



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: 3/2/2020 **VisitType:** Licensing Study **Arrival:** 11:45 AM **Departure:** 4:00 PM

CCLC-16956

Kid's Time Early Learning Center #2

935 Research Center Atl. Drive Atlanta, GA 30331 Fulton County
 (404) 691-4840 rndumas@att.net

Mailing Address

935 Research Center Atll. Drive
 Atlanta, GA 30331

Regional Consultant

Michelle Smith

Phone: (404) 478-8183

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michelle.smith@decal.ga.gov

Quality Rated: ★

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.
03/02/2020	Licensing Study	Good Standing	
09/10/2019	Monitoring Visit	Good Standing	
03/28/2019	Licensing Study	Support	

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- 1st Left	Infants	3	11	C	11	C	NA	NA	Feeding, Floor Play
Main	B- 2nd Left	One Year Olds	2	12	C	12	C	NA	NA	Nap
Main	C- Middle	Two Year Olds	1	10	C	13	C	NA	NA	Nap
Main	D- 2nd Right	Two Year Olds and Four Year Olds	2	12	C	17	C	NA	NA	Nap
Main	E- 1st Right	Two Year Olds and Three Year Olds and Four Year Olds	2	22	C	27	C	38	C	Nap
Main	Green Room		0	0	C	22	C	30	C	Not In Use
Total Capacity @35 sq. ft.: 102			Total Capacity @25 sq. ft.: 144							
Trailer	F- Left Side	Four Year Olds	1	18	C	21	C	29	C	Nap
Trailer	G- Right Side		0	0	C	21	C	29	C	Not In Use
Total Capacity @35 sq. ft.: 42			Total Capacity @25 sq. ft.: 144							
Total # Children this Date: 85			Total Capacity @35 sq. ft.: 144			Total Capacity @25 sq. ft.: 144				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Large Playground	41	C
Main	Toddler	21	C

Comments

The purpose of this visit was to conduct a Licensing Study as follow up to the visit conducted 9.10.19.

Consultant issued a one-day letter on this date.

Consultant issued a CRC video affidavit on this date.

Consultant discussed the CRC rules and regulations on this date.

Consultant emailed a revised report and revision to Center on 3.4.2020

Consultant discussed and reviewed report on this date.

Plan of Improvement: Developed This Date 03/02/2020

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).



Please refer to the website, <http://www.dec.state.ga.us/ChildCare/Regulations.aspx>, for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

- New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry
- New clearance is required at least once every five years
- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
- All staff members are required to have completed at least a national fingerprint based clearance check
- Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance
- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee

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/ChildCare/Services/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).

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.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@decal.ga.gov

Robert Dumas, Program Official

Date

Michelle Smith, Consultant

Date



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Findings Report

Date: 3/2/2020 **VisitType:** Licensing Study **Arrival:** 11:45 AM **Departure:** 4:00 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Technical Assistance

Technical Assistance

591-1-1-.03(2) - Consultant discussed with Center Director to ensure that current lesson plans are available and posted in each classroom.

Correction Deadline: 3/2/2020

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

Met

Comment

Equipment and furniture observed to be properly secured, as applicable.

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

N/A

Comment

Center does not provide swimming activities.

Facility

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

Met

Comment

Licensed capacity observed to be routinely met by center.

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

Not Met

Correction Deadline: 10/15/2019

Corrected on 3/2/2020

.25(11) - Consultant observed the floor on the left- side trailer to be tight, smooth, and able to be properly washed and cleaned.

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that one wooden cabinet above the sink of the F- Left- Side trailer was not attached the wall, and was missing several screws for security to wall base, posing potential hazards to children.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring. The Center will repair the cabinet.

Correction Deadline: 3/9/2020

Recited on 3/2/2020

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

Discussed maintenance of resilient surface. Please fluff and redistribute. Ensure that all weather related debris are removed from the playground, as well as standing water caused by heavy rain.

Health and Hygiene

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

Staff state proper knowledge of diapering procedures.

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

Staff were observed to remind children to wash hands.

591-1-1-.20 Medications(CR)	N/A
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Comment

The Provider currently does not dispense/administer medication.

Safety

591-1-1-.05 Animals	Not Met
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Finding

591-1-1-.05(2) requires Center Staff to confine animals in pens or covered areas except during specific teacher-directed learning experiences and to keep animal pens and confinement areas clean. It was determined based on observation that one large glass fish tank was not cleaned and well maintained near the front entrance of the Center as required.

POI (Plan of Improvement)

The Center will maintain and keep animals in a suitable pen or covered area except when a teacher is using the animal in a specific learning experience. If needed, the pen or covered area will be cleaned and the Center will develop and follow a plan to keep the area clean.

Correction Deadline: 3/6/2020

591-1-1-.11 Discipline(CR)	Met
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Comment

Please be mindful of voice tone in redirecting children in the 2D- 2nd Right Classroom.

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

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)**Not Met****Comment**

A current/completed inspection was observed for all vehicles used in transporting children this date.

Finding

591-1-1-.36(4)(b) requires that the interior of a transportation vehicle be clean, in safe repair and free of hazardous items, objects and/or other non-essential items which could cause injury. It was determined based on observation that trash was on the floor of the bus used to transport children.

POI (Plan of Improvement)

The center will maintain that all transportation vehicles are clean, in safe repair, and free from hazards.

Correction Deadline: 3/3/2020**Finding**

591-1-1-.36(7)(c)5. requires passenger transportation checklists be maintained as Center records for one year. It was determined based on review of records that transportation documentation were not available for review upon request of the Consultant, for transportation provided February 17- February 28, 2020, from Kid's Time Early Learning Center to School, from school to Kid's Time Early Learning Center. In addition, transportation documentation was not available for transportation provided from home to Kid's Time Early Learning as required. Director stated that home and school transportation is provided, however the records were not available.

POI (Plan of Improvement)

The Center will maintain passenger transportation checklist for one year as required.

Correction Deadline: 3/3/2020

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**Not Met****Comment**

Discussed SIDS and infant sleeping position.

Correction Deadline: 9/10/2019**Corrected on 3/2/2020**

.30(1)(a)3 - Consultant observed the crib sheets to be clean and tight fitting on this date.

Finding

591-1-1-.30(1)(b)3 requires that sheets or similar coverings for cots or mats shall either be marked for individual use or laundered daily. If marked for individual use, they must be laundered weekly or more frequently if needed. It was determined based on observation that more than six (6) children in the D- 2nd Right, and E- 1st Right, did not have sheets covering the cots assigned for individual use as required.

POI (Plan of Improvement)

The Center will ensure that sheets are marked for individual use or washed daily and that marked sheets are washed at least weekly.

Correction Deadline: 3/2/2020**Correction Deadline: 9/10/2019****Corrected on 3/2/2020**

.30(2) - Consultant observed infants to be placed on their backs during sleeping and resting.

Records Reviewed: 13

Records with Missing/Incomplete Components: 8

Staff # 1	Met
Staff # 2	Met
Staff # 3	Not Met
<u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Dissatisfied	
Staff # 4	Not Met
<u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	
Staff # 5	Not Met
Date of Hire: 02/03/2006 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	
Staff # 6	Not Met
Date of Hire: 11/01/2016 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	
Staff # 7	Met
Date of Hire: 01/29/2019	
Staff # 8	Not Met
<u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Dissatisfied,.24(1)-No Record	
Staff # 9	Not Met
<u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	
Staff # 10	Met
Date of Hire: 11/27/2019	
Staff # 11	Not Met
Date of Hire: 02/06/2010 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	
Staff # 12	Not Met

Date of Hire: 08/18/2011

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 13

Met

Date of Hire: 08/11/2016

Staff Credentials Reviewed: 6**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on review of records that two Center Staff did not have an application submitted to the Department for the issuance of a Satisfactory Criminal Records Check issued by the Department. Consultant observed employee number 15 and employee number 6, not to have an application submitted upon review.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will watch all ten (10) to ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will conduct training and meetings to ensure the CRC rules are maintained.

Correction Deadline: 3/2/2020**Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on review of records that Center Staff number 6, and 15, were present in the facility without a Satisfactory Comprehensive Criminal Records Check Determination letters issued by the Department.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will watch all ten (10) to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will conduct training and meetings to ensure the CRC rules are maintained.

Correction Deadline: 3/2/2020**Technical Assistance**

591-1-1-.09(1)(j) - Consultant discussed with Center Director to ensure that Satisfactory Criminal Records Check Determination letters are ported to the current location employed prior to staff being present at the facility.

Correction Deadline: 3/2/2020

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR.

Finding

591-1-1-.14(3) requires the Center to have a first aid kit in each building of the Center and in any vehicle used by the Center for transportation of children, that contains scissors, tweezers, gauze pads, adhesive tape, thermometer, band-aids, assorted sizes, antibacterial ointment, insect-sting preparation, an antiseptic cleansing solution, triangular bandages, rubber gloves, protective eye wear, a protective face mask, and a cold pack. The first aid kit, together with a first aid instruction manual which must be kept with the kit at all times, shall be stored so that it is not accessible to children but is easily accessible to Staff. It was determined based on observation that the first aid kit was missing tweezers, antibacterial ointment, cleaning solution, and protective eye wear as required.

POI (Plan of Improvement)

Center Staff will provide any missing first aid kits, add any missing items to each first aid kit and will develop and use a plan for checking the kits and replacing missing items in each kit in the future. First aid kits and instruction manuals will be stored so that they kits are not accessible to children but are easily accessible to Center Staff.

Correction Deadline: 3/9/2020

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

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on review of records that one center staff did not have an employee file available upon request as required.

POI (Plan of Improvement)

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 3/7/2020

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 review of records that one center staff did not have evidence of completing the health and safety orientation training, within 90 days of their hire date 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: 3/5/2020

Recited on 3/2/2020

Finding

Previously Cited: 591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on review of employee files that staff did not have evidence of completed ten clock hours of annual training for 2018 on this date.

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on review of records that seven (7) center staff did not have evidence of completing the annual 10 clock hours of training for 2019 as required.

POI (Plan of Improvement)

Previously Cited: The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 3/31/2020

Recited on 3/2/2020

Correction Deadline: 9/20/2019

Corrected on 3/2/2020

.33(7) - Consultant observed staff to have evidence of completing the employee orientation.

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

Met

Comment

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

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

Met

Correction Deadline: 9/10/2019

Corrected on 3/2/2020

.32(1) - Consultant observed appropriate ratios on this date.

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

Met

Comment

Adequate supervision observed on this date.