



**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: 10/10/2017 **VisitType:** Licensing Study

Arrival: 12:10 PM

Departure: 3:20 PM

CCLC-28413

Kids Time Learning Academy #2

1802 Hollywood Road Atlanta, GA 30318 Fulton County
(404) 799-8984 zvlynwebb@yahoo.com

Regional Consultant

Margarita Collier

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Mailing Address

Same

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.
10/10/2017	Licensing Study	Good Standing	
07/03/2017	Complaint Closure	Good Standing	
06/29/2017	Complaint Investigation Follow Up	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
Main	Room Front Right	Two Year Olds and Three Year Olds	2	9	C	18	C	NA	NA	Nap
Main	Room Left	Five Year Olds and Six Year Olds and Over	1	15	C	37	C	NA	NA	Centers, Art, TV, Transitioning
Main	Room Rear Right	Infants and One Year Olds	2	4	C	13	C	NA	NA	Nap
			Total Capacity @35 sq. ft.: 68			Total Capacity @25 sq. ft.: 106				
Rear Bldg	Room Left		0	0	C	19	C	26	C	Not In Use
Rear Bldg	Room Right		0	0	C	19	C	26	C	Not In Use
			Total Capacity @35 sq. ft.: 38			Total Capacity @25 sq. ft.: 106				
Total # Children this Date: 28		Total Capacity @35 sq. ft.: 106				Total Capacity @25 sq. ft.: 106				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	101	C

Comments

The purpose of this visit was to conduct a licensing study visit and to follow-up on the previous visit conducted on June 29, 2017.

Plan of Improvement: Developed This Date 10/10/2017

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)

Zevelyn Webb, Program Official

Date

Margarita Collier, 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-.12 Equipment & Toys(CR)

Met

Comment

Observed-Variety Throughout Center

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

Met

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

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

Met

Comment

Observed-Records Complete/Well Organized

Facility

591-1-1-.06 Bathrooms**Technical Assistance****Technical Assistance**

Monitor for Necessary Supplies

591-1-1-.19 License Capacity(CR)**Met****Comment**

Licensed Capacity Routinely Met

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 consultant's observation a can of paint and a box of "Phillips" 40 watt light bulbs were accessible to the children on the back right side of classroom left outside of the entrance of the kitchen. All items contained the label "Keep Out Of Children."

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: 10/10/2017**Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on consultant's observation of the center the following areas were found to be noncompliant:

- The ceiling tile located on the front entrance of the kitchen was not secured to the ceiling creating an opening to the ceiling.
- The ceiling was peeling and stained above the second right toilet in the second right restroom in classroom left.
- A whole measuring approximately nine inches by nine inches was observed above the first right toilet in the second right restroom located in classroom left.
- The fire extinguisher located at the front right entrance of the center's kitchen was labeled "Recharge."

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 10/10/2017

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

Discussed-Fluff/Redistribute Surface

Food Service

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

Ensure Storage in Airtight Containers

Health and Hygiene

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

Staff Stated Proper Knowledge

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

Comment

Observed-Staff Remind Children Wash Hand

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

Comment

Per director, the center does not administer any medications at this time.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures **Not Met**

Finding

591-1-1-.21(1)(p) requires the Center to have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. It was determined based on consultant's review of the center's emergency preparedness plans the center did not have a current written plan for handling emergencies such as loss of electrical power or a natural disaster.

POI (Plan of Improvement)

The Center will write or revise an emergency plan that includes all of the required items. Consultant emailed the director a sample emergency preparedness plan on this date.

Correction Deadline: 10/15/2017

Comment

Consultant observed the center to have complete fire, tornado, and lock down drills on this date.

Correction Deadline: 10/15/2017

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

Comment

Reminder-Signs Posted/Up to Date

591-1-1-.29 Required Reporting **Technical Assistance**

Technical Assistance

Discussed-Reporting Requirements

Safety

591-1-1-.05 Animals **Met**

Comment

No Animals Kept

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

Comment

Observed-Discussion/Redirection

Comment

Observed-Positive Learning Environment

591-1-1-.13 Field Trips(CR)**Met****Comment**

No Field Trips at This Time

591-1-1-.36 Transportation(CR)**Not Met****Comment**

Observed-Complete Documentation

Finding

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on consultant's review of staff files the director and the bus driver did not have evidence of a current transportation training certificate on file.

POI (Plan of Improvement)

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 10/20/2017**Finding**

591-1-1-.36(4)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on consultant's review of the center's transportation information the center did not have evidence of a current vehicle inspection report for vehicle tag # PB 5966.

POI (Plan of Improvement)

The Center will obtain the annual vehicle inspection.

Correction Deadline: 10/15/2017

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**Not Met****Comment**

Observed-Pleasant Naptime Environment

Finding

591-1-1-.30(1)(b)1 requires that cots and mats are of sound construction and of sufficient size to accommodate comfortably the size and weight of the child; and that mats are in good repair, washable, covered with a waterproof material and at least two inches (2") thick. It was determined based on consultant's observation 11 mats were observed to be torn with two of 11 mats containing exposed foam in classroom left.

POI (Plan of Improvement)

The Center will ensure that cots and mats are of sound construction and of sufficient size to accommodate the size and weight of the child and mats are in good repair, washable, covered with a waterproof material and is at least two inches thick.

Correction Deadline: 10/10/2017

Staff Records

Records Reviewed: 7**Records with Missing/Incomplete Components: 2**

Staff # 1 Date of Hire: 09/27/2017	Met
Staff # 2 Date of Hire: 04/20/2016	Met
Staff # 3 Date of Hire: 08/19/2016	Met
Staff # 4 Date of Hire: 10/20/2005	Met
Staff # 5 Date of Hire: 09/12/2016 <u>"Missing/Incomplete Components"</u> .36(3)(a-b)-2 hrs. Transportation Training missing,.33(3)-Health & Safety Certificate	Not Met
Staff # 6 Date of Hire: 12/09/2008	Met
Staff # 7 Date of Hire: 01/14/2000 <u>"Missing/Incomplete Components"</u> .36(3)(a-b)-2 hrs. Transportation Training missing	Not Met

Staff Credentials Reviewed: 7**591-1-1-.09 Criminal Records Check(CR) Met****Comment**

Consultant observed six of seven staff members to have evidence of a satisfactory determination letter and one of seven staff members to have evidence of a satisfactory local criminal records check on this date.

Comment

The director provided one file for a staff member hired since the previous visit was conducted on June 29, 2017. Consultant observed one of one newly hired staff member to have evidence of a satisfactory determination letter on file on this date. Consultant discussed the 21-day requirement for provisional employees' local criminal records check. Please ensure that the newly hired staff member receives a satisfactory determination letter by Friday, October 13, 2017.

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

Consultant observed the center to have a complete first aid kit on this date.

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 consultant's review of staff files one of seven staff members hired prior to September 30, 2016 did not complete the required health and safety orientation training as required.

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: 11/9/2017

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

Not Met

Comment

Consultant observed all staff members to comply with all laws and regulations on this date.

Finding

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on consultant's review of staff files one of three lead teachers did not have evidence of a current Child Development Associate on file. It was further determined based on consultant's review of staff files one of three lead teachers did not meet the minimum academic requirements required of a lead teacher. Consultant observed one of three lead teachers to have an expired Child Development Associate dated for November 26, 2016.

POI (Plan of Improvement)

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

Correction Deadline: 10/10/2017

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-Direct Supervision/Attentive Staff