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

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

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

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

Tracy Hicks, Program Official

Date

Candace Gilbert, Consultant

Date



**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

**Findings Report**

**Date:** 2/3/2017      **VisitType:** Licensing Study      **Arrival:** 9:00 AM      **Departure:** 11:45 AM

**CCLC-1712**

**Building Blocks of Alpharetta**

6180 Atlanta Highway Alpharetta, GA 30004 Forsyth County  
(770) 475-7196 blockbyblock@bellsouth.net

**Mailing Address**  
Same

**Regional Consultant**

Candace Gilbert  
Phone: (866) 371-4935  
Fax: (866) 371-7713  
candace.gilbert@decal.ga.gov

The following information is associated with a Licensing Study:

**Activities and Equipment**

**591-1-1-.03 Activities**

**Technical Assistance**

**Technical Assistance**

591-1-1-.03(2) - Consultant recommended to the provider using Georgia Peach system to assist with lesson planning in the infant and toddler classrooms.

**Correction Deadline: 2/3/2017**

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

**Met**

**Comment**

No Swimming Activities Provided

**Children's Records**

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.08(p)1. - Consultant discussed with provider insuring that parents complete sign in/sign out sheet every time they drop off or pick up their child.

**Correction Deadline: 2/3/2017**

**591-1-1-.23 Parental Authorization**

**Met**

**Comment**

Parent Authorizations Obtained/Completed

**Facility**

---

**591-1-1-.25 Physical Plant - Safe Environment(CR)****Not Met****Finding**

591-1-1-.25(11) requires that floor coverings be tight, smooth, free of odors and washable or cleanable. It was determined based on observation by consultant that the floor in the left bathroom in the first right classroom was ripped/torn near the doorway and in the second left classroom the flooring in the left side bathroom had a gap near the base of the toilet.

**POI (Plan of Improvement)**

Floors will be maintained to be safe and sanitary.

**Correction Deadline: 3/5/2017****Finding**

591-1-1-.25(3) requires that the Center and surrounding premises be clean, free of debris and in good repair. It was determined based on consultant observation the counter at handwashing sink in the third right classroom was peeling from the bottom in several areas exposing the inner material of the counter top. Additionally in the first left classroom the left side bathroom had a cracked toilet tank lid and the right side bathroom wall had peeling sheetrock on the left hand side of the toilet near the floor.

**POI (Plan of Improvement)**

To ensure the cleanliness, sanitation and safety of the environment, the center will repair or replace items.

**Correction Deadline: 2/3/2017**

---

**591-1-1-.26 Playgrounds(CR)****Not Met****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 consultant observation that on the back playground the wooden post on the blue swings and the orange wooden bridge play structure were peeling paint.

**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: 2/13/2017****Finding**

591-1-1-.26(7) requires that climbing and swinging equipment be anchored and have a resilient surface beneath the equipment. The fall-zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on consultant measurement that there was one to three inches of resilient surface beneath the swings on the the back playground and beneath the swings on front playground.

**POI (Plan of Improvement)**

The Center will ensure that climbing and swinging equipment is anchored. The Center will develop and/or follow a plan for routine inspections of the resilient surface and for replacing when needed.

**Correction Deadline: 2/13/2017****Finding**

591-1-1-.26(8) requires the playground to be kept clean, free of litter and hazards. It was determined based on consultant observation that on the middle playground, on the second level of the playground, in the corner near the wooden step area, a flexible black pipe with a hole was protruding from the ground as a potential tripping hazard. Additionally there were an abundance of sweet gumballs littering the middle and front playground.

**POI (Plan of Improvement)**

To ensure the cleanliness, sanitation and safety of the playground, the center will repair and cover the protruding pipe and ensure that sweet gumballs that fall from the surrounding trees are removed from the playground area.

**Correction Deadline: 2/3/2017**

## Food Service

### 591-1-1-.15 Food Service & Nutrition

Met

#### Comment

Menu Meets USDA Guidelines. Consultant discussed keeping a record of rotating menus to meet rule requirements.

### 591-1-1-.18 Kitchen Operations

Met

#### Comment

Kitchen Appears Clean/Well Organized

## Health and Hygiene

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

Met

#### Comment

Staff Stated Proper Knowledge

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

Met

#### Comment

Observed-Proper Hand Washing Throughout

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

Met

#### Comment

Provider is currently not dispensing medication.

## Policies and Procedures

### 591-1-1-.27 Posted Notices

Met

#### Comment

Reminder-Signs Posted/Up to Date

## Safety

### 591-1-1-.05 Animals

Met

#### Comment

No Animals Kept

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

Met

#### Comment

Observed-Discussion/Redirection

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

Met

#### Comment

No Field Trips at This Time

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

Met

#### Comment

Observed-Complete Documentation

#### Comment

Vehicle had fire extinguisher.

## Sleeping & Resting Equipment

---

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

Discussed-SIDS/Infant Sleeping Position

**Staff Records****Records Reviewed: 14****Records with Missing/Incomplete Components: 2**

---

Staff # 7

Not Met

Date of Hire: 09/01/2016

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing

Staff # 10

Not Met

Date of Hire: 10/19/2010

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

---

**591-1-1-.09 Criminal Records Check(CR)****Not Met****Finding**

591-1-1-.09(1)(d) requires each Employee and Center Director hired on or after January 1, 2014 to have a satisfactory Fingerprint Records Check Determination with a Records Check Clearance date that is within 12 months of their hire date. In order for the Department to issue a satisfactory Fingerprint Records Check Determination, each Employee and Director must submit both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on consultant review of records that one employee at the center did not have a satisfactory determination letter on file. One day letter was left.

**POI (Plan of Improvement)**

The Center will ensure that each director and employee hired after January 1, 2014 has a satisfactory Fingerprint Records Check Determination dated within 12 months of the hire date and will submit the required documents to obtain the determination if they have not already done so.

**Correction Deadline: 2/3/2017**

---

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

Observed-50% Certified First Aid &amp; CPR

**Comment**

Observed-Center Kits Complete

**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 consultant observation the vehicle was missing a first aid kit.

**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: 2/13/2017**

**591-1-1-.24 Personnel Records**

**Not Met**

**Finding**

591-1-1-.24(d) requires the center to have evidence of required orientation applicable to the position of director or employee. It was determined that the center did not have documentation to show that all staff had completed orientation.

**POI (Plan of Improvement)**

The center will ensure that documentation of orientation is on file.

**Correction Deadline: 2/3/2017**

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

**Met**

**Comment**

Observed - Documentation Of Training

**Comment**

Health/Safety training reminder

**Staffing and Supervision**

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

**Met**

**Comment**

Observed-Appropriate Staff:Child Ratios

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

**Met**

**Comment**

Observed-Adequate Supervision