



**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:** 2/26/2019    **VisitType:** Licensing Study    **Arrival:** 9:35 AM    **Departure:** 3:15 PM

**CCLC-1773**

**The Elaine Clark Center, Inc.**

5130 Peachtree Industrial Blvd Chamblee, GA 30341 DeKalb County  
 (770) 458-3251 zderamus@ecvc.org

**Regional Consultant**

Chrische Walker

Phone: (770) 359-5166  
 Fax: (678) 891-5618  
 chrische.walker@decal.ga.gov

**Mailing Address**  
 Same

**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.
02/26/2019	Licensing Study	Good Standing	
09/28/2018	Monitoring Visit	Good Standing	
05/31/2018	Licensing Study	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
Building Two	101		0	0	C	17	C	NA	NA	Not In Use
Building Two	102		0	0	C	18	C	NA	NA	Not In Use
Building Two	103		0	0	C	18	C	NA	NA	Not In Use
Building Two	104		0	0	C	18	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 71			Total Capacity @25 sq. ft.: 0							
Main	A-Caterpillars- Infants	Infants	2	7	C	23	C	NA	NA	Floor Play,Diapering
Main	B- Hummingbirds- 3 y/o	Two Year Olds and Three Year Olds	2	8	C	16	C	NA	NA	Centers,Art
Main	C- Flamingos	One Year Olds	3	3	C	18	C	NA	NA	Centers
Main	D-Swans- Schoolage	Three Year Olds and Four Year Olds and Five Year Olds	2	5	C	20	C	NA	NA	Outside,Transitioning
Main	E- Peacocks		0	0	C	20	C	NA	NA	Not In Use
Main	F- Ladybugs	Three Year Olds and Four Year Olds	2	6	C	21	C	NA	NA	Transitioning,Outside
Main	G-Butterflies	One Year Olds and Two Year Olds	3	6	C	21	C	NA	NA	Transitioning
Total Capacity @35 sq. ft.: 139			Total Capacity @25 sq. ft.: 0							

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Total # Children this Date: 35

Total Capacity @35 sq. ft.: 210

Total Capacity @25 sq.  
ft.: 0

<u>Building</u>	<u>Playground</u>	<u>Playground Occupancy</u>	<u>Playground Compliance</u>
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**Comments**

The purpose of today's visit was to conduct a Licensing Study and to follow up from the previous visit on September 28, 2018. The consultant left the LiveScan Step to Submit Fingerprints for the Executive Director. The consultant also left an Amendment Application on this date to re-measure the left side of the building. On this day, Classroom 101 was utilized by another company.

The consultant discussed the Comprehensive Background Webinar on February 27, 2019.

A one-day letter was left on this date.

Plan of Improvement: Developed This Date 02/26/2019

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/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.

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**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.

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**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](mailto:qualityrated@decal.ga.gov)

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Zenobia Deramus, Program Official

Date

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Chrische Walker, Consultant

Date



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### Findings Report

**Date:** 2/26/2019    **VisitType:** Licensing Study    **Arrival:** 9:35 AM    **Departure:** 3:15 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) - Please make sure that all lesson plans are current in all classrooms.

**Correction Deadline:** 2/26/2019

**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)****N/A****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-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

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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)****Not Met****Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that a container of lysol spray was stored in an unlocked cabinet in Room C, Bubblebees Room. It was further determined that staff purses were located in a lower children's locker, in which it was accessible to the children.

**POI (Plan of Improvement)**

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

**Correction Deadline: 2/26/2019****Recited on 2/26/2019**

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

Discussed maintenance of resilient surface. Please fluff and redistribute around the swing sets.

**Correction Deadline: 10/8/2018****Corrected on 2/26/2019**

**.26(6) - The previous citation has been corrected on this date. The consultant observed the bucket swings and the Little Tikes car to be removed.**

**Food Service**

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

Great job on ensuring the bottles are covered and fully labeled with child's full name.

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**591-1-1-.18 Kitchen Operations****Met****Comment**

Kitchen appears clean and well organized.

**Health and Hygiene**

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

Proper diapering procedures observed in Room A, Infants.

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

**Comment**

Proper hand washing observed throughout the center.

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**591-1-1-.20 Medications(CR)** **Not Met**

**Finding**

591-1-1-.20(1) requires Personnel to obtain specific written authorization from the child's physician or parent in order to dispense prescription or non-prescription medications, except for first aid. Such authorization will include when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent. It was determined based on the observation that personnel did not obtain specific written authorization from the child's physician or parent in order to dispense prescription on one child's medication, in which included children's Ibuprofen.

**POI (Plan of Improvement)**

The Center will train Staff to obtain and review parental authorizations to ensure the authorization contains complete information. The designated person(s) will monitor daily.

**Correction Deadline: 2/26/2019**

**Correction Deadline: 2/26/2019**

**Corrected on 2/26/2019**

**.20(5) - The previous citation has been corrected on this date. The consultant observed did not observe medications on site no longer being dispensed.**

<b>Policies and Procedures</b>
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**591-1-1-.21 Operational Policies & Procedures** **Met**

**Comment**

Great job on conducting fire drills and other emergency drills.

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

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

**Comment**

Observed all required posted notices.

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**591-1-1-.29 Required Reporting** **Met**

**Comment**

Discussed reporting requirements.

<b>Safety</b>
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**591-1-1-.05 Animals** **N/A**

**Comment**

Center does not keep animals on premises.

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

**Comment**

Age-appropriate discussion and/or redirection observed.

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**591-1-1-.13 Field Trips(CR)** **N/A**

**Comment**

Center does not participate in field trips at this time.

**Comment**

Center does not provide routine transportation.

**Sleeping & Resting Equipment**

**Comment**

Discussed SIDS and infant sleeping position.

**Staff Records**

**Records Reviewed: 19**

**Records with Missing/Incomplete Components: 4**

Staff # 1	Met
Date of Hire: 01/01/2000	
Staff # 2	Met
Date of Hire: 04/25/2018	
Staff # 3	Met
Date of Hire: 12/21/2011	
Staff # 4	Met
Date of Hire: 10/11/2013	
Staff # 5	Not Met
Date of Hire: 02/01/2019	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 6	Met
Date of Hire: 06/06/2016	
Staff # 7	Met
Date of Hire: 10/26/2017	
Staff # 8	Not Met
Date of Hire: 06/18/2001	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 9	Met
Date of Hire: 08/30/2018	
Staff # 10	Not Met
Date of Hire: 01/01/2000	

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 11 Met  
Date of Hire: 12/16/2013

Staff # 12 Met  
Date of Hire: 06/02/2017

Staff # 13 Not Met  
Date of Hire: 01/29/2018

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 14 Met  
Date of Hire: 12/23/2018

Staff # 15 Met  
Date of Hire: 05/30/2018

Staff # 16 Met  
Date of Hire: 01/23/2019

Staff # 17 Met  
Date of Hire: 09/19/2016

Staff # 18 Met  
Date of Hire: 07/26/2018

Staff # 19 Met  
Date of Hire: 08/21/2002

**Staff Credentials Reviewed: 19**

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**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 a review of records that two employees hired on January 1, 2000 and June 18, 2001 submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. A one-day letter was left on this date.

**POI (Plan of Improvement)**

The Center will 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.



**Correction Deadline: 2/26/2019**

**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 a review of records that three employees hired on February 1, 2019, January 1, 2000, and June 19, 2001 were present without a current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center. A one-day letter was left on this date.

**POI (Plan of Improvement)**

The Center will 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.

**Correction Deadline: 2/26/2019**

**Comment**

The consultant discussed with the Executive Director the comprehensive background check requirements for all therapists who provide services while in the classroom with other children at the center .

**Correction Deadline: 2/26/2019**

**Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of records that one employee hired on January 1, 2000 did not meet the portability requirement for the program on today's visit. A one-day letter was left on this date.

**POI (Plan of Improvement)**

The Center will ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed.

**Correction Deadline: 2/26/2019**

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

**Not Met**

**Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of records that one employee hired on January 29, 2018, did not have current evidence of First Aid and CPR certification.

**POI (Plan of Improvement)**

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

**Correction Deadline: 3/12/2019**

**Recited on 2/26/2019**

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

**Met**

**Comment**

Documentation observed of required staff training.

**Comment**

Please ensure completed orientation checklists are documented and signed.

**Correction Deadline: 10/28/2018**

**Corrected on 2/26/2019**

**.33(3) - The previous citation has been corrected on this date, The consultant observed the staff member to complete the health and safety course.**

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

**Met**

**Comment**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

<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.