



**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:** 3/8/2017      **VisitType:** Licensing Study      **Arrival:** 9:30 AM      **Departure:** 12:00 PM

**CCLC-35860**

**Success Kids Learning Center**

12920 Highway 9 N Alpharetta, GA 30004 Fulton County  
 (770) 475-5199 successkids2@aol.com

**Mailing Address**

P. O. Box 1966  
 Roswell, GA 30077

**Regional Consultant**

LaQuita Clark

Phone: (706) 497-1536

Fax: (706) 688-0418

jennifer.taylor@decal.ga.gov

<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.
03/08/2017	Licensing Study	Good Standing	
10/24/2016	Monitoring Visit	Good Standing	
04/12/2016	Licensing Study	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	A		0	0	C	14	C	NA	NA	Not In Use
Main	B	Infants and Two Year Olds and Three Year Olds	2	9	C	14	C	NA	NA	Free Play, Feeding
Main	C		0	0	C	8	C	NA	NA	Not In Use
Main	D	PreK	2	16	C	23	C	NA	NA	Snack
Main	E-PreK	PreK	2	13	C	20	C	NA	NA	Snack
Main	F- Downstairs		0	0	C	20	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 99			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 38			Total Capacity @35 sq. ft.: 99							
			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	A- Front	22	C
Main	B- Back	23	C

**Comments**

The purpose of this visit was to conduct a licensing study and to follow up on the previous visit from October 2016.

Plan of Improvement: Developed This Date 03/08/2017

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.



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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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Sylvia Myers-Brown, Program Official

Date

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LaQuita Clark, Consultant

Date



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### Findings Report

**Date:** 3/8/2017 **VisitType:** Licensing Study **Arrival:** 9:30 AM **Departure:** 12:00 PM

**CCLC-35860**

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Met**

**Comment**

Staff were observed to provide a variety of developmentally appropriate activities for the children. Current lesson plans were observed to be posted.

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

**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

**Records Reviewed: 6**

**Records with Missing/Incomplete Components: 3**

Child # 2

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Doctor, Clinic, Phone Numbers,.08(c)-Address of Release Person Missing

Child # 3

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Parent Names, Work Numbers,.08(c)-Address of Release Person Missing

Child # 6

Not Met

"Missing/Incomplete Components"

.08(c)-Address of Release Person 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 the consultant's review of children's files, that one of six files did not have the physician's number documented. It was further determined, that one of six files did not have complete parental contact information and three of six files did not have complete address for release persons listed.

**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: 3/10/2017****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)****Met****Comment**

Observation-Clean/Good Repair. Please refluff and redistribute resilient surface beneath fall zones.

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

Menu Meets USDA Guidelines. Feeding plans were observed to be current.

**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-Staff Remind Children Wash Hand

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

**Met**

**Comment**

Director stated that medication is not administered at this time.

**Policies and Procedures**

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

**Met**

**Comment**

Current documentation of fire and tornado drills were on file.

**Correction Deadline: 3/13/2017**

**Safety**

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

**Met**

**Comment**

Observed-Discussion/Redirection

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

**Met**

**Comment**

Observed-Complete Documentation

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

**Met**

**Comment**

The vehicle was observed to be in good repair with an operable fire extinguisher and complete first aid kit. Observed complete documentation of transportation on file. Staff were observed to have transportation training on file.

**Correction Deadline: 10/29/2016**

**Corrected on 3/8/2017**

**Previous citation has been corrected in that a current vehicle inspection was observed on file.**

**Sleeping & Resting Equipment**

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

**Met**

**Correction Deadline: 10/25/2016**

**Corrected on 3/8/2017**

**Previous citation has been corrected in that infants were observed to sleep in safety approved cribs on this date.**

**Staff Records**

**Records Reviewed: 10**

**Records with Missing/Incomplete Components: 3**

Staff # 1

Not Met

Date of Hire: 08/01/2016

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing, .24(d)-Evidence of Orientation Missing

Staff # 4

Not Met

Date of Hire: 03/04/2016

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing, .24(d)-Evidence of Orientation Missing

Staff # 6

Not Met

Date of Hire: 09/19/2016

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing, .24(d)-Evidence of Orientation Missing

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

Criminal Records Checks complete. There have been no new hires since the previous visit.

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

Observed-100% Certified First Aid &amp; CPR

**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, based on the consultant's review of staff files, that the center did not have documentation to show that three staff had completed orientation.

**POI (Plan of Improvement)**

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

**Correction Deadline: 3/9/2017****591-1-1-.33 Staff Training****Met****Comment**

Observed - Documentation Of Training

**Staffing and Supervision****591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Not Met****Finding**

591-1-1-.32(4) requires that children under three years old be housed in separate physical areas from older children except during early morning arrival and late afternoon departure times. It was determined, based on the consultant's observation, that an infant was combined with children ages three-years-old at a time other than arrival/departure in Room B on this date.

**POI (Plan of Improvement)**

The center will maintain separation of these children under three years old.

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

**Comment**

Observed-Adequate Supervision