



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: 5/3/2018 **VisitType:** Licensing Study **Arrival:** 10:45 AM **Departure:** 4:30 PM

CCLC-33284

The Chestnut Treehouse III

1593 Lawrenceville Hwy Lawrenceville, GA 30044 Gwinnett County
 (770) 277-6877 candacechristina@gmail.com

Regional Consultant

Tamra Thomas

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Mailing Address

Same

Quality Rated:

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.
05/03/2018	Licensing Study	Support	
01/03/2018	Complaint Closure	Good Standing	
12/18/2017	Complaint Closure	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 - 1st Right	One Year Olds	2	11	C	15	C	NA	NA	Floor Play, Diapering
Main	B - 2nd Right	Infants and One Year Olds	1	5	C	8	C	NA	NA	Feeding, Floor Play
Main	C - 3rd Right	Two Year Olds	1	6	C	11	C	NA	NA	Transitioning, Lunch
Main	D - Back Right	Two Year Olds	1	8	C	20	C	NA	NA	Transitioning, Circle Time
Main	E - Back Left	Four Year Olds	1	16	C	22	C	NA	NA	Circle Time, Transitioning
Main	F - 2nd Left		0	0	C	22	C	NA	NA	
Main	G - 1st Left	Two Year Olds	1	8	C	15	C	NA	NA	Transitioning, Circle Time
Total Capacity @35 sq. ft.: 113						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 54			Total Capacity @35 sq. ft.: 113			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A - 6wk to 23mth	7	C


Main	Playground B - School Age	22	C
Main	Playground C - Preschool	36	C
Main	Playground D - 2's	23	C

Comments

The provider will review the updated DECAL July 1, 2017 rules and regulation handbook.

Plan of Improvement: To Be Submitted 05/18/2018

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

Candace Christina, Program Official

Date

Tamra Thomas, Consultant

Date



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Findings Report

Date: 5/3/2018 **VisitType:** Licensing Study **Arrival:** 10:45 AM **Departure:** 4:30 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Not Met

Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on observation 1st Right and 2nd Right had no current lesson plans available on this date,

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Correction Deadline: 5/3/2018

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

Met

Comment

A variety of equipment and toys were observed throughout the center.

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

Met

Comment

Center does not provide swimming activities.

Children's Records

Child # 1	Met
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Doctor, Clinic, Phone Numbers	
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Doctor, Clinic, Phone Numbers	
Child # 4	Met
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Doctor, Clinic, Phone Numbers	
Child # 6	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Doctor, Clinic, Phone Numbers	
Child # 7	Met

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

Technical Assistance

Technical Assistance

The consultant discussed with the provider to ensure the doctor's name, address and telephone number is listed on the enrollment application.

Correction Deadline: 5/3/2018

Technical Assistance

The consultant discussed with the provider to ensure the arrival and departure records are monitored to ensure all children present are signed in/out each day.

Correction Deadline: 5/3/2018

Facility

591-1-1-.06 Bathrooms

Not Met

Finding

591-1-1-.06(4) requires a Center first licensed after March 1, 1991, and Centers that remodel or add to existing plumbing facilities, to have the bathroom area fully enclosed and ventilated to the outside of the building with either an open screened window or functioning exhaust fan and duct system and requires Centers without fully enclosed bathrooms to ensure there is adequate ventilation to control odors and adequate sanitation measures to prevent the spread of contagious diseases. It was determined based on observation the ventilation fans are not operating properly throughout the building in each classroom on this date, and class 1L has a build-up of dust.

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Correction Deadline: 6/2/2018

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) **Not Met**

Technical Assistance

The consultant discussed with the staff to ensure hazards such as hand lotion is kept inaccessible to the children.

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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 observation class G-1st left had baseboards missing and peeling green paint and class E back left boys restroom is missing the shield on the light fixture.

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Correction Deadline: 5/11/2018

591-1-1-.26 Playgrounds(CR) **Not Met**

Finding

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation the following:

Playground A - The fence is budging in the middle

Playground C - The back fence is detached at the bottom posing a hazard, and the gate door leading from playground B to C has a 13" inch gap that could cause an entrapment.

Playground D - The wood fence has peeling paint and the prongs at the bottom of the gate are detached.

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Correction Deadline: 5/4/2018

Finding

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation the following:

Playground C black rubber tiles are loose posing an tripping hazard and three swings have chains that are rusting

Correction Deadline: 5/13/2018

Technical Assistance

The consultant discussed with the provider to ensure the mulch at the bottom of slides and under swings is redistributed to maintain the required depth.

Correction Deadline: 5/13/2018

Finding

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation the following hazards:

Playground A - The sidewalk outside class 2nd Right has a 10 inch drop-off and exposure under the cement platform detaching from the surface and the part of the metal sewer top was exposed posing a hazard.

Playground B - The basketball cement platform has a twelve (12) inch drop-off along the back side of the court posing a tripping hazard.

Playground C - There is exposed cement along the side posing an hazard, and a seven (7) inch drop-off from the cement sidewalk posing a hazard.

Correction Deadline: 5/4/2018

Food Service

591-1-1-.15 Food Service & Nutrition

Technical Assistance

Comment

Center menu meets USDA guidelines. The consultant discussed with the provider to ensure menu substitutions are noted on the posted menu in the lobby.

Technical Assistance

The consultant discussed with the provider to ensure the infant feeding plans are posted in Class B 2nd right for each infant enrolled. The classroom was missing three forms on this date.

Correction Deadline: 5/3/2018

Technical Assistance

The consultant discussed with the provider to ensure one of the chairs have a safety strap to properly secure children.

Correction Deadline: 5/3/2018

591-1-1-.18 Kitchen Operations

Met

Comment

Kitchen appears clean and well organized.

Health and Hygiene

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

Met

Comment

Proper diapering procedures observed.

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

Met

Comment

Proper hand washing observed throughout the center.

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

Met

Comment

The consultant discussed proper medication documentation and procedures with the provider on this date.

Policies and Procedures

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

Not Met

Finding

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of records a fire drill has not been conducted since February 2018, smoke detector check not marked in 2017 or 2018 and fire extinguisher checks not marked in 2018.

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Correction Deadline: 5/8/2018

Safety

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

Comment

Center does not keep animals on premises.

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

Comment

Staff were observed to maintain a positive learning environment on this date.

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

Comment

Center does not participate in field trips at this time.

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

Comment

The vehicle had an approved fire extinguisher and first aid kit on this date.

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Finding

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on a review of records a child's vehicle emergency form who is transported to/from Lawrenceville Elementary was not in the notebook.

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Correction Deadline: 5/4/2018

Sleeping & Resting Equipment

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

Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Records Reviewed: 19

Records with Missing/Incomplete Components: 12

Staff # 1	Met
Date of Hire: 01/30/2017	
Staff # 2	Not Met
Date of Hire: 01/17/2017	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 3	Not Met
Date of Hire: 02/23/2008	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 4	Not Met
Date of Hire: 02/01/2013	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training	
Staff # 5	Met
Date of Hire: 07/28/2016	
Staff # 6	Not Met
Date of Hire: 12/04/2017	
<u>"Missing/Incomplete Components"</u>	
.24(1)-Education Experience Missing,.09-Criminal Records Check Missing	
Staff # 7	Not Met
Date of Hire: 06/29/2015	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 8	Not Met
Date of Hire: 07/10/2017	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate,.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 9	Not Met
Date of Hire: 03/14/2014	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 10	Not Met

Records Reviewed: 19**Records with Missing/Incomplete Components: 12**

Date of Hire: 10/18/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training

Staff # 11

Not Met

Date of Hire: 08/20/2014

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 12

Met

Date of Hire: 08/25/2014

Staff # 13

Met

Date of Hire: 04/08/2016

Staff # 14

Met

Date of Hire: 01/31/2017

Staff # 15

Not Met

Date of Hire: 04/02/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 16

Met

Date of Hire: 08/01/2017

Staff # 17

Not Met

Date of Hire: 11/14/2016

"Missing/Incomplete Components"

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

Staff # 18

Not Met

Date of Hire: 08/15/2016

"Missing/Incomplete Components"

.24(1)-Education Experience Missing,.14(2)-First Aid Missing,.14(2)-CPR missing,.33(3)-Health & Safety Certificate

Staff # 19

Met

Date of Hire: 05/07/2018

Staff Credentials Reviewed: 19**591-1-1-.09 Criminal Records Check(CR)****Not Met**

Finding

591-1-1-.09(1)(a) requires the Center to ensure that every Director, Employee and Provisional Employee of the Child Care Learning Center has a satisfactory records check determination before the individual is present at the Center or before the individual resides in a Center. It was determined based on a review of records that four staff did not have fingerprint results on file this date.

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Correction Deadline: 5/3/2018

591-1-1-.14 First Aid & CPR

Not Met

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Correction Deadline: 12/11/2017

Corrected on 5/3/2018

Correction of previous citation. The director has current first aid/cpr on this date.

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Correction Deadline: 12/11/2017

Corrected on 5/3/2018

Correction of previous citation. The provider had drivers assigned with current first aid/cpr on this date.

Finding

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of records that four staff did not have current first aid/cpr within ninety days hire.

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Correction Deadline: 6/2/2018

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 a review of records that six staff did not have health and safety training within ninety days of hire on this date.

Correction Deadline: 6/2/2018

Finding

Previously Cited: 591-1-1-.33(5) requires ten clock hours of annual training for supervisory and caregiver Staff, except for independent contractors, Students-in-Training and volunteers, in the subjects of early childhood education, child development or subjects related to the position. It was determined based on a review of records that one staff member had no completed the entire ten hours of annual training for 2016.

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 a review of records five staff did not have 2017 ten annual hours of training on this date.

Correction Deadline: 5/18/2018

Recited on 5/3/2018

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

Not Met

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 a review of records two lead teachers did not have proof of credentials on file this date.

Correction Deadline: 5/11/2018

Recited on 5/3/2018

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.