



**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:** 2/19/2018    **VisitType:** Licensing Study    **Arrival:** 11:50 AM    **Departure:** 2:00 PM

**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

**Quality Rated:** ★

<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.
02/19/2018	Licensing Study	Good Standing	
09/13/2017	Monitoring Visit	Good Standing	
02/03/2017	Licensing Study	Good Standing	

**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.

**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		0	0	C	20	C	NA	NA	
Main	1R	Infants	1	2	C	15	C	NA	NA	Feeding
Main	2L	Six Year Olds and Over	1	11	C	29	C	NA	NA	Lunch
Main	2R	One Year Olds and Two Year Olds	2	9	C	20	C	NA	NA	Nap
Main	3R	Three Year Olds and Four Year Olds	1	7	C	18	C	NA	NA	Nap
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: 29			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 on September 13, 2017.

Plan of Improvement: Developed This Date 02/19/2018

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.

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.

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**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.al.ga.gov](mailto:CCSRefutations@dec.al.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.al.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.

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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)



**Important New Deadlines:**

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.ga.gov/>  
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.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

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Tracy Hicks, Program Official

Date

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Candace Gilbert, Consultant

Date



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### Findings Report

**Date:** 2/19/2018    **VisitType:** Licensing Study    **Arrival:** 11:50 AM    **Departure:** 2:00 PM

#### CCLC-1712

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Same

The following information is associated with a Licensing Study:

### Activities and Equipment

#### 591-1-1-.12 Equipment & Toys(CR)

Met

#### Comment

A variety of equipment and toys were observed throughout the center.

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

Met

#### Comment

Center does not provide swimming activities.

### Children's Records

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

Met

#### Comment

Parent authorizations obtained/completed.

#### Comment

Records were observed to be complete and well organized.

### Facility

#### 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)

Met

#### Comment

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

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

Consultant unable to measure resilient surface due to inclement weather.

**Correction Deadline: 3/1/2018**

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<b>Food Service</b>
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**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.

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<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Staff state proper knowledge of diapering procedures.

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

Staff were observed to remind children to wash hands.

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

Center has not dispensed medication since previous visit conducted.

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

591-1-1-.21(1)(p) requires the Center to have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. It was determined based on consultant's review of records the center did not have a written emergency plan that met the requirement.

**POI (Plan of Improvement)**

The Center will write or revise an emergency plan that includes all of the required items.

**Correction Deadline: 2/24/2018**

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

Observed all required posted notices.

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**Safety**

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

Center does not keep animals on premises.

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

Please be mindful of voice tone in redirecting children.

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**591-1-1-.13 Field Trips(CR)****Met****Comment**

Center does not participate in field trips at this time.

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**591-1-1-.36 Transportation(CR)****Not Met****Comment**

Complete documentation of transportation observed.

**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 consultant's review of records the transportation training was not complete for all the staff that participate in the transportation of children.

**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: 3/1/2018****Finding**

591-1-1-.36(4)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on consultant's review of records the vehicle's last annual inspection occurred in January 2017.

**POI (Plan of Improvement)**

The Center will obtain the annual vehicle inspection.

**Correction Deadline: 2/24/2018**

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**Sleeping & Resting Equipment**

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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Not Met****Comment**

Discussed SIDS and infant sleeping position.

**Finding**

591-1-1-.30(1)(b)1 requires that cots and mats are of sound construction and of sufficient size to accommodate comfortably the size and weight of the child; and that mats are in good repair, washable, covered with a waterproof material and at least two inches (2") thick. It was determined based on consultant's review of records the mats in the 1L classroom had rips and tears.

**POI (Plan of Improvement)**

The Center will ensure that cots and mats are of sound construction and of sufficient size to accommodate the size and weight of the child and mats are in good repair, washable, covered with a waterproof material and is at least two inches thick.

**Correction Deadline: 2/19/2018**

**Staff Records**

**Records Reviewed: 13**

**Records with Missing/Incomplete Components: 7**

Staff # 1 Not Met

Date of Hire: 11/27/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 2 Not Met

Date of Hire: 04/20/1990

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 3 Not Met

Date of Hire: 08/25/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 4 Not Met

Date of Hire: 08/16/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 5 Not Met

Date of Hire: 03/21/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 6 Not Met

Date of Hire: 05/24/2016

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 7 Not Met

Date of Hire: 04/20/2017

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate

**591-1-1-.09 Criminal Records Check(CR)****Met****Correction Deadline: 9/13/2017****Corrected on 2/19/2018****.09(1)(d) - Consultant observed all employees to have satisfactory determination letters.****591-1-1-.14 First Aid & CPR****Met****Comment**

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

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

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined based on consultant's review of records one staff member did not have proof of orientation on file at the center.

**POI (Plan of Improvement)**

The Center will develop and provide orientation for all new Staff prior to their staff's assignment to children or task.

**Correction Deadline: 2/19/2018****Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on consultant's review of records that not all staff members who were employed greater than 90 days had completed health and safety orientation.

**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.

**Correction Deadline: 3/21/2018****Finding**

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on consultant's review of records one staff member did not complete the required 10 hours of annual training for 2017.

**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: 3/21/2018****591-1-1-.31 Staff(CR)****Met****Comment**

Consultant observed staff to comply with all applicable laws and regulations.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)** **Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Comment**

Adequate supervision observed on this date.