



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: 2/18/2021 **VisitType:** Licensing Study **Arrival:** 1:55 PM **Departure:** 2:55 PM

CCLC-465

Bells Ferry Learning Center

6761 Highway 92 Woodstock, GA 30189 Cherokee County
 (770) 591-1100 sharon@bellsferrylc.com

Regional Consultant

Rachael Brown

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Mailing Address
 Same

Quality Rated: ★ ★

Compliance Zone Designation		
02/18/2021	Licensing Study	Good Standing
09/09/2020	Monitoring Visit	Good Standing
02/14/2020	Complaint Closure	Good Standing

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.

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	First Left	Infants	1	5	C	15	C	NA	NA	Nap, Floor Play
Main	First Right	PreK	3	9	C	19	C	NA	NA	Snack
Main	Fourth Left		0	0	C	13	C	NA	NA	Not In Use
Main	Fourth Right	Five Year Olds	1	4	C	22	C	NA	NA	Story
Main	Middle Back	Three Year Olds	1	15	C	24	C	NA	NA	Free Play
Main	Second Left	One Year Olds	1	4	C	13	C	NA	NA	Floor Play
Main	Second Right	PreK	2	14	C	20	C	NA	NA	Free Play
Main	Third Left	Two Year Olds	1	9	C	13	C	NA	NA	Diapering, Transitioning, Music
Main	Third Right	PreK	2	16	C	24	C	NA	NA	Free Play
Total Capacity @35 sq. ft.: 163						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 76			Total Capacity @35 sq. ft.: 163			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Left Playground	16	C
Main	Middle Back Playground	110	C
Main	Right Playground	62	C

Comments

An Administrative Review was conducted on February 18, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on February 23, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 12, 2020 was reviewed during the virtual inspection.

CBC affidavit issued on this date.

Plan of Improvement: Developed This Date 02/18/2021

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.dec.al.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@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).

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

Sharon Foster, Program Official

Date

Rachael Brown, 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

A Virtual Visit was conducted due to the COVID-19 pandemic. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date.

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

N/A

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-.06 Bathrooms **Met**

Comment

Bathrooms observed to be clean and well maintained.

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Licensed capacity observed to be met by center.

591-1-1-.25 Physical Plant - Safe Environment(CR) **Met**

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through storage of cleaning supplies and possible hazards were discussed. There were no hazards observed to be accessible to the children this date.

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the playground area was observed and appeared to be in good repair.

Food Service

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

Comment

Center menu meets USDA guidelines.

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through food storage was observed. Food was observed to be stored on shelving, separately from cleaning products.

Health and Hygiene

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Proper diapering procedures observed during the virtual walk through.

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with staff on this date. Liquid soap and paper towels were observed accessible in the restroom area.

591-1-1-.20 Medications(CR) **N/A**

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.29 Required Reporting **Met**

Comment

Discussed reporting requirements.

Safety

591-1-1-.05 Animals

Met

Comment

Animals maintained clean and appropriately caged.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the staff on this date.

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

N/A

Comment

Center does not participate in field trips at this time.

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

Not Met

Comment

Complete documentation of transportation observed.

Finding

591-1-1-.36(4)(c) requires that each vehicle be equipped with a fire extinguisher maintained in working order and kept inaccessible to children. It was determined based on observation that the vehicle used to transport children did not have a fire extinguisher.

POI (Plan of Improvement)

The center will ensure that each vehicle has a working fire extinguisher and that the fire extinguisher is kept out of reach of children.

Correction Deadline: 2/24/2021

Sleeping & Resting Equipment

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. SIDS and infant safe sleep was discussed with the Director during the virtual walk through. Infants were observed in the crib, on their back, with no items in the crib. Cribs and rest mats were observed to be in good repair and sheets/blankets stated to be laundered appropriately.

Staff Records

Records Reviewed: 17

Records with Missing/Incomplete Components: 0

Staff # 1

Met

Date of Hire: 03/05/2018

Staff # 2

Met

Date of Hire: 01/14/2021

Staff # 3

Met

Date of Hire: 02/15/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Records Reviewed: 17

Records with Missing/Incomplete Components: 0

Staff # 4 Date of Hire: 11/28/2018	Met
Staff # 5 Date of Hire: 07/28/2008	Met
Staff # 6 Date of Hire: 01/08/2021	Met
Staff # 7 Date of Hire: 07/24/2018	Met
Staff # 8 Date of Hire: 08/27/2018	Met
Staff # 9 Date of Hire: 11/29/2017	Met
Staff # 10 Date of Hire: 12/17/2007	Met
Staff # 11 Date of Hire: 07/25/2019	Met
Staff # 12 Date of Hire: 07/25/2016	Met
Staff # 13 Date of Hire: 07/27/2009	Met
Staff # 14 Date of Hire: 04/12/2001	Met
Staff # 15 Date of Hire: 07/07/2000	Met
Staff # 16 Date of Hire: 11/10/2014	Met
Staff # 17 Date of Hire: 12/09/2019	Met

Staff Credentials Reviewed: 14

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)

Not Met

Comment

Director provided three files for employees hired since last visit.

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 review of records that employee #3 had a comprehensive satisfactory criminal background check that was within the portability deadline of the preceding 12 months of the hire date and had not been ported electronically to the center.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will view videos 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 view videos to ensure CRC rules are maintained.

Correction Deadline: 2/24/2021

Finding

591-1-1-.09(1)(k) requires that for portability for 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 or a satisfactory Comprehensive Records Check Determination letter issued by the Department for a Student-in-Training if the individual's Records Check Clearance Date is within the preceding 24 months from the hire date, the Center has verified and maintains evidence on file at the Center that the Student-in-Training is currently enrolled in a high school recognized by the Department of Education or an early education curriculum through an accredited school of higher education, 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 review of records that staff #9, a Student-in-Training, had a comprehensive satisfactory criminal background check that was within the portability deadline of the preceding 24 months of the start date and not been ported electronically to the center.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will view videos to ensure that only the most recently issued determination letter is electronically ported for Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination or a satisfactory Comprehensive Records Check Determination letter issued by the Department for a Student-in-Training if the individual's Records Check Clearance Date is within the preceding 24 months from the hire date, the Center has verified and maintains evidence on file at the Center that the Student-in-Training is currently enrolled in a high school recognized by the Department of Education or an early education curriculum through an accredited school of higher education, 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 view videos to ensure CRC rules are maintained.

Correction Deadline: 2/24/2021

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

Met

Correction Deadline: 3/31/2020

Corrected on 2/18/2021

.14(2) - Citation observed to be corrected on this date. Center staff observed to have Department approved CPR/First Aid training.

591-1-1-.33 Staff Training

Met

Comment

Documentation observed of required staff training.

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

Met

Comment

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on May 12, 2020.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through appropriate ratio was observed.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through adequate supervision was observed.