



**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:** 12/5/2017    **VisitType:** Licensing Study    **Arrival:** 9:15 AM    **Departure:** 12:30 PM

**CCLC-32407**

**The Goddard School**

140 Foster Road Woodstock, GA 30188 Cherokee County  
 (770) 720-1311 ava@cantongoddard.com

**Regional Consultant**

Karyn Presley

Phone: (770) 342-7904

Fax: (678) 891-5958

karyn.presley@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
12/05/2017	Licensing Study	Good Standing	
05/01/2017	Monitoring Visit	Good Standing	
11/30/2016	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
Main	A- First Right	Infants	2	6	C	13	C	NA	NA	Feeding, Floor Play, Nap, Free Play
Main	B 2nd Right	Infants and One Year Olds	2	6	C	10	C	NA	NA	Diapering, Free Play
Main	C 3rd Right	One Year Olds and Two Year Olds	2	8	C	10	C	NA	NA	Free Play
Main	D 4th Right	One Year Olds and Two Year Olds	2	12	C	17	C	NA	NA	Story
Main	E - 5th Right	Two Year Olds and Three Year Olds	2	12	C	17	C	NA	NA	Circle Time
Main	F- Right hall 1st Left	Three Year Olds and Four Year Olds	2	12	C	22	C	NA	NA	Circle Time
Main	G- Right Hall 2nd Left	Two Year Olds and Three Year Olds	2	9	C	20	C	NA	NA	Transitioning
Main	H - 1st Left	Four Year Olds and Five Year Olds	1	13	C	22	C	NA	NA	Outside
Main	I - 2nd Left	Four Year Olds and Five Year Olds	3	11	C	21	C	NA	NA	Story
Total Capacity @35 sq. ft.: 152						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 89			Total Capacity @35 sq. ft.: 152			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A Right Side	39	C
Main	Playground B Back	67	C

**Comments**

Plan of Improvement: Developed This Date 12/05/2017

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](http://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@decals.ga.gov](mailto:CCSRefutations@decals.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://decals.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.decals.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@decals.ga.gov](mailto:qualityrated@decals.ga.gov)

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Ava Stuck, Program Official

Date

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Karyn Presley, 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  
Discussed requirement for soft toys and materials to be in good condition and not torn

**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  
Discussed requirement of having all information acknowledged by parent

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

Secure Cleaning Tools Out of Reach

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

Licensed Capacity Routinely Met

**591-1-1-.25 Physical Plant - Safe Environment(CR)****Not Met****Comment**Observation-No Hazards Accessible  
Discussed upkeep of building**Finding**

591-1-1-.25(7) requires that doors to rooms not approved for child care, other than the kitchen doors, be latched or locked so children cannot wander into those areas. Except in School-age Centers, interior Center door locks shall permit Personnel to open the locked room from outside of the room in an emergency. It was determined based on consultants observation the the staff break room and the back room with the washer and dryer were observed unlocked.

**POI (Plan of Improvement)**

The Center will routinely check that doors to unapproved rooms remain latched or locked and that Staff can open the locked rooms in an emergency.

**Correction Deadline: 12/5/2017****591-1-1-.26 Playgrounds(CR)****Met****Comment**

Observation-Clean/Good Repair

**Comment**

Provider showed plans to add to building and plans/work order of correction of fence around the addition to the building. It was agreed that fence would be updated by March 1, 2017

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

Discussed updated USDA Guidelines

**Comment**

Ensure Feeding Forms Updated

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

Kitchen Appears Clean/Well Organized

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

Observed-Proper Diapering

**Comment**

Discussed the following rule 591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous

**Correction Deadline: 12/5/2017**

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

**Comment**

Observed-Staff Remind Children Wash Hand

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

**Comment**

Observed-Complete Documentation

**Policies and Procedures**

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

**Comment**

The consultant observed complete emergency drills and discussed updated emergency plans

**Correction Deadline: 12/10/2017**

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

**Comment**

Reminder-Signs Posted/Up to Date

**Safety**

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

**Comment**

Observed-Positive Learning Environment

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

**Comment**

No Field Trips at This Time per Directors statement

**591-1-1-.36 Transportation(CR)** **Technical Assistance**

**Comment**

Discussed transportation Documentation

**Comment**

Vehicle had fire extinguisher and first aid kit

**Technical Assistance**

591-1-1-.36(3)(a-b) - Discussed requirement of transportation training prior to transportation responsibilities

**Correction Deadline: 12/15/2017**

**Correction Deadline: 5/6/2017**

**Corrected on 12/5/2017**

**.36(4)(a) - Previous citation was observed to be corrected in that vehicle safety inspections were current and on file for both vehicles**

**Sleeping & Resting Equipment**

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

**Comment**

Observed-Pleasant Naptime Environment

**Staff Records**

Staff # 1 Not Met

Date of Hire: 07/31/2015

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 2 Met

Date of Hire: 08/09/2010

Staff # 3 Met

Date of Hire: 08/19/2013

Staff # 4 Met

Date of Hire: 10/12/2017

Staff # 5 Met

Date of Hire: 01/01/2017

Staff # 6 Met

Date of Hire: 10/16/2017

Staff # 7 Met

Date of Hire: 07/31/2014

Staff # 8 Met

Date of Hire: 10/12/2017

Staff # 9 Met

Date of Hire: 04/20/2010

Staff # 10 Not Met

Date of Hire: 08/13/2012

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 11 Met

Date of Hire: 11/27/2017

Staff # 12 Met

Date of Hire: 11/08/2016

Staff # 13 Not Met

Date of Hire: 11/20/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 14	Not Met
Date of Hire: 04/24/2017	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 15	Met
Date of Hire: 05/18/2011	
Staff # 16	Met
Staff # 17	Met
Date of Hire: 08/29/2014	
Staff # 18	Met
Date of Hire: 07/01/2010	
Staff # 19	Not Met
Date of Hire: 03/24/2017	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing,.33(3)-Health & Safety Certificate	
Staff # 20	Not Met
Date of Hire: 08/03/2016	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 21	Met
Staff # 22	Met
Date of Hire: 04/29/2010	
Staff # 23	Met
Date of Hire: 12/12/2016	
Staff # 24	Met
Date of Hire: 09/25/2017	
Staff # 25	Not Met
Date of Hire: 11/16/1997	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 26	Met
Date of Hire: 08/31/2015	



Staff # 27

Met

Date of Hire: 09/19/2016

Staff # 28

Met

Date of Hire: 10/06/2017

**Staff Credentials Reviewed: 28****591-1-1-.09 Criminal Records Check(CR)****Not Met****Comment**

Nine new staff hired since last visit

**Correction Deadline: 5/1/2017****Corrected on 12/5/2017****.09(1)(a) - Previous citation was observed to be corrected****Correction Deadline: 5/1/2017****Corrected on 12/5/2017****.09(1)(d) - Previous citation was observed to be corrected.****Finding**

591-1-1-.09(1)(i) requires that if the Center accept a satisfactory determination letter issued by the Department for a potential Director or Employee as evidence of that individual's Satisfactory Records Check Determination, the Records Check Clearance Date must be within the preceding 12 months from the hire date, and the Center does not know or reasonably should not know that the individual's satisfactory status has not changed. It was determined based on consultant's review of records that one staff member has a satisfactory fingerprint that is outside the 12 months of portability.

**POI (Plan of Improvement)**

The Center will ensure that each potential Employee bringing a satisfactory determination letter issued by the Department has a Satisfactory Records Check Determination that is dated within the preceding 12 months from the hire date. The Center will not employ individual's whose satisfactory status has changed.

**Correction Deadline: 12/5/2017****Recited on 12/5/2017****591-1-1-.14 First Aid & CPR****Met****Comment**

Observed-100% Certified First Aid &amp; CPR

**591-1-1-.33 Staff Training****Not Met****Comment**

Observed complete Documentation Of 2016 Training

**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 consultants review of records that seven staff do not have health and safety orientation completed.

**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: 1/4/2018

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

Met

**Comment**

Center staff were observed to comply with all applicable laws and regulations

<b>Staffing and Supervision</b>
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591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Met

**Comment**

Observed-Appropriate Staff:Child Ratios

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

Met

**Comment**

Observed-Direct Supervision/Attentive Staff