



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: 3/15/2018 **VisitType:** Monitoring Visit **Arrival:** 3:35 PM **Departure:** 4:45 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

Regional Consultant

Lajuana Williams
 Phone: (770) 357-7074
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 lajuana.williams@decal.ga.gov

Mailing Address
 1125 Annie Lane
 Mableton, GA 30126

Quality Rated: ★

| Compliance Zone Designation | | |
|------------------------------------|------------------|---------------|
| 03/15/2018 | Monitoring Visit | Good Standing |
| 09/15/2017 | Licensing Study | Good Standing |
| 03/15/2017 | Monitoring Visit | 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 | 4 | 31 | C | 53 | C | NA | NA | Supper |
| Total Capacity @35 sq. ft.: 100 | | | | | | Total Capacity @25 sq. ft.: 0 | | Building @35 capacity limited by Centers Request | | |
| Total # Children this Date: 31 | | | Total Capacity @35 sq. ft.: 100 | | | Total Capacity @25 sq. ft.: 0 | | | | |

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

Comments

Plan of Improvement: Developed This Date 03/15/2018

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).



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.

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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.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@dec.al.ga.gov

Marion Allen, Program Official

Date

Lajuana Williams, Consultant

Date



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Findings Report

Date: 3/15/2018 **VisitType:** Monitoring Visit **Arrival:** 3:35 PM **Departure:** 4:45 PM

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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

591-1-1-.12(4) requires that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. It was determined that the children did not have access to unstable equipment.

Correction Deadline: 3/15/2018

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)

Met

Comment

No hazards observed accessible to children on this date.

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

Met

Comment

Playground observed to be clean and in good repair.

Health and Hygiene

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

There were no children enrolled in diapers.

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

Staff were observed to remind children to wash hands.

591-1-1-.20 Medications(CR)**N/A****Comment**

Medicine was not dispensed.

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)**Met****Comment**

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

The program did not provide nap.

Staff Records**Records Reviewed: 9****Records with Missing/Incomplete Components: 2**

Staff # 1

Not Met

Date of Hire: 12/12/2017

"Missing/Incomplete Components"

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

Staff # 2

Met

Date of Hire: 02/01/2018

Staff # 3

Met

Date of Hire: 08/20/2011

Staff # 4

Met

Date of Hire: 09/26/2008

Staff # 5

Met

Staff # 6

Not Met

Date of Hire: 02/01/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 7 Met
Date of Hire: 08/03/2016

Staff # 8 Met
Date of Hire: 03/08/2018

Staff # 9 Met
Date of Hire: 08/29/2016

Staff Credentials Reviewed: 9

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

Comment

Criminal records checks were observed to be complete.

Comment

Director provided 1 file for employees hired since last visit.

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: 3/15/2018

Recited on 3/15/2018

Defer

591-1-1-.33(4)-Training will be reviewed on the next licensing visit.

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

Defer

591-1-1-.33(6)-Training will be evaluated on the next licensing visit.

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

Comment

591-1-1-.31(13) prohibits Center Staff from committing any criminal act, as defined under Georgia law, in the presence of any child enrolled in the Center and requires Center staff to comply with all applicable laws and regulations. It was determined the program was compliant this date.

Correction Deadline: 3/15/2018**Finding**

591-1-1-.31(6)(a) requires the Center to ensure that an independent contractor has a satisfactory Fingerprint Records Check Determination. It was determined based on observation of staff records that an independent contractor started at the program in 2018, however the clearance letter on file was no longer portable as of July 2017.

POI (Plan of Improvement)

The Center will obtain a satisfactory Fingerprint Records Check Determination for the Independent Contractor. The Center will ensure that every independent contractor that offers consistent educational or physical activities to children in care has a satisfactory Fingerprint Records Check Determination. Independent contractors MUST have a satisfactory records check determination to be at the facility when a child is present for care. It was suggested that once a new letter is obtained that the contractor place a copy on file in every program in which he provided serviced.

Correction Deadline: 3/15/2018

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

Comment

Center observed to maintain appropriate staff:child ratios.

Comment

Adequate supervision observed on this date.