



**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:** 9/10/2019 **VisitType:** Monitoring Visit **Arrival:** 9:30 AM **Departure:** 1:30 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 Atl. Drive  
 Atlanta, GA 30331

**Regional Consultant**

Michelle Smith

Phone: (404) 478-8183

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michelle.smith@decal.ga.gov

**Quality Rated:** ★

<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.
09/10/2019	Monitoring Visit	Good Standing	
03/28/2019	Licensing Study	Support	
09/28/2018	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	A- 1st Left	Infants	1	6	C	11	C	NA	NA	Outside
Main	B- 2nd Left	One Year Olds	2	10	C	12	C	NA	NA	Outside
Main	C- Middle	Two Year Olds	1	8	C	13	C	NA	NA	Transitioning, Centers, Circle Time
Main	D- 2nd Right	Two Year Olds	2	15	C	17	C	NA	NA	Circle Time
Main	E- 1st Right	Three Year Olds	2	20	C	27	C	38	C	Homework, Transitioning
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	2	21	C	21	C	29	C	Lunch
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: 80			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 Monitoring Visit as follow up to the visit conducted 3.28.19. Consultant discussed and reviewed report with Center Director on this date. A Revised copy was emailed to the Provider on 9.12.19.

Plan of Improvement: Developed This Date 09/10/2019

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/CCS/RuleAndRegulations.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](mailto: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)



### 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.dec.state.ga.us/>  
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.state.ga.us](mailto:qualityrated@dec.state.ga.us)

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Robert Dumas, Program Official

Date

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Michelle Smith, Consultant

Date



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### Findings Report

**Date:** 9/10/2019 **VisitType:** Monitoring Visit

**Arrival:** 9:30 AM

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

**Met**

**Correction Deadline: 5/8/2018**

**Corrected on 9/10/2019**

**.03(8) - Consultant observed staff to be attentive to all children needs.**

**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**

**Correction Deadline: 3/28/2019**

**Corrected on 9/10/2019**

**.19(1) - Consultant observed appropriate license capacity for all classrooms during the visit.**

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

**Not Met**

**Finding**

591-1-1-.25(11) requires that floor coverings be tight, smooth, free of odors and washable or cleanable. It was determined based on observation that the flooring in the left-side trailer was not tight, smooth, and able to be properly washed and cleaned as required by the Department.

**POI (Plan of Improvement)**

Floors will be maintained to be safe and sanitary.

**Correction Deadline: 10/15/2019****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 there were missing/loose wall tiles behind the toilets in the 1st Right Classroom and torn wallpaper near the boys restroom. In addition, one entry/exit door was not able to completely close or lock, and there were missing screw(s) on the light switch in the girls bathroom in the left-side trailer.

**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.

**Correction Deadline: 9/20/2019****591-1-1-.26 Playgrounds(CR)****Technical Assistance****Correction Deadline: 4/28/2019****Corrected on 9/10/2019**

.26(9) - Consultant observed artificial turf to be well maintained as required.

**Technical Assistance**

591-1-1-.26(9) - Consultant discussed with Center Director to ensure that tree roots are sprayed on the infant/toddler playground.

**Correction Deadline: 9/10/2019****Health and Hygiene****591-1-1-.07 Children's Health****Met****Correction Deadline: 5/8/2018****Corrected on 9/10/2019**

.07(2) - Consultant observed Staff to have communication with parents during the visit.

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

Proper diapering procedures observed.

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

Proper hand washing observed throughout the center.

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

The Provider currently does not dispense/administer medication.

**Safety****591-1-1-.05 Animals****Met****Comment**

Animals maintained clean and appropriately caged.

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<b>591-1-1-.11 Discipline(CR)</b>	<b>Met</b>
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**Comment**

Please be mindful of voice tone in redirecting children.

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<b>591-1-1-.13 Field Trips(CR)</b>	<b>Met</b>
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**Comment**

Field trip documentation observed to be complete.

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<b>591-1-1-.36 Transportation(CR)</b>	<b>Technical Assistance</b>
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**Correction Deadline: 9/27/2019**

**Corrected on 9/10/2019**

**.36(4)(b) - Consultant observed two vehicles to have clean interior.**

**Correction Deadline: 9/10/2019**

**Corrected on 9/10/2019**

**.36(4)(c) - Consultant observed a working fire extinguisher on two vehicles used to transport children.**

**Technical Assistance**

591-1-1-.36(7)(d)1. - Consultant discussed with Center Director to ensure that Staff designated to complete the first check of bus signs each time the children load and off load the bus. Consultant observed Center Staff to provide one extended signature for all four checks of the bus.

**Correction Deadline: 9/11/2019**

**Technical Assistance**

591-1-1-.36(7)(d)2. - Consultant discussed with Center Director to ensure that Staff designated to complete the second check of bus signs each time the children load and off load the bus. Consultant observed Center Staff to provide one extended signature for all four checks of the bus.

**Correction Deadline: 9/10/2019**

<b>Sleeping &amp; Resting Equipment</b>
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<b>591-1-1-.30 Safe Sleeping and Resting Requirements(CR)</b>	<b>Not Met</b>
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**Finding**

591-1-1-.30(1)(a)3 requires that each crib shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. It was determined based on observation that two crib sheets were stained and were not clean as required by the Department.

**POI (Plan of Improvement)**

The center will ensure that each crib has an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant.

**Correction Deadline: 9/10/2019**

## Finding

591-1-1-.30(2) requires the Center to provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants. Center Staff shall place an infant to sleep on the infant's back in a crib unless the Center has been provided a physician's written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over into his or her preferred position and not re-position the infant. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines and will not slide up around the infant's face may be used when necessary for the comfort of the sleeping infant. Swaddling shall not be used unless the Center has been provided a physician's written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Center Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. It was determined based on observation that one Center Staff in the 1st Left Classroom did not place an infant on their back in the crib as required.

## POI (Plan of Improvement)

The Center will take all steps necessary to provide a safe sleep environment for infants as listed in these rules; will train Staff to follow these rules; and will monitor for compliance.

**Correction Deadline: 9/10/2019**

## Staff Records

**Records Reviewed: 9**

**Records with Missing/Incomplete Components: 1**

Staff # 1	Met
Date of Hire: 03/12/2015	
Staff # 2	Met
Date of Hire: 06/29/2016	
Staff # 3	Met
Date of Hire: 02/03/2006	
Staff # 4	Met
Date of Hire: 11/01/2016	
Staff # 5	Met
Date of Hire: 02/06/2010	
Staff # 6	Met
Date of Hire: 08/18/2011	
Staff # 7	Met
Date of Hire: 08/11/2016	
Staff # 8	Met

Date of Hire: 09/10/2019

Staff # 9

Not Met

"Missing/Incomplete Components"

.33(6)-Training Documentation Missing

**Staff Credentials Reviewed: 6****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Technical Assistance****Comment**

Consultant observed 19 of 19 Center Staff to have valid Satisfactory Comprehensive Criminal Records Check Determination letters issued by the Department on this date.

**Technical Assistance**

591-1-1-.09(1)(j) - Consultant discussed the Criminal Records portability rules and regulations with Center Director on this date. Consultant discussed with Center Director to ensure that Independent Contractors are ported prior to provided services to children present for care.

**Correction Deadline: 9/10/2019****591-1-1-.33 Staff Training****Not Met****Defer**

591-1-1-.33(3)-Consultant will evaluate staff training during the next regulatory visit.

**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: 4/27/2019****Defer**

591-1-1-.33(6)-Consultant will evaluate this rule during the next regulatory visit.

**POI (Plan of Improvement)**

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: 4/27/2019****Finding**

591-1-1-.33(7) requires that evidence of orientation and training be documented in the Personnel file of each Staff member and be available to the Department for inspection. It was determined based on review of records that four of 19 Center Staff did not have valid evidence of completing the orientation training prior to assignment to children as required by the Department.

**POI (Plan of Improvement)**

The Center will develop and implement procedures to review staff records for documentation of training and orientation, to obtain and place missing documentation in staff records, and to file such documents in staff records on an ongoing basis.

**Correction Deadline: 9/20/2019****591-1-1-.31 Staff(CR)****Met****Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**



**Finding**

591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20; and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined based on observation that one staff person was present with 20 three-year-old children in the 1st Right Classroom, when the ratio requirement was 2:20.

**POI (Plan of Improvement)**

The Center will hire additional Staff or reschedule current Staff to meet required Staff:child ratios and will organize children into groups that meet requirements.

**Correction Deadline: 9/10/2019**

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

Adequate supervision observed on this date.