



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:** Monitoring Visit **Arrival:** 3:25 PM **Departure:** 5:10 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
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 1125 Annie Lane
 Mableton, GA 30126

Quality Rated:

Compliance Zone Designation		
09/21/2018	Monitoring Visit	Good Standing
03/15/2018	Monitoring Visit	Good Standing
09/15/2017	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	4	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

Plan of Improvement: Developed This Date 09/21/2018

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/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.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.dec.state.ga.us/>
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.state.ga.us

Marion Allen, Program Official

Date

Lajuana Williams, Consultant

Date



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Findings Report

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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

Equipment and furniture observed to be properly secured, as applicable.

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

Discussed maintenance of resilient surface. Please fluff and redistribute.

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR) **N/A**

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)**Met****Comment**

it was discussed that one child had seizure medication. Discussed proper medication documentation and procedures.

Policies and Procedures

591-1-1-.29 Required Reporting**Not Met****Comment**

Discussed reporting requirements.

Finding

591-1-1-.29(3) requires the Director or designated person-in-charge to report or cause to be reported to the Department within 24 hours or the next work day: any death of a child while in the care of the Center; any serious illness or injury requiring hospitalization or professional medical attention other than first aid of a child while in the care of the Center; any situation when a child in care becomes missing, such as, but not limited to, a child who is left on a vehicle, a child who leaves the building, playground, or property, or a child who is left behind on any trip; any fire; any structural disaster; and any emergency situation that requires temporarily relocating children. It was determined based on documentation provided during a routine monitoring that a child required medical care on September 5, 2018 that was not reported to the Department.

POI (Plan of Improvement)

The Center will develop a procedure so everyone knows how and when to report these incidents to the Department and will follow-up to make sure they are reported as required.

Correction Deadline: 9/21/2018

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)**N/A****Comment**

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Program did not provide care for infants or provide nap.

Staff Records

Records Reviewed: 8**Records with Missing/Incomplete Components: 2**

Staff # 1

Met

Date of Hire: 12/12/2017

Staff # 2

Met

Records Reviewed: 8**Records with Missing/Incomplete Components: 2**

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

Not Met

Date of Hire: 02/01/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 6

Met

Date of Hire: 08/03/2016

Staff # 7

Not Met

Date of Hire: 08/01/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 8

Met

Date of Hire: 08/29/2016

Staff Credentials Reviewed: 8**591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Criminal records checks were observed to be complete.

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

591-1-1-.33(3)- Training will be reviewed on the next licensing visit.

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**Defer**

591-1-1-.33- Training will be reviewed 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 reviewed 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

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

Not Met

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. Additionally, another contractor was hired school year (2018-2019) with a clearance letter from 2016. The letter was no longer portable.

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: 9/21/2018

Recited on 9/21/2018

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

Adequate supervision observed on this date.