



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: 9/21/2018 **VisitType:** Licensing Study **Arrival:** 9:40 AM **Departure:** 3:30 PM

CCLC-2002

Dunwoody Prep

5493 Chamblee Dunwoody Road Dunwoody, GA 30338 DeKalb County
 (770) 396-2973 edisner@dunwoodyprep.com

Regional Consultant

Chrische Walker

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chrische.walker@decal.ga.gov

Mailing Address

Same

Quality Rated: No

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.
09/21/2018	Licensing Study	Good Standing	
02/28/2018	Monitoring Visit	Good Standing	
09/06/2017	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 II	1L	Two Year Olds	2	12	C	18	C	NA	NA	Snack
Building II	1R	One Year Olds	2	10	C	16	C	NA	NA	Circle Time,Music
Building II	2L	Two Year Olds	2	12	C	19	C	NA	NA	Snack
Building II	2R	Infants and One Year Olds	3	11	C	17	C	NA	NA	Nap,Floor Play,Feeding
Building II	3R		0	0	C	19	C	NA	NA	Not In Use
Building II	Gym		0	0	C	51	C	NA	NA	Not In Use
			Total Capacity @35 sq. ft.: 111			Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Centers Request		
Main	1L	Three Year Olds and Four Year Olds	2	17	C	23	C	NA	NA	Circle Time
Main	1R	Two Year Olds	2	11	C	17	C	NA	NA	Circle Time,Music
Main	2nd Left Front	Three Year Olds	2	17	C	21	C	NA	NA	Outside
Main	2R	Two Year Olds and Three Year Olds	2	16	C	22	C	NA	NA	Art,Transitioning
Main	3R	Four Year Olds and Five Year Olds	3	19	C	26	C	NA	NA	Transitioning
Main	3rd Left back	Three Year Olds	2	17	C	22	C	NA	NA	Outside

Main	4R	Four Year Olds and Five Year Olds	2	20	C	22	C	NA	NA	Transitioning,Snack
Total Capacity @35 sq. ft.: 111			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Centers Request				
Total # Children this Date: 162		Total Capacity @35 sq. ft.: 222			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

The purpose of today's visit was to conduct a Licensing Study and to follow up from the previous study on February 28, 2018.

The consultant discussed the upcoming change to the background check requirements.

Plan of Improvement: No Plan Developed

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.al.ga.gov/CCS/RulesAndRegulations.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.al.ga.gov.

- 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.al.ga.gov/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

Edge Summerfield Disner, Program Official

Date

Chrische Walker, Consultant

Date



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Findings Report

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities**Met****Comment**

Great September lesson plans in the classrooms.

Correction Deadline: 9/21/2018

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

591-1-1-.08 Children's Records **Met**

Comment

Records were observed to be complete and well organized.

Facility

591-1-1-.06 Bathrooms **Met**

Comment

Please monitor the storage on the upper shelves in all classroom bathrooms for any items potentially falling.

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) **Met**

Comment

No hazards observed accessible to children on this date.

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

Comment

Discussed maintenance of resilient surface near the green slides on the front preschool and Pre-K playground. Please fluff and redistribute the mulch.

Food Service

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

Comment

Center menu meets USDA guidelines.

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

Comment

Kitchen appears clean and well organized. Great job!

Health and Hygiene

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

Comment

Staff state proper knowledge of diapering procedures.

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

Comment

Proper hand washing observed throughout the center.

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

Comment

Documentation for medication dispensing observed complete for one child enrolled.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures **Met**

Comment

Great job conducting fire drills and other emergency drills for the children.

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

Comment

Observed all required posted notices. Great job!

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

Comment

Thank you for reporting as required. The consultant discussed the new online required reporting procedures.

Safety

591-1-1-.05 Animals **N/A**

Comment

Center does not keep animals on premises.

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

Comment

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

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

Comment

Center does not participate in field trips at this time.

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

Pleasant naptime environment observed.

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: 41

Records with Missing/Incomplete Components: 0

Staff # 1 Met

Date of Hire: 09/21/2018

Staff # 2 Met

Date of Hire: 12/11/2012

Staff # 3 Met

Date of Hire: 07/31/2018

Staff # 4 Met

Date of Hire: 03/12/2016

Staff # 5 Met

Date of Hire: 12/11/2013

Staff # 6 Met

Date of Hire: 08/13/2012

Staff # 7 Met

Date of Hire: 06/24/2014

Staff # 8 Met

Date of Hire: 08/01/2017

Staff # 9 Met

Date of Hire: 09/18/2015

Staff # 10 Met

Date of Hire: 08/01/2010

Staff # 11 Met

Date of Hire: 05/29/2007

Staff # 12 Met

Date of Hire: 09/27/2016

Staff # 13 Met

Date of Hire: 07/06/2015

Staff # 14 Met

Date of Hire: 07/21/2008

Staff # 15 Met

Date of Hire: 03/27/2017

Staff # 16 Met

Date of Hire: 11/04/2015

Staff # 17 Met

Date of Hire: 09/07/1998

Staff # 18 Met

Date of Hire: 08/01/2007

Staff # 19 Met

Date of Hire: 12/18/2017

Staff # 20 Date of Hire: 02/10/2010	Met
Staff # 21 Date of Hire: 01/12/2012	Met
Staff # 22 Date of Hire: 10/16/2017	Met
Staff # 23 Date of Hire: 10/05/2017	Met
Staff # 24 Date of Hire: 06/08/2016	Met
Staff # 25 Date of Hire: 08/01/2012	Met
Staff # 26 Date of Hire: 08/17/2015	Met
Staff # 27 Date of Hire: 08/20/2018	Met
Staff # 28 Date of Hire: 03/13/2017	Met
Staff # 29 Date of Hire: 09/06/2017	Met
Staff # 30 Date of Hire: 06/12/2006	Met
Staff # 31 Date of Hire: 04/23/2015	Met
Staff # 32 Date of Hire: 04/17/2017	Met
Staff # 33 Date of Hire: 09/07/1992	Met
Staff # 34 Date of Hire: 07/21/2008	Met

Records Reviewed: 41

Records with Missing/Incomplete Components: 0

Staff # 35 Date of Hire: 03/01/2013	Met
Staff # 36 Date of Hire: 09/11/2017	Met
Staff # 37 Date of Hire: 06/20/2017	Met
Staff # 38 Date of Hire: 08/05/2004	Met
Staff # 39 Date of Hire: 11/12/2012	Met
Staff # 40 Date of Hire: 09/05/2007	Met
Staff # 41 Date of Hire: 10/23/2017	Met

Staff Credentials Reviewed: 41

591-1-1-.09 Criminal Records Check(CR)

Met

Comment

Criminal records checks were observed to be complete. The director provided six files for employees hired since last visit. The consultant also discussed the portability requirements for one employee. On this date, a student-in-training was present with a comprehensive satisfactory determination letter on file.

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

Technical Assistance

Comment

Complete first aid kits observed in center.

Comment

Please be mindful of upcoming training expiration dates.

Technical Assistance

591-1-1-.14(2) - Please ensure that Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR within 90 days of their hire date.

Correction Deadline: 10/21/2018

591-1-1-.33 Staff Training

Technical Assistance

Comment

Documentation observed of required staff training. Very well organized. Great job!

Comment

Please ensure completed orientation checklists are documented and signed for any re-hires or any changes to status.

Technical Assistance

591-1-1-.33(3) - Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

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.

Staffing and Supervision

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

Met

Comment

Center observed to maintain appropriate staff:child ratios.

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

Met

Comment

Staff observed to provide direct supervision and be attentive to children's needs.