



**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:** 2/6/2018    **VisitType:** Licensing Study    **Arrival:** 9:30 AM    **Departure:** 12:30 PM

**CCLC-15998**

**Montessori School of Cumming**

4601 Post Road Cumming, GA 30040 Forsyth County  
(770) 205-6773 info@montessorischoolofcumming.com

**Regional Consultant**

LaQuita Clark

Phone: (706) 497-1536

Fax: (706) 688-0418

jennifer.taylor@dec.al.gov

**Mailing Address**

Same

**Quality Rated:** ★

<b>Compliance Zone Designation</b>		
02/06/2018	Licensing Study	Good Standing
08/15/2017	Monitoring Visit	Good Standing
03/01/2017	Licensing Study	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	Downstairs-Left	One Year Olds and Two Year Olds and Three Year Olds	2	10	C	28	C	NA	NA	Circle Time,Nap
Main	Downstairs-Right	Six Year Olds and Over	2	22	C	28	C	NA	NA	Centers
Main	Upstairs-Left	Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	2	19	C	29	C	NA	NA	Centers
Main	Upstairs-Right	Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	2	17	C	27	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 112						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 68			Total Capacity @35 sq. ft.: 112			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
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**Comments**

The purpose of this visit was to conduct a licensing study.

Plan of Improvement: Developed This Date 02/06/2018

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.

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.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.al.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)



**Important New Deadlines:**

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.ga.gov/>  
 Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

Manisha Khadse, Program Official

Date

LaQuita Clark, Consultant

Date



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### Findings Report

**Date:** 2/6/2018      **VisitType:** Licensing Study      **Arrival:** 9:30 AM      **Departure:** 12:30 PM

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Met**

**Comment**

A variety of activities were observed to be provided for children. Developmentally appropriate plans were observed.

**Correction Deadline: 2/6/2018**

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

**Met**

**Comment**

A variety of equipment and toys were observed throughout the center.

**591-1-1-.35 Swimming Pools & Water-related Activities(CR)**

**Met**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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**591-1-1-.08 Children's Records** **Met**

**Comment**

Records were observed to be complete and well organized.

**Facility**

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**591-1-1-.19 License Capacity(CR)** **Met**

**Comment**

Licensed capacity observed to be routinely met by center.

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

**Comment**

No hazards observed accessible to children on this date.

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

**Comment**

Mulch/resilient surface was observed being replaced during the walk through. Please ensure that the mulch is fluffed/distributed as necessary and tree roots are covered.

**Food Service**

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

**Comment**

Center menu meets USDA guidelines.

**Health and Hygiene**

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

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Comment**

Staff were observed to remind children to wash hands.

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

**Comment**

Documentation for medication dispensing observed complete.

**Policies and Procedures**

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

**Comment**

Complete documentation of emergency drills were on file. Discussed with administrative personnel to begin using the new drill log form that incorporates lockdown/intruder drills to be completed every six months.

**Correction Deadline: 2/11/2018**

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**591-1-1-.27 Posted Notices** **Met**

**Comment**

Observed all required posted notices.

## Safety

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

Met

#### Comment

Age-appropriate discussion and/or redirection observed.

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

Not Met

#### Technical Assistance

The consultant reviewed appropriate transportation procedures with administrative personnel on this date. A sample completed form of the field trip documentation was provided.

#### Finding

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined, based on review of field trip transportation documentation to Post Road Library on October 4, 2017, that a second check was not documented by a second designated person as required. It was further determined, that on a field trip to Funk Heritage Center on October 12, 2017, that a second check was not documented by a second designated person as required.

#### POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

**Correction Deadline: 2/6/2018**

## Sleeping & Resting Equipment

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

Met

#### Comment

The center does not currently have infants enrolled, safe sleep rules were not evaluated. Mats were observed to be appropriately stored and safety approved.

## Staff Records

**Records Reviewed: 20**

**Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 09/05/2017	
Staff # 2	Met
Staff # 3	Met
Date of Hire: 09/22/2017	
Staff # 4	Met
Date of Hire: 08/03/2015	
Staff # 5	Met
Date of Hire: 03/01/2017	

**Records Reviewed: 20**

**Records with Missing/Incomplete Components: 0**

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Staff # 6	Met
Date of Hire: 08/01/2013	
Staff # 7	Met
Date of Hire: 01/04/2016	
Staff # 8	Met
Date of Hire: 03/07/2012	
Staff # 9	Met
Date of Hire: 02/27/2017	
Staff # 10	Met
Date of Hire: 05/28/2015	
Staff # 11	Met
Date of Hire: 04/20/2017	
Staff # 12	Met
Date of Hire: 11/04/2012	
Staff # 13	Met
Staff # 14	Met
Staff # 15	Met
Date of Hire: 10/07/2008	
Staff # 16	Met
Date of Hire: 04/16/2014	
Staff # 17	Met
Date of Hire: 12/06/2017	
Staff # 18	Met
Date of Hire: 10/09/2006	
Staff # 19	Met
Date of Hire: 12/18/2017	
Staff # 20	Met
Date of Hire: 07/01/2017	

**Staff Credentials Reviewed: 20**

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

**Comment**

Criminal records checks were observed to be complete.

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

**Comment**

Evidence observed of over 50% of center staff certified in First Aid and CPR. Please continue to ensure that new staff obtain first aid and CPR within 90 days of hire.

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

**Comment**

Documentation observed of required staff training. Please continue to ensure that new staff obtain health and safety orientation training within 90 days of hire.

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

**Comment**

Lead teacher staff credentials were observed on file as required.

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

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Comment**

Adequate supervision observed on this date.