



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: 2/7/2017 **VisitType:** Licensing Study **Arrival:** 10:30 AM **Departure:** 3:35 PM

CCLC-27826

West Cobb Primary Prep

270 Windy Hill Road, Building 200 Marietta, GA 30060 Cobb County
 (770) 257-0192 oimoukhuede@aol.com

Regional Consultant

Patty Malone
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Mailing Address

5205 Timber Ridge Rd
 Marietta, GA 30068

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.
02/07/2017	Licensing Study	Good Standing	
10/18/2016	Monitoring Visit	Good Standing	
03/04/2016	Complaint Investigation & Monitoring Visit	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	PK 1-1R	PreK	2	21	C	21	C	NA	NA	Centers
Main	PK 2-2R	PreK	2	18	C	21	C	NA	NA	Circle Time
Main	PK 3-3R	PreK	2	16	C	21	C	NA	NA	Centers
Main	PK 4-3L	PreK	2	19	C	21	C	NA	NA	Centers
Main	PK 5-1L	PreK	2	19	C	21	C	NA	NA	Centers
Main	PK 6-2L	PreK	2	18	C	21	C	NA	NA	Centers
Main	PK 7-Downstairs	PreK	2	20	C	26	C	NA	NA	Music, Transitioning
Total Capacity @35 sq. ft.: 152						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 131						Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

Plan of Improvement: Developed This Date 02/07/2017

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. You are encouraged not to wait and to complete the process as soon as possible.



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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.

- 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)

Bose Imoukhuede, Program Official

Date

Patty Malone, 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-.35 Swimming Pools & Water-related Activities(CR)

N/A

Comment

No Swimming Activities Provided

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 4

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(a)-(f)-Parent Names, Work Numbers,.08(a)-(f)-Emergency Contact information Missing	
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(a)-(f)-Emergency Contact information Missing	
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(a)-(f)-Parent Names, Work Numbers,.08(a)-(f)-Emergency Contact information Missing	
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(a)-(f)-Doctor, Clinic, Phone Numbers,.08(a)-(f)-Emergency Contact information Missing	

591-1-1-.08 Children's Records**Not Met****Finding**

591-1-1-.08(a)-(f) requires 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 that includes the following information: (a) child's name, birth date, sex, address, living arrangement, name of school if applicable; (b) names of both Parents, home and work addresses, and home and work telephone numbers; (c) name(s) and addresses of the person(s) to whom the child may be released including address, telephone number, relationship to child and other identifying information; (d) name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; (e) name and telephone number of the child's primary source of health care; and (f) 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 that 1 of 5 children's files reviewed did not have the child's primary source of health care documented, 4 of 5 children's files reviewed did not have the phone number, address or relationship documented for the persons authorized to pick up the children, 1 of 5 children's files reviewed did not have the parent's work information documented, and 1 of 5 children's files reviewed did not have the father's information documented.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 2/21/2017

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

Parent Authorizations Obtained/Completed

Facility

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

Observation-No Hazards Accessible

591-1-1-.26 Playgrounds(CR)**Technical Assistance****Technical Assistance**

591-1-1-.26 - The consultant discussed fluffing and redistributing the resilient surface near the slides and swings after inclement weather.

Food Service

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

Menu Meets USDA Guidelines

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

Kitchen Appears Clean/Well Organized

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR)**N/A****Comment**

591-1-1-.10 - The center does not provide care for children requiring diapering.

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

Comment

Observed-Proper Hand Washing Throughout

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

Comment

The center is not currently administering medications.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures **Not Met**

Finding

591-1-1-.21(3) requires that the Center conduct and document fire drills monthly and tornado and/or other emergency situations every six months. It was determined based on a review of records that the center did not have documentation that a fire drill was conducted for January 2017.

POI (Plan of Improvement)

The center will hold the necessary drills on a regular basis and maintain adequate documentation of these drills for two years.

Correction Deadline: 2/12/2017

Safety

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

Comment

No Animals Kept

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

Comment

Observed-Positive Learning Environment

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

Comment

No Field Trips at This Time

591-1-1-.36 Transportation(CR) **N/A**

Comment

No Routine Transportation Provided

Sleeping & Resting Equipment

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

Comment

The consultant observed the proper number of sleeping mats, sheets and covers.

Staff Records

591-1-1-.09 Criminal Records Check(CR) **Met**

Comment

The consultant reviewed 16 staff files. Criminal record checks were observed to be complete.

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

Met

Comment

Observed-over 50% Certified First Aid & CPR

591-1-1-.33 Staff Training

Technical Assistance

Comment

Observed - Documentation Of Training for 2016

Technical Assistance

591-1-1-.33(2) - The consultant discussed the Health and Safety Orientation requirements.

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-Direct Supervision/Attentive Staff