



**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:** 1/21/2020    **VisitType:** Initial Licensing Study    **Arrival:** 9:30 AM    **Departure:** 1:30 PM

**CCLC-51398**

**Guiding Lights Early Learning Center, LLC.**

13 St John Circle Newnan, GA 30265 Coweta County  
(770) 573-3003 danielledixon@guidinglightselc.com

**Regional Consultant**

Jessica Grant

Phone: (770) 359-5808

Fax: (404) 591-5814

jessica.grant@dec.al.gov

**Mailing Address**

Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
01/21/2020	Initial Licensing Study	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	D Two		0	0	C	22	C	NA	NA	Not In Use
Main	E Infants		0	0	C	13	C	NA	NA	Not In Use
Main	G Three		0	0	C	17	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 52						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 0			Total Capacity @35 sq. ft.: 52			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	61	C
Main	B Toddlers	25	C
Main	C Preschool	47	C
Main	D	26	C

**Comments**

Permission to operate was not granted on this date due to the heat not being operable.  
The center does carry liability insurance.  
Permission to operate was granted on 1.27.2020

Plan of Improvement: Developed This Date 01/21/2020

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

You have received permission to operate and the form received with this report is intended to serve as a temporary license which is **valid for thirty(30) days**. Your actual license/ will be emailed to you upon receipt of the licensing fee. You may pay the licensing fee either online at <http://www.decal.ga.gov/> or by certified check or money order mailed to: Bright from the Start, 2 Martin Luther King Jr. Drive SE, Suite 670 East Tower, Atlanta, GA 30334

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.

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#### 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](mailto: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.

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**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](mailto:qualityrated@decal.ga.gov)

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Danielle Dixon, Program Official

Date

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Jessica Grant, Consultant

Date



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### Findings Report

**Date:** 1/21/2020 **VisitType:** Initial Licensing Study **Arrival:** 9:30 AM **Departure:** 1:30 PM

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The following information is associated with a Initial Licensing Study:

### Activities and Equipment

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.12 - Discussed adding outside equipment and toys to enhance variety.

**Comment**

Equipment and furniture observed to be properly secured, as applicable.

**Technical Assistance**

591-1-1-.12(2) - The yellow buckets seats at the table in classroom E did not have straps. The Director stated she will remove the table from the classroom and purchase high chairs.

**Correction Deadline: 1/21/2020**

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

**Met**

**Comment**

Center does not provide swimming activities, per the Director.

### Facility

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

**Met**

**Comment**

The overall license capacity is 52 children based on the three classrooms licensed on this date.

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

**Not Met**

**Comment**

No hazards observed accessible to children on this date.

**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 that the vent fans in the bathrooms were dusty. The cover to the light was missing in the bathroom in classroom G.

**POI (Plan of Improvement)**

The Director stated she will dust the fans and add a cover to the light.

**Correction Deadline: 1/21/2020**

**591-1-1-.25 Physical Plant-Structural/Mechanical**

**Not Met**

**Finding**

591-1-1-.25(4) requires the Center to maintain the temperature in the range of 65 to 85 degrees Fahrenheit and to ventilate the Center be ventilated either by mechanical or natural means for the purpose of providing fresh air and controlling unpleasant odors. Facilities which do not have a functioning central heating and air-conditioning system shall make fifty percent (50%) of all required windows operable for ventilation. Any openings used for ventilation shall be screened. It was determined based on observation that the thermostat in the center showed fifty five degrees during the visit. The Consultant could hear the system running however, the air was cold.

**POI (Plan of Improvement)**

The Director stated she will have someone come out and check the system. The Director stated they plan to open the center on February 1, 2020. The Director stated she will send a receipt of confirmation once the system has been repaired.

**Correction Deadline: 1/21/2020**

**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 measurements that the fence along the back of the playgrounds measured three feet ten inches when four feet is required. The fence was also observed to have rust present.

**POI (Plan of Improvement)**

The Director stated they will dig up the ground in front of the fence to make the fence meet the requirement. The Director stated she will spray paint the fence.

**Correction Deadline: 1/21/2020**

**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 that vines were growing through the back of the fence on both playgrounds. Two small holes were observed on playgrounds B and C in the middle areas.

**POI (Plan of Improvement)**

The Director stated they will cut the vines from the fence. The Director stated they will fill the holes with sand.

**Correction Deadline: 1/21/2020**

**Health and Hygiene**

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

**Technical Assistance**

**Comment**

Hand washing requirements for diapering were discussed with the director on this date.

**Comment**

There were no children enrolled in the program on this date. Proper diaper facilities were observed with warm running water and proper ventilation.

**Technical Assistance**

591-1-1-.10(4) -Please be mindful of the size/age of the children who will be using the diapering table in classroom D to ensure it is appropriate.

**Correction Deadline: 1/21/2020**

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

There were no children enrolled on this date. Proper hand washing of children and staff was discussed with the director on this date.

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

Discussed proper medication documentation and procedures.

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**Safety**

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

There were no children enrolled on this date. The center's discipline policy was reviewed on this date. Regulations regarding proper discipline were discussed with the director on this date.

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

The Center Director stated that the Center will not provide routine Transportation and Field Trips at this time. Consultant discussed with Center Director, all requirements needed in order to transport and conduct field trips with children. Consultant also stated to Center Director that prior to providing Transportation and/or Field Trips, the Center is required to complete and maintain documentation of current CPR and First - Aid Training, as well as two (2) clock hours of Transportation Training, regarding the Center Director and all Center Staff participating in any aspect of Transportation. Further, Consultant stated to Center Director, that prior to providing Transportation and/or Field Trips, the Center is required to contact the assigned Bright from the Start: Regional Consultant, to discuss and review all Transportation and Field Trip requirements.

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**Sleeping & Resting Equipment**

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

On this date, Consultant observed six (6) of six (6) cribs used for sleeping and resting, to meet Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials International (ASTM) safety standards. Consultant also discussed all Infant Safe Sleeping and Resting requirements with Center Director, prior to the visit and on this date. Further, Consultant discussed cot and mat disinfecting requirements with Center Director on this date.

**Comment**

The correct number of mats, sheets and blankets were observed on this date.

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**Staff Records**

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**Records Reviewed: 3****Records with Missing/Incomplete Components: 0**

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Staff # 1	Met
Date of Hire: 12/03/2019	
Staff # 2	Met
Date of Hire: 12/03/2019	
Staff # 3	Met

Date of Hire: 12/03/2019

**Staff Credentials Reviewed: 2**

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

**Comment**

Criminal record checks were observed to be complete.

**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.

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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

**Comment**

There were no children enrolled on this date. Proper ratios and classroom capacities were discussed with the director on this date.

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

**Comment**

There were no children enrolled on this date. Proper supervision of children, including being prompt to children's needs, was discussed with the director on this date.