



**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:** 10:50 AM    **Departure:** 2:50 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.
09/28/2018	Monitoring Visit	Good Standing	
05/31/2018	Licensing Study	Good Standing	
08/08/2017	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
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	2	C	23	C	NA	NA	Diapering,Nap
Main	B- Hummingbirds- 3 y/o	Two Year Olds	2	6	C	16	C	NA	NA	Lunch
Main	C- Flamingos	One Year Olds	2	4	C	18	C	NA	NA	Centers
Main	D-Swans- Schoolage		0	0	C	20	C	NA	NA	Not In Use
Main	E- Peacocks	Three Year Olds and Four Year Olds	2	7	C	20	C	NA	NA	Lunch
Main	F- Ladybugs	Two Year Olds and Four Year Olds	2	4	C	21	C	NA	NA	Lunch
Main	G-Butterflies	One Year Olds and Two Year Olds	2	6	C	21	C	NA	NA	Story
Total Capacity @35 sq. ft.: 139			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 29		Total Capacity @35 sq. ft.: 210				Total Capacity @25 sq. ft.: 0				

**Comments**

The purpose of today's visit was to conduct a Monitoring Visit and to follow up from the previous visit on May 31, 2018. The consultant discussed the changes to the background check requirements effective October 1, 2018.

A one day letter was left on this date.

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/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](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.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:** 9/28/2018    **VisitType:** Monitoring Visit    **Arrival:** 10:50 AM    **Departure:** 2:50 PM

#### CCLC-1773

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

#### 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.

### 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

#### 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 the consultant's observation that one bottle of OdoBan spray and three containers of lysol spray were stored in a lower unlocked classroom cabinet in the second right classroom - Hummingbirds Classroom. It was further determined that a bottle of OdoBan spray and two bottles of lysol spray were stored in the lower unlocked bathroom cabinet in the second right classroom - Hummingbirds classroom. It was further determined that a bottle of OdoBan spray and one container of Lysol wipes were stored in the lower unlocked classroom cabinet in the third classroom on the right - Grasshoppers Classroom. Furthermore, it was determined that two bottles of OdoBan spray, one container of lysol wipes, and one container of air freshener was stored in an unlocked lower classroom cabinet in the fourth right classroom - Ladybugs classroom. It was further determined that one bottle of OdoBan spray was located in an unlocked bathroom cabinet in the fourth right classroom - Ladybugs classroom. Furthermore, a container of lysol spray was located on the children's bathroom sink, three tubes of ointment, and one tube of children's sunscreen was located near the bathroom changing table in the fourth right classroom - Ladybugs classroom.

**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: 9/28/2018**

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

**Not Met**

**Technical Assistance**

591-1-1-.26 - Discussed maintenance of resilient surface on the large playground around the fall zone equipment. Please fluff and redistribute.

**Comment**

Please monitor standing water on the equipment on the left side porch deck area on the right side of the building.

**Finding**

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on the consultant's observation that a blue bucket swing had two open "S" hooks and a brown front garden panel board was broken and needed to be repaired on the far left back playground. It was further determined that a top front portion of a red Little Tikes car was broken and exposed sharp edges, in which it was located on the upper porch area from the larger playground.

**POI (Plan of Improvement)**

Staff will check the equipment daily to ensure that the equipment is free of hazards.

**Correction Deadline: 10/8/2018**

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<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)**

**Met**

**Comment**

Proper diapering procedures observed in the Caterpillars Infant Room.

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

**Met**

**Comment**

Staff stated proper knowledge of hand washing procedures.

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

**Not Met**

**Comment**

Discussed proper medication documentation and procedures.

**Correction Deadline: 5/31/2018**

**Corrected on 9/28/2018**

**.20(1) - The previous citation was corrected on this date. The consultant observed children's medication to have names and to be stored in a basket.**

**Finding**

591-1-1-.20(5) requires that medicines no which are no longer to be dispensed shall be returned to the child's Parent(s) immediately. It was determined based on the consultant's observation that one child's unused medications was not returned to the child's parents, which included a bottle of Levocarnitine that expired on July 23, 2018 a container of Glycopyrrolate that expired on August 31, 2018.

**POI (Plan of Improvement)**

The Center will train Staff on a system for tracking the use of medications and returning them to Parent(s).

**Correction Deadline: 9/28/2018**

**Recited on 9/28/2018**

## Safety

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

Met

#### Comment

Age-appropriate discussion and/or redirection observed.

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

N/A

#### Comment

Center does not provide routine transportation.

## Sleeping & Resting Equipment

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

Met

#### Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

## Staff Records

Records Reviewed: 13

Records with Missing/Incomplete Components: 1

Staff # 1	Met
Date of Hire: 04/25/2018	
Staff # 2	Met
Date of Hire: 10/11/2013	
Staff # 3	Met
Date of Hire: 06/06/2016	
Staff # 4	Met
Date of Hire: 10/26/2017	
Staff # 5	Met
Date of Hire: 08/30/2018	
Staff # 6	Met
Date of Hire: 12/16/2013	
Staff # 7	Met
Date of Hire: 09/10/2018	
Staff # 8	Met
Date of Hire: 01/29/2018	
Staff # 9	Not Met
Date of Hire: 05/30/2018	

"Missing/Incomplete Components"

**Records Reviewed: 13****Records with Missing/Incomplete Components: 1**

.33(3)-Health & Safety Certificate,.14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 10 Met

Date of Hire: 08/27/2018

Staff # 11 Met

Date of Hire: 09/19/2016

Staff # 12 Met

Date of Hire: 07/26/2018

Staff # 13 Met

Date of Hire: 08/21/2002

**Staff Credentials Reviewed: 13****591-1-1-.09 Criminal Records Check(CR)****Technical Assistance****Technical Assistance**

591-1-1-.09 - The consultant discussed with the director that one new hire needs to submit a fingerprint application and complete fingerprints as soon as possible. The employee was hired on August 30, 2018 and completed a local background check on August 30, 2018. The employee does have a comprehensive satisfactory determination letter that expired on November 11, 2017. The employee needs to submit application and receive a current comprehensive satisfactory letter. A one-day letter was left on this date.

**Comment**

Director provided five files for employees hired since last visit.

**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 May 30, 2018, did not have current evidence of First Aid and CPR within 90 days.

**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: 10/28/2018****591-1-1-.33 Staff Training****Not Met****Comment**

Please ensure completed orientation checklists are documented and signed.

**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 a review of records that one staff member hired on May 30, 2018, did not complete the health and safety course within 90 days.

**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: 10/28/2018**

**Comment**

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

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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**

Discussed combining children of mixed ages.