



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: 9/15/2017 **VisitType:** Licensing Study **Arrival:** 3:40 PM **Departure:** 5:25 PM

CCLC-2017

Preferred School Care at West Manor Elementary

570 Lynhurst Drive, Sw Atlanta, GA 30311 Fulton County
 (770) 739-1462 selmonatl@aol.com

Mailing Address

1125 Annie Lane
 Mableton, GA 30126

Regional Consultant

Lajuana Williams

Phone: (770) 357-7074

Fax: (770) 357-7073

lajuana.williams@decal.ga.gov

| Compliance Zone Designation | | |
|------------------------------------|------------------|---------------|
| 09/15/2017 | Licensing Study | Good Standing |
| 03/15/2017 | Monitoring Visit | Good Standing |
| 09/07/2016 | Licensing Study | Good Standing |

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.

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 | 1 | | 0 | 0 | C | 25 | C | NA | NA | Not In Use |
| Main | 10 | | 0 | 0 | C | 20 | C | NA | NA | Not In Use |
| Main | 17 | | 0 | 0 | C | 20 | C | NA | NA | Not In Use |
| Main | 2 | | 0 | 0 | C | 20 | C | NA | NA | Not In Use |
| Main | 3 | | 0 | 0 | C | 21 | C | NA | NA | Not In Use |
| Main | 4 | | 0 | 0 | C | 19 | C | NA | NA | Not In Use |
| Main | 5 | | 0 | 0 | C | 20 | C | NA | NA | Not In Use |
| Main | 7 | | 0 | 0 | C | 20 | C | NA | NA | Not In Use |
| Main | cafeteria | Five Year Olds and Six Year Olds and Over | 5 | 35 | C | 53 | C | NA | NA | Transitioning |
| Total Capacity @35 sq. ft.: 100 | | | | | | Total Capacity @25 sq. ft.: 0 | | Building @35 capacity limited by Centers Request | | |
| Total # Children this Date: 35 | | | Total Capacity @35 sq. ft.: 100 | | | Total Capacity @25 sq. ft.: 0 | | | | |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------|----------------------|-----------------------|
| Main | PGR | 881 | C |

Comments

Training can be obtained from www.training.decal.ga.gov

Plan of Improvement: Developed This Date 09/15/2017

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).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.



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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.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.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)

Marion Allen, Program Official

Date

Lajuana Williams, Consultant

Date



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Findings Report

Date: 9/15/2017 **VisitType:** Licensing Study

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The following information is associated with a Licensing Study:

Activities and Equipment

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

Met

Comment

591-1-1-.12(4) - Equipment observed to be secured

Correction Deadline: 9/15/2017

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

N/A

Comment

No Swimming Activities Provided

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 |

Technical Assistance

591-1-1-.08(1) - Please ensure complete information is obtained for all release persons to include full name, full address including city, state, zip code, telephone numbers, relationship to the child and relationship to the parent or guardian.

Correction Deadline: 9/15/2017

| |
|-----------------|
| Facility |
|-----------------|

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

Met

Comment

591-1-1-.19(1) - Licensed capacities were met.

Correction Deadline: 9/15/2017

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

Met

Comment

Observation-No Hazards Accessible

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

Met

Comment

Observation-Clean/Good Repair

| |
|---------------------------|
| Health and Hygiene |
|---------------------------|

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

N/A

Comment

No children enrolled in diapers.

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

Met

Comment

Observed-Staff Remind Children Wash Hand

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

N/A

Comment

Medicine was not dispensed.

| |
|---------------------|
| Organization |
|---------------------|

591-1-1-.16 Governing Body & License

Met

Correction Deadline: 3/15/2017

Corrected on 9/15/2017

.16(e) - Previous cite corrected

| |
|---------------|
| Safety |
|---------------|

591-1-1-.05 Animals

N/A

Comment

No Animals Kept

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

Comment

Observed-Discussion/Redirection

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

Comment

No Field Trips at This Time

591-1-1-.36 Transportation(CR) **N/A**

Comment

No Routine Transportation Provided

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR) **N/A**

Comment

Program did not provide nap.

Staff Records

Records Reviewed: 6

Records with Missing/Incomplete Components: 4

Staff # 1 Not Met

Date of Hire: 01/17/2017

"Missing/Incomplete Components"

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

Staff # 2 Not Met

Date of Hire: 08/20/2011

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 3 Met

Date of Hire: 09/26/2008

Staff # 4 Met

Staff # 5 Not Met

Date of Hire: 08/03/2016

"Missing/Incomplete Components"

.33(3)(b)-1st Yr. Training 2 Hrs. (Abuse) Missing,.33(3)(a)-1st Yr. Training 4 Hrs. Missing

Staff # 6 Not Met

Date of Hire: 08/29/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff Credentials Reviewed: 6

591-1-1-.09 Criminal Records Check(CR)**Met****Comment**

Criminal Records Check complete. Please ensure comprehensive background checks are on file by Oct 1 of 2018.

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

Observed-50% Certified First Aid & CPR

591-1-1-.33 Staff Training**Not Met****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 the observation of staff records that one staff required evidence of Health and Safety Training.

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: 10/15/2017**Finding**

591-1-1-.33(4) requires all Staff who provide any direct care to children, except independent contractors, Students-in-Training and volunteers, to obtain ten (10) clock hours of training or instruction in child care issues from an accredited school or Department-approved source. At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children. It was determined based on the observation of staff records that one staff required evidence of two hour of child abuse and four hours of infectious disease, injury prevention or injury control.

POI (Plan of Improvement)

The Center will plan and schedule training and follow up to ensure that direct care Staff complete the required hours of training in the required subjects.

Correction Deadline: 10/15/2017**Finding**

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on the observation of staff records that two staff required evidence of ten hours of training in license year 2016. Six hours of training was observed on file.

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: 10/15/2017

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

591-1-1-.31(13) - The program was in compliance.

Correction Deadline: 9/15/2017

| |
|---------------------------------|
| Staffing and Supervision |
|---------------------------------|

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

Met

Comment

Observed-Appropriate Staff:Child Ratios

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

Met

Comment

Observed-Adequate Supervision