



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: 6/6/2017 **VisitType:** Licensing Study **Arrival:** 10:40 AM **Departure:** 1:40 PM

CCLC-2563

Elizabeth Burch Early Learning Center

818 Pollard Boulevard Atlanta, GA 30315 Fulton County
 (404) 546-3079 Ajones@gatecitykids.org

Mailing Address

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Regional Consultant

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Compliance Zone Designation

06/06/2017	Licensing Study	Good Standing
11/01/2016	Monitoring Visit	Good Standing
04/27/2016	Monitoring Visit	Good Standing

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.

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	One Year Olds and Two Year Olds	2	9	C	16	C	NA	NA	Circle Time
Main	B	Infants	1	4	C	5	C	NA	NA	Nap, Floor Play
Main	C	Three Year Olds	1	12	C	13	C	NA	NA	Outside
Main	D Pre-K	Four Year Olds and Five Year Olds and Six Year Olds and Over	2	21	C	24	C	NA	NA	Outside

Total Capacity @35 sq. ft.: 58

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 46

Total Capacity @35 sq. ft.: 58

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	PGR	32	C

Comments

Plan of Improvement: Developed This Date 06/06/2017

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.decalga.gov. 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(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.

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.state.ga.us.

- 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.state.ga.us/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)

Ahshayla Jones, Program Official

Date

Lajuana Williams, Consultant

Date



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Findings Report

Date: 6/6/2017 **VisitType:** Licensing Study

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Not Met

Finding

591-1-1-.03(1) requires the Center to provide a daily planned program of varied and developmentally appropriate activities to promote social, emotional, physical, cognitive, language and literacy growth. Center Staff shall use a variety of teaching methods to accommodate the needs of the children's different learning styles. It was determined based on observation that there was no schedule for the summer camp group.

POI (Plan of Improvement)

The Center will plan a program that includes a variety of developmentally appropriate activities that are provided daily, train Staff to use various teaching methods, and monitor both.

Correction Deadline: 6/6/2017

Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development. The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on observation that there was no lesson plan available in the infant and summer camp classrooms.

POI (Plan of Improvement)

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

Correction Deadline: 6/6/2017

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

Met

Comment

Discussed-Rotation Support Disinfecting

Comment

No Swimming Activities Provided

Children's Records**Records Reviewed: 5****Records with Missing/Incomplete Components: 2**

Child # 2

Not Met

"Missing/Incomplete Components"

.08(c)-Address of Release Person Missing

Child # 5

Not Met

"Missing/Incomplete Components"

.08(c)-Address of Release Person Missing

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

591-1-1-.08(a)-(f) - Please ensure the following is on file for all authorized release persons: name complete addresses, telephone number and relationship to the child as well as parent/guardian.

Correction Deadline: 6/6/2017**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 observation that addresses for release persons was missing in 2 of 5 files observed.

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: 6/6/2017**Facility****591-1-1-.25 Physical Plant - Safe Environment(CR)****Met****Comment**

Reminder-Keep Hazards Inaccessible

591-1-1-.26 Playgrounds(CR)**Not Met****Finding**

591-1-1-.26(8) requires the playground to be kept clean, free of litter and hazards. It was determined based on observation that two active ant beds were observed in the outdoor play area. Additionally, the heating and cooling unit was accessible behind an open unlocked gate at the rear of the play area.

POI (Plan of Improvement)

To ensure the cleanliness, sanitation and safety of the playground, the center will remove the ant beds and close the area storing the unit.

Correction Deadline: 6/6/2017

Recited on 6/6/2017

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

Staff Stated Proper Knowledge

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

591-1-1-.17(11) requires that containers used for the storage of disposable and non-disposable items such as diapers, washcloths and bed linens be: 1) leakproof or have a leakproof disposable liner, 2) covered, 3) easily cleaned and 4) maintained so contents are not accessible to the children. It was determined based on observation the center's storage container in the infant classroom did not have a cover.

POI (Plan of Improvement)

To ensure sanitary storage, the center will obtain a trash can with cover.

Correction Deadline: 6/6/2017

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

Medicine was not dispensed.

Policies and Procedures**591-1-1-.21 Operational Policies & Procedures****Technical Assistance****Technical Assistance**

591-1-1-.21(p) - Please ensure emergency procedure policies are updated and staff trained every six months. Please ensure that the training is documented on the emergency drill form.

Correction Deadline: 6/11/2017

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)**Met****Comment**

proper documentation discussed. Please ensure transportation training is obtained prior to conducting a field trip.

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**

Discussed-SIDS/Infant Sleeping Position

Comment

Observed-Pleasant Naptime Environment

Staff Records

Records Reviewed: 10**Records with Missing/Incomplete Components: 5**

Staff # 1

Not Met

"Missing/Incomplete Components"

.33(2)-Health & Safety Certificate

Staff # 7

Not Met

Date of Hire: 01/17/2017

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 8

Not Met

Date of Hire: 01/21/2015

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.33(2)-Health & Safety Certificate

Staff # 9

Not Met

"Missing/Incomplete Components"

.33(2)-Health & Safety Certificate

Staff # 10

Not Met

Date of Hire: 12/10/2012

"Missing/Incomplete Components"

.33(2)-Health & Safety Certificate

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

Criminal Records Check complete

Comment

One staff hired since last visit

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

Health/Safety training reminder- 100% due by June 30, 2017

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)**Met****Comment**

Observed-Appropriate Staff:Child Ratios

Correction Deadline: 11/1/2016**Corrected on 6/6/2017****.32(4) - Previous cite corrected.**

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

Observed-Adequate Supervision