



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: 3/6/2017 **VisitType:** Monitoring Visit **Arrival:** 3:05 PM **Departure:** 5:30 PM

CCLC-11581

Preferred School Care at B.E. Usher Elementary
 631 Harwell Road N.W. Atlanta, GA 30318 Fulton County
 (770) 739-1462 selmonatl@aol.com

Regional Consultant

Margarita Collier
 Phone: (770) 342-7934
 Fax: (678) 891-5989
 margarita.collier@dec.al.gov

Mailing Address

1125 Annie Lane, Mableton, GA 20126
 Mableton, GA 30126

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.
03/06/2017	Monitoring Visit	Good Standing	
09/19/2016	Licensing Study	Good Standing	
02/09/2016	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	Gym		0	0	C	78	C	NA	NA	Not In Use
Main	Room 1186		0	0	C	29	C	NA	NA	Not In Use
Main	Room 1188	Six Year Olds and Over	1	17	C	22	C	NA	NA	Transitioning, Snack, Homework
Main	Room 1190		0	0	C	9	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 50						Total Capacity @25 sq. ft.: 0		Building capacity limited by Centers Request		
Total # Children this Date: 17			Total Capacity @35 sq. ft.: 50			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	127	C

Comments

The purpose of this visit was to conduct a monitoring visit and to follow-up on the previous visit conducted on September 19, 2016.,

Consultant reviewed the proposed rule changes and the criminal records rule changes with the director 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. 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@decga.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://decga.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)

Robert Hall, Program Official

Date

Margarita Collier, Consultant

Date



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Findings Report

Date: 3/6/2017 **VisitType:** Monitoring Visit **Arrival:** 3:05 PM **Departure:** 5:30 PM

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The following information is associated with a Monitoring Visit:

Activities and Equipment

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-.25 Physical Plant - Safe Environment(CR)

Met

Comment

Observation-Center Clean/Well Maintained

591-1-1-.26 Playgrounds(CR)

Met

Comment

Discussed-Fluff/Redistribute Surface

Comment

Observation-Clean/Good Repair

Health and Hygiene

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

There were no diapered children requiring services enrolled in the program on this date. The program only provides afterschool services to school-aged children on this date.

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

Observed-Proper Hand Washing Throughout

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

Per director the center does not administer any medications at this time.

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 consultant's review of the center's emergency drills the center did not have documentation of a fire drill conducted for February 2017. It was further determined based on consultant's review of the center's emergency drills the center did not have documentation of a tornado drill being completed for the year 2016.

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. The director will also ensure that all staff members have access to the center's fire and tornado drills in their absence.

Correction Deadline: 3/31/2017

Recited on 3/6/2017

Safety

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**

No Routine Transportation Provided

Sleeping & Resting Equipment

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

The center only provides afterschool services to school-aged children only.

Staff Records

Staff # 1

Not Met

Date of Hire: 10/17/2016

"Missing/Incomplete Components"

.24(a)-Phone Number Missing,.24(a)-Address Missing,.24(a)-SSN Missing,.24(a)-DOB Missing,.24(a)-Name Missing

Staff # 2

Not Met

Date of Hire: 12/12/2014

"Missing/Incomplete Components"

.24(a)-Name Missing,.24(a)-DOB Missing,.24(a)-SSN Missing,.24(a)-Address Missing,.24(a)-Phone Number Missing

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

Consultant reviewed two staff files on this date. Consultant observed two of two staff members to have a current satisfactory determination letter on file.

Comment

The director provided one file for a new staff member hired since the previous visit was conducted on September 19, 2016. Consultant observed one of one newly hired staff member to have a satisfactory determination letter on file.

591-1-1-.14 First Aid & CPR**Met****Correction Deadline: 9/29/2016****Corrected on 3/6/2017**

The previous citation was observed to be corrected on this date. Consultant observed the center to have a complete first aid kit on this date.

591-1-1-.24 Personnel Records**Not Met****Finding**

591-1-1-.24(a) requires the center to maintain a personnel file on the director and all employees that includes the individual's name, date of birth, social security number, current address and telephone number. It was determined based on consultant's review of staff files the center did not have complete identifying information for two of two staff members.

POI (Plan of Improvement)

The center will ensure that complete identifying information is secured and on file.

Correction Deadline: 3/11/2017**591-1-1-.33 Staff Training****Technical Assistance****Technical Assistance**

Please ensure that all newly hired staff members complete the health and safety orientation training and first aid and CPR training within 90-days of their date of hire. Please ensure that all current staff members provided documentation of their first aid and CPR training for their files. Please remember that the health and safety orientation training does not replace the basic six first year required training for newly hired staff members. Newly hired staff members will need to complete the health and safety orientation training in addition to two-clock hours in child abuse training and four-clock hours in hygiene, cleanliness, illness disposition, illness detection, illness prevention, and childhood injury control.

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

Correction Deadline: 9/19/2016

Corrected on 3/6/2017

The previous citation was observed to be corrected on this date. The director was able to provide consultant with the staff files on this date.

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