



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: 8/15/2019 **VisitType:** Licensing Study **Arrival:** 8:45 AM **Departure:** 12:00 PM

CCLC-37769

Kids Come First Early Learning Centers #2

297 Shannon Way Lawrenceville, GA 30044 Gwinnett County
 (800) 880-8849 info@kidscomefirstelc.com

Regional Consultant

Stacy Whitten

Phone: (770) 405-7920

Fax: (404) 478-8021

stacy.whitten@dec.al.ga.gov

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.
08/15/2019	Licensing Study	Good Standing	
02/21/2019	Licensing Study	Good Standing	
10/30/2018	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	A/1R	Infants and One Year Olds	1	6	C	13	C	NA	NA	Floor Play
Main	B/2R		0	0	C	13	C	NA	NA	
Main	C/1L	Three Year Olds	1	9	C	13	C	18	C	Outside, Transitioning
Main	D/2L	Two Year Olds	1	10	C	13	C	NA	NA	Floor Play, Music
Main	E/Rear Lft	PreK	2	20	C	22	C	30	C	Centers
Main	F/Rear Right	PreK	2	20	C	22	C	30	C	Centers
Total Capacity @35 sq. ft.: 96			Total Capacity @25 sq. ft.: 117							
Total # Children this Date: 65			Total Capacity @35 sq. ft.: 96							
			Total Capacity @25 sq. ft.: 117							

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG A/Left	26	C
Main	PG B/Right	74	C

Comments

The purpose of this visit was to conduct a Licensing Study.

Plan of Improvement: Developed This Date 08/15/2019

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.decal.ga.gov/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@decal.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://decal.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).

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.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@decal.ga.gov

Crystal Hernandez, Program Official

Date

Stacy Whitten, Consultant

Date



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Findings Report

Date: 8/15/2019 **VisitType:** Licensing Study

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Departure: 12:00 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

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

Technical Assistance

Comment

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

Technical Assistance

591-1-1-.12(4) - Consultant discussed with provider to monitor and ensure the computer screens in the PreK classrooms are secured so they do not become a tipping hazard.

Correction Deadline: 8/15/2019

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)

Technical Assistance

Comment

Center appears clean and well maintained.

Comment

No hazards observed accessible to children on this date.

Technical Assistance

591-1-1-.25(3) - Consultant discussed with provider to monitor, repair or replace the ceiling tile in classroom 2L to where a water stain is developing.

Correction Deadline: 8/15/2019

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

591-1-1-.26(6) - Consultant discussed with provider to monitor the following areas and repair or repaint as needed:

one the second right playground - monitor the picnic table so that chipping paint does not become present
on the back right playground - monitor the wooden deck where a wooden slat is beginning to separate from the top railing.

on the back right and second right - monitor the window screens where rips and tears are beginning to develop
on the back right playground - monitor the concrete at the bottom of the basketball goal so that exposed concrete does not become present

Correction Deadline: 8/25/2019**Health and Hygiene****591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Staff state proper knowledge of diapering procedures.

591-1-1-.17 Hygiene(CR)**Technical Assistance****Comment**

Staff were observed to remind children to wash hands.

Technical Assistance

591-1-1-.17(6) - Consultant discussed with provider to monitor the trash can in classroom 1L to ensure the lid is secure when food or organic material is present in the trash can.

Correction Deadline: 8/15/2019**591-1-1-.20 Medications(CR)****Met****Comment**

The Provider currently does not dispense/administer medication.

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)**Met****Comment**

A current/completed inspection was observed for all vehicles used in transporting children this date.

Comment

Complete documentation of transportation observed.

Sleeping & Resting Equipment

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 and staff on this date. Staff stated appropriate laundry practices are followed.

Technical Assistance

591-1-1-.30(4) - Consultant discussed with provider to monitor and ensure the cot and cot sheets in classroom 2L are stored without the sheet stretched over the foot of the cot, to ensure the sheets do not touch other children's bedding.

Correction Deadline: 8/15/2019

Staff Records

Records Reviewed: 11
Records with Missing/Incomplete Components: 2

Staff # 1	Met
Date of Hire: 07/03/2017	
Staff # 2	Met
Staff # 3	Not Met
Date of Hire: 05/03/2018	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 4	Met
Staff # 5	Met
Staff # 6	Met
Date of Hire: 02/24/2019	
Staff # 7	Not Met
Date of Hire: 07/19/2019	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 8	Met
Date of Hire: 08/09/2019	
Staff # 9	Met
Date of Hire: 08/08/2019	
Staff # 10	Met
Staff # 11	Met

Comment

Director provided two file(s) for employees hired since last visit.

Finding

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that one employee, hired more than a year ago, was observed to be employed and present at the center on this date, with a comprehensive letter that had not been ported to the center by center staff on this date.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will review background check and portability rules to ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will ensure the employee receives a new comprehensive letter from the department to ensure the CRC rules are maintained.

Correction Deadline: 8/15/2019

Finding

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of records that one employee hired more than one year ago had a comprehensive background check letter that had not been ported electronically to the center for employment.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will review background check rules and procedures to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will ensure the employee receives a new background check letter and submits an application to the department to ensure the CRC rules are maintained.

Correction Deadline: 8/15/2019

Finding

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of records that one employee hired less than one year ago was present at the center with a satisfactory background check letter that had not been ported electronically by the center staff.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will review background check and portability guidelines to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will port all letters for new employees who bring a letter from another center to ensure CRC rules are maintained.

Correction Deadline: 8/15/2019

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)**Technical Assistance****Technical Assistance**

591-1-1-.32(7) - Consultant discussed with provider to monitor and ensure the PreK children are supervised when walking from the restrooms back to the classrooms, and no brief lapse of supervision is present during these times.

Correction Deadline: 8/15/2019