



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: 5/8/2018 **VisitType:** Licensing Study **Arrival:** 9:25 AM **Departure:** 1:00 PM

CCLC-33391

Bright Horizons at Glenlake

1 Glenlake Parkway Atlanta, GA 30328 Fulton County
 (470) 558-1181 Tonia.Brewer@brighthorizons.com

Regional Consultant

Shannon Curtis

Phone: (770) 342-7802

Fax: (678) 891-5904

shannon.curtis@decal.ga.gov

Mailing Address

Same

Quality Rated: No

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.
05/08/2018	Licensing Study	Good Standing	
10/26/2017	Monitoring Visit	Good Standing	
05/11/2017	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:1R - LL	Infants	2	5	C	12	C	NA	NA	Floor Play, Diapering, Nap
Main	B:2R - LL	One Year Olds	2	10	C	12	C	NA	NA	Free Play
Main	C:2R - UL	One Year Olds	2	13	C	15	C	NA	NA	Story
Main	D:1R - UL	One Year Olds	2	13	C	15	C	NA	NA	Free Play
Main	E:1L - UL	Two Year Olds	2	14	C	14	C	NA	NA	Free Play
Main	F:2L - UL	Two Year Olds	2	13	C	14	C	NA	NA	Homework
Main	G:3L - UL	PreK	2	21	C	20	NC	NA	NA	Transitioning
Main	H:4L - UL	Three Year Olds	2	18	C	20	C	NA	NA	Transitioning
Main	I:5L - UL	Three Year Olds	2	17	C	20	C	NA	NA	Story
Main	J:RR - UL		0	0	C	24	C	NA	NA	Not In Use

Total Capacity @35 sq. ft.: 166

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 124

Total Capacity @35 sq. ft.: 166

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	L: Infant/Toddler	44	C
Main	R: Preschool	59	C

Comments

The purpose of this visit was to conduct a licensing study visit and to follow up to the previous visit conducted on October 26, 2017.

Consultant observed Emergency Plan on this date.

Plan of Improvement: Developed This Date 05/08/2018

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@decalfga.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://decalfga.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.decalfga.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@decalfga.gov

Tonia Brewer, Program Official

Date

Shannon Curtis, Consultant

Date



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Findings Report

Date: 5/8/2018 **VisitType:** Licensing Study **Arrival:** 9:25 AM **Departure:** 1:00 PM

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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

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

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

Records were observed to be complete and well organized.

Facility

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

Licensed capacity observed to be routinely met by center.

591-1-1-.25 Physical Plant - Safe Environment(CR)	Not Met
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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 observations that a unlocked cabinet under the sink in Classroom 2L, Upper Level was observed unlocked and hazardous items were observed accessible to children in care on this date.

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: 5/8/2018

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

Playground observed to be clean and in good repair.

Food Service

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

Center menu meets USDA guidelines.

Health and Hygiene

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

Proper diapering procedures observed.

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

Proper hand washing observed throughout the center.

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

Per discussion with the Director the program does not administer medication at this time.

Policies and Procedures

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

Consultant observed evidence of monthly fire drills conducted as of April 26, 2018 on this date.

Correction Deadline: 5/13/2018

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

Observed all required posted notices.

Safety

591-1-1-.05 Animals	Met
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Comment

Center does not keep animals on premises.

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

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

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

Center does not participate in field trips at this time. The program conducts only field trips during the Summer.

591-1-1-.36 Transportation(CR)	Met
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Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Discussed SIDS and infant sleeping position.

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.

Staff Records

Records Reviewed: 26

Records with Missing/Incomplete Components: 0
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Staff # 1	Met
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Date of Hire: 05/07/2018

Staff # 2	Met
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Date of Hire: 04/29/2013

Staff # 3	Met
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Date of Hire: 07/10/2017

Staff # 4	Met
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Date of Hire: 08/14/2017

Staff # 5	Met
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Date of Hire: 09/19/2016

Staff # 6	Met
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Date of Hire: 01/08/2018

Staff # 7	Met
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Date of Hire: 03/02/2015

Staff # 8 Date of Hire: 05/07/2018	Met
Staff # 9 Date of Hire: 02/21/2018	Met
Staff # 10 Date of Hire: 08/10/2015	Met
Staff # 11 Date of Hire: 02/13/2012	Met
Staff # 12 Date of Hire: 09/02/2011	Met
Staff # 13 Date of Hire: 05/23/2017	Met
Staff # 14 Date of Hire: 10/06/2014	Met
Staff # 15 Date of Hire: 03/26/2018	Met
Staff # 16 Date of Hire: 09/18/2017	Met
Staff # 17 Date of Hire: 05/07/2018	Met
Staff # 18 Date of Hire: 05/27/1956	Met
Staff # 19 Date of Hire: 03/17/2014	Met
Staff # 20 Date of Hire: 02/20/2018	Met
Staff # 21 Date of Hire: 09/04/2012	Met
Staff # 22 Date of Hire: 07/18/2016	Met

Records Reviewed: 26**Records with Missing/Incomplete Components: 0**

Staff # 23	Met
Date of Hire: 08/03/2017	
Staff # 24	Met
Date of Hire: 05/03/2017	
Staff # 25	Met
Date of Hire: 08/19/1996	
Staff # 26	Met
Date of Hire: 08/04/2015	

Staff Credentials Reviewed: 26

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

Met**Comment**

Criminal records checks were observed to be complete for all staff on this date.

Comment

Director provided four files for employees hired since last visit.

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

Met**Comment**

Complete kits observed in center and on vehicles.

Comment

Evidence observed of 100% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training

Met**Comment**

Documentation observed of required staff training for 2017 on this date.

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

Met**Comment**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

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.