



**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:** 7/17/2017 **VisitType:** Licensing Study

**Arrival:** 12:20 PM

**Departure:** 4:15 PM

**CCLC-52**

**Capitol Hill Child Enrichment Center**

197 Decatur St., SE Atlanta, GA 30303 Fulton County  
 (404) 413-8454 sonjio@gsu.edu

**Mailing Address**  
 Same

**Regional Consultant**

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@dec.al.ga.gov

Joint with: Chrische Walker

<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.
07/17/2017	Licensing Study	Good Standing	
01/27/2017	POI Follow Up	Good Standing	
01/05/2017	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	Room 2	Infants	3	10	C	17	C	NA	NA	Nap, Floor Play
Main	Room 3	Infants and One Year Olds	1	2	C	17	C	NA	NA	Nap
Main	Room 4	One Year Olds and Two Year Olds	2	7	C	12	C	NA	NA	Nap
Main	Room 6	Four Year Olds and Five Year Olds	1	19	C	21	C	NA	NA	Nap
Main	Room 7	Three Year Olds	1	11	C	21	C	NA	NA	Nap
Main	Room5	Two Year Olds and Three Year Olds	2	13	C	22	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 110					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 62			Total Capacity @35 sq. ft.: 110			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	103	C

**Comments**

The purpose of this visit was to conduct a licensing study visit and to follow-up on the previous visit conducted on Jnaury 27, 2017.

Consultant discussed the criminal records check comprehensive background check with the director on this date. Please ensure that all staff members complete the comprehensive background check consent form to the department by October 1, 2017. Please ensure that all staff members that lived outside of the state of Georgia within the past five years complete their comprehensive background check instructions sent via email.

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.

**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.

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)

Sonji Owens, Program Official

Date

Margarita Collier, Consultant

Date

Chrische Walker, 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-.03 Activities

Met

##### Comment

Consultant observed variety of planned activities for children. Please remember to ensure to post updated lesson plans for the following week.

**Correction Deadline: 7/17/2017**

#### 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

### Facility

#### 591-1-1-.06 Bathrooms

Technical Assistance

##### Technical Assistance

Secure Cleaning Tools Out of Reach in children's bathrooms.

#### 591-1-1-.19 License Capacity(CR)

Met

**Correction Deadline: 1/6/2017**

**Corrected on 7/17/2017**

.19(1) - Previous citation was observed to be corrected on this date. Center provided 35 square foot of space for children on this date.

#### 591-1-1-.25 Physical Plant - Safe Environment(CR)

Met

##### Comment

Observation-Center Clean/Well Maintained

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

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on consultants' observation the following hazards were observed:

\*Wheel observed to be next to barrier on the back right side of the back right playground area.

\*Four black tarps were observed to be lying on the grounds of the back right playground area.

\*The white PVC pipe was observed to be separated creating a potential tripping hazard.

\*An unwrapped black water hosed was observed on the back right side of the left playground next to the water fountain creating a potential tripping hazard.

**POI (Plan of Improvement)**

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

**Correction Deadline: 7/17/2017**

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

Please ensure menus posted are updated in kitchen.

**591-1-1-.18 Kitchen Operations****Not Met****Comment**

Kitchen Appears Clean/Well Organized

**Finding**

591-1-1-.18(8) requires that containers of food be stored above the floor on clean surfaces protected from splash and other contamination. Containers for food storage other than the original container or package in which the food was obtained shall be impervious and non-absorbent, have tight-fitting lids or covers and labeled as to contents. It was determined based on consultant's observation of the center's kitchen area a bag of tortillas was observed to be unwrapped in the first right refrigerator.

**POI (Plan of Improvement)**

The Center will designate an appropriate area for the storage of containers of food, will make available containers, lids, and covers, and will train Staff on proper storage and labeling.

**Correction Deadline: 7/17/2017**

**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**

Staff stated proper hand washing procedures.

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

Pre Director, No medications administered at this time.

**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures****Not Met****Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on consultant's review of the center's emergency drills the center did not complete a tornado drill and a lock down drill within the first six months of the year of 2017.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

**Correction Deadline: 7/22/2017**

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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**

Consultant asked staff member about discipline procedures.

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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**

Consultant reviewed 21 staff files on this date. Consultant observed 21 of 21 staff members to have evidence of a satisfactory determination letter on file on this date.

**Comment**

Per director the center has not had any new hires since the previous visit was conducted on January 27, 2017.

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**591-1-1-.33 Staff Training****Not Met****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 consultants' review of staff files one out of seventeen staff members did not complete the health and safety orientation training as required.

**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: 8/16/2017**

**Correction Deadline: 2/4/2017**

**Corrected on 7/17/2017**

The previous citation was observed to be corrected on this date. Consultant observed first year employees to have completed the required first year training by their employment anniversary date.

**Defer**

The previous citation was deferred due to the center staff members having until the end of December 2017 to complete the required ten hours of annual training.

**POI (Plan of Improvement)**

The center will plan and schedule the required 10 hours of ongoing training each year and follow up to ensure the training is completed for the year 2017.

**Correction Deadline: 2/4/2017**

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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