



**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:** 2/21/2017 **VisitType:** Licensing Study

**Arrival:** 8:50 AM

**Departure:** 12:00 PM

**CCLC-34822**

**Buford Headstart /Pre-K**

84 Maddox Rd. Buford, GA 30518 Gwinnett County  
 (770) 271-8345 cassandra.robinson@ndohs.org

**Mailing Address**

P.O. Box 302  
 Buford, GA 30515

**Regional Consultant**

Ashley Shirah

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ashley.shirah@decals.ga.gov

Joint with: Tamra Thomas

<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.
02/21/2017	Licensing Study	Good Standing	
09/13/2016	Monitoring Visit	Good Standing	
04/22/2016	Incident Investigation	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	Class Rm. A14-1st Left	PreK	2	15	C	20	C	NA	NA	Circle Time
Main	Class Rm. B-A38 1st Right	Three Year Olds and Four Year Olds	2	15	C	20	C	NA	NA	Transitioning
Main	Class Rm. C-A7 2nd Left	Three Year Olds and Four Year Olds	2	17	C	20	C	NA	NA	Transitioning
Main	Class Rm. D-A31 2nd Right	Three Year Olds and Four Year Olds	2	15	C	20	C	NA	NA	Centers
Main	Class Rm. E-A6 3rd Left	PreK	2	19	C	20	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 100						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 81			Total Capacity @35 sq. ft.: 100			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	69	C

**Comments**

No plan of improvement was issued on this date.

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).



**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.



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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.

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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.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.

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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)

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Cassandra Robinson, Program Official \_\_\_\_\_ Date

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Ashley Shirah, Consultant \_\_\_\_\_ Date

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Tamra Thomas, 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-.12 Equipment & Toys(CR)** **Met**

**Comment**  
Observed-Variety Throughout Center

**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** **Met**

**Comment**  
Observed-Records Complete/Well Organized

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

**Comment**  
Parent Authorizations Obtained/Completed

### Facility

**591-1-1-.06 Bathrooms** **Met**

**Comment**  
Observation-Clean and Well Maintained

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

591-1-1-.25(3) requires that the Center and surrounding premises be clean, free of debris and in good repair. The following areas/items were found to be noncompliant: It was determined based on consultant observation that bathroom ventilation was not operating in classrooms A,B,C,D and E.

**POI (Plan of Improvement)**

To ensure the cleanliness, sanitation and safety of the environment, the center will repair ventilations system throughout the center.

**Correction Deadline: 3/8/2017**

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

Observation-Clean/Good Repair

**Technical Assistance**

591-1-1-.26(6) - Consultant discussed with the Director spray painting two small areas of rust on the gas handles of the dramatic play structure on the playground.

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

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<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition****Met****Comment**

Menu Meets USDA Guidelines

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

Kitchen Appears Clean/Well Organized

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<b>Health and Hygiene</b>
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**591-1-1-.07 Children's Health****Met****Correction Deadline: 4/2/2016****Corrected on 2/21/2017**

**.07(2) - Correction of previous citation in that staff are aware and follow policy on notifying parents after an incident that requires medical attention.**

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

No diapered children enrolled.

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

591-1-1-17(7)(a-d) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids; after contamination by any other means. Children were observed to not wash their hands as required. It was determined based on consultant observations that children in the second right classroom (D) did not wash hands after returning from the Media Room.

**POI (Plan of Improvement)**

The consultant reminded the staff to wash children hands upon arrival of classroom. Please ensure proper handwashing is conducted at all required times.

Correction Deadline: 2/21/2017

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

**Comment**

Observed-Complete Documentation

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**Policies and Procedures**

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

**Comment**

591-1-1-.21(3) - Emergency drills were observed to be up-to-date for 2016.

Correction Deadline: 2/26/2017

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**Safety**

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

**Comment**

Animals Clean/Appropriately Caged

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

**Comment**

Observed-Positive Learning Environment

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

**Comment**

No Field Trips at This Time

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**591-1-1-.36 Transportation(CR)** **Met**

**Comment**

No Routine Transportation Provided

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**Sleeping & Resting Equipment**

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

**Comment**

Observed-Pleasant Naptime Environment

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**Staff Records**

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

**Comment**

Criminal Records Check complete

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

**Comment**

Observed-100% Certified First Aid & CPR

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**591-1-1-.28 Prohibited Substances** **Met**

**Comment**

591-1-1-.28(1) - Staff files were observed to be well organized.

**Correction Deadline: 2/21/2017**

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

**Comment**

Observed - Documentation Of Training

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**591-1-1-.31 Staff(CR)** **Met**

**Comment**

Lead staff education requirements

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

**Comment**

Observed-Appropriate Staff:Child Ratios

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

**Comment**

Observed-Adequate Supervision