



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: 9/28/2018 **VisitType:** Monitoring Visit **Arrival:** 2:00 PM **Departure:** 4:25 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

Stephen Knighton

Phone: (770) 342-7943

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coty.cummings@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. |
|------------------------------------|-----------------------------------|---------------|--|
| 09/28/2018 | Monitoring Visit | Good Standing | |
| 04/27/2018 | Complaint Closure | Good Standing | |
| 03/16/2018 | Complaint Investigation Follow Up | 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 | 2 | 12 | NC | 11 | NC | NA | NA | Floor Play |
| Main | B- 2nd Left | One Year Olds | 2 | 12 | C | 12 | C | NA | NA | Nap |
| Main | C- Middle | Two Year Olds | 1 | 12 | C | 13 | C | NA | NA | Nap |
| Main | D- 2nd Right | Two Year Olds | 2 | 16 | C | 17 | C | NA | NA | Nap |
| Main | E- 1st Right | Three Year Olds and Four Year Olds | 2 | 24 | C | 27 | C | 38 | C | Nap |
| Main | Green Room | | 0 | 0 | C | 22 | C | 30 | C | |
| 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 | Transitioning |
| Trailer | G- Right Side | | 0 | 0 | C | 21 | C | 29 | C | |
| Total Capacity @35 sq. ft.: 42 | | | | | Total Capacity @25 sq. ft.: 144 | | | | | |
| Total # Children this Date: 94 | | | | | 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

Plan of Improvement: Developed This Date 09/28/2018

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).



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.

- 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

Robert Dumas, Program Official

Date

Stephen Knighton, Consultant

Date



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Findings Report

Date: 9/28/2018 **VisitType:** Monitoring Visit

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Departure: 4:25 PM

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The following information is associated with a Monitoring Visit:

Activities and Equipment

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

Not Met

Comment

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

Finding

591-1-1-.12(2) requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. It was determined based on observation that a table in classroom F-Left Side was missing a leg, creating a potential safety concern for children in care.

POI (Plan of Improvement)

The Center will ensure that equipment and furniture are used by the age-appropriate group of children.

Correction Deadline: 9/28/2018

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

Met

Comment

Center does not provide swimming activities.

Facility

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

Not Met

Finding

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on observation that there were twelve children present in classroom A - 1st Left; which is licensed for only eleven children.

POI (Plan of Improvement)

The Center will limit the number of children in this space to the licensed capacity.

Correction Deadline: 9/28/2018

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

No hazards observed accessible to children on this date.

591-1-1-.26 Playgrounds(CR)**Technical Assistance****Technical Assistance**

591-1-1-.26 - Please clean and continue to monitor the playground equipment for mold and or mildew growth.

Health and Hygiene

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

Proper diapering procedures observed.

Comment

Staff state proper knowledge of diapering procedures.

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

Staff were observed to remind children to wash hands.

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

Discussed proper medication documentation and procedures.

Safety

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

Staff were observed to maintain a positive learning environment on this date.

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

591-1-1-.36(4)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on a review of records that the transportation vehicle with the license plate WEK362 did not have an annual vehicle inspection check as required.

POI (Plan of Improvement)

The Center will obtain the annual vehicle inspection.

Correction Deadline: 10/3/2018

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 the transportation vehicles with license plate numbers BMD0607 and PB5114 had multiple ripped and torn seats presenting a potential safety hazard to children in care.

POI (Plan of Improvement)

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

Correction Deadline: 9/29/2018

Finding

591-1-1-.36(4)(c) requires that each vehicle be equipped with a fire extinguisher maintained in working order and kept inaccessible to children. It was determined based on consultant's observation that the transportation vehicles with license plate numbers BMD0607 and PB5114 did not have functioning fire extinguishers on board the vehicle as required.

POI (Plan of Improvement)

The center will ensure that each vehicle has a working fire extinguisher and that the fire extinguisher is kept out of reach of children.

Correction Deadline: 10/1/2018

Finding

591-1-1-.36(7)(c) 3. requires that the driver or other designated person document in writing the time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on a review of records that arrival and departure times were not recorded during the routine transportation of children from Kendenzi Elementary School and Atlanta Heights Charter School to Kids time Early Learning Center #2 during the week of September 24-28, 2018.

POI (Plan of Improvement)

The Center will ensure that each time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

Correction Deadline: 9/29/2018

Finding

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle 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; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on a review of records that a first check signature was not acquired during the routine transportation of children from Kendenzi Elementary School to Kids time Early Learning Center #2 during the week of September 24-28, 2018.

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: 9/29/2018

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 a review of records that a second check signature was not acquired during the routine transportation of children from Kendenzi Elementary School and Atlanta Heights Charter School to Kids time Early Learning Center #2 during the week of September 24-28, 2018. It was further determined that a second check signature was not acquired during the routine transportation of children to their home on September 27, 2018.

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: 9/28/2018

| |
|---|
| Sleeping & Resting Equipment |
|---|

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

Met

Comment

Discussed SIDS and infant sleeping position.

| |
|----------------------|
| Staff Records |
|----------------------|

Records Reviewed: 12

Records with Missing/Incomplete Components: 3

| | |
|--|---------|
| Staff # 1 | Met |
| Date of Hire: 03/12/2015 | |
| | |
| Staff # 2 | Met |
| Date of Hire: 08/17/2018 | |
| | |
| Staff # 3 | Met |
| Date of Hire: 02/06/2010 | |
| | |
| Staff # 4 | Met |
| Date of Hire: 08/08/2018 | |
| | |
| Staff # 5 | Not Met |
| Date of Hire: 07/25/2017 | |
| <u>"Missing/Incomplete Components"</u> | |
| .24(1)-Evidence of Orientation Missing | |
| | |
| Staff # 6 | Not Met |
| Date of Hire: 12/14/2014 | |
| <u>"Missing/Incomplete Components"</u> | |
| .31(2)(b)2.-Staff Qualifications-Education Missing | |
| | |
| Staff # 7 | Met |
| Date of Hire: 08/18/2011 | |
| | |
| Staff # 8 | Met |
| Date of Hire: 07/11/2017 | |
| | |
| Staff # 9 | Met |
| Date of Hire: 11/06/2004 | |
| | |
| Staff # 10 | Not Met |

Records Reviewed: 12**Records with Missing/Incomplete Components: 3**

Date of Hire: 09/13/2013

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 11

Met

Date of Hire: 08/16/2018

Staff # 12

Met

Date of Hire: 11/01/2007

Staff Credentials Reviewed: 12**591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Criminal records checks were observed to be complete.

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

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

591-1-1-.33 Staff Training**Not Met****Finding**

591-1-1-.33(2) requires the initial orientation to include the following subjects: the Center's policies and procedures; the portions of these rules dealing with the care, health and safety of children; the Employee's assigned duties and responsibilities; reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; emergency plans; childhood injury control; the administration of medicine; reducing the risk of Sudden Infant Death Syndrome (SIDS); hand washing; fire safety; water safety; and prevention of HIV/Aids and blood borne pathogens. It was determined based on a review of records that one staff member had incomplete employee orientation.

POI (Plan of Improvement)

The Center will provide orientation in all missing subjects to the employee(s) and will take steps to provide a complete orientation to new Employees in the future.

Correction Deadline: 10/3/2018**591-1-1-.31 Staff(CR)****Not Met****Finding**

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on a review of records that two lead teachers had expired CDA credentials.

POI (Plan of Improvement)

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

Correction Deadline: 9/28/2018**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 the C - Middle classroom was observed to have one teacher and 12 two-year-old children present. Two staff persons were required.

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: 9/28/2018

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

Adequate supervision observed on this date.