



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: 1/30/2018 **VisitType:** Monitoring Visit **Arrival:** 1:25 PM **Departure:** 4:45 PM

CCLC-52

Capitol Hill Child Enrichment Center

197 Decatur St., SE Atlanta, GA 30303 Fulton County
 (404) 413-8454 sonjio@gsu.edu

Regional Consultant

Margarita Collier

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margarita.collier@decal.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.
01/30/2018	Monitoring Visit	Good Standing	
07/17/2017	Licensing Study	Good Standing	
01/27/2017	POI 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	Room 2	Infants	2	6	C	17	C	NA	NA	Floor Play, Free Play, Diapering
Main	Room 3	One Year Olds	2	8	C	17	C	NA	NA	Nap
Main	Room 4	One Year Olds and Two Year Olds	1	4	C	12	C	NA	NA	Nap
Main	Room 6	PreK	2	17	C	21	C	NA	NA	Nap
Main	Room 7	Three Year Olds and Four Year Olds	1	12	C	21	C	NA	NA	Nap
Main	Room5	Two Year Olds and Three Year Olds	2	16	C	22	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 110			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 63			Total Capacity @35 sq. ft.: 110				Total Capacity @25 sq. ft.: 0			

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	103	C

Comments

The purpose of this visit was to conduct a monitoring visit and to follow-up on the previous visit conducted on July 17, 2017.

Consultant reviewed the following information with the director on this date:

- Updated USDA menu guidelines.
- Comprehensive criminal records check due date - October 1, 2018.

Plan of Improvement: Developed This Date 01/30/2018

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

Sonji Owens, Program Official

Date

Margarita Collier, Consultant

Date



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Findings Report

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The following information is associated with a Monitoring Visit:

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.

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.

Technical Assistance

Please be mindful to keep items that pose a hazard inaccessible to children.

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

Technical Assistance

Technical Assistance

Discussed maintenance of resilient surface. Please fluff and redistribute.

Correction Deadline: 7/17/2017

Corrected on 1/30/2018

The previous citation was observed to be corrected on this date. Consultant observed the center's playground area to be clean and in good repair on this date.

Food Service

591-1-1-.18 Kitchen Operations**Met****Correction Deadline: 7/17/2017****Corrected on 1/30/2018**

The previous citation was observed to be corrected on this date. Consultant observed all food items to be stored in a container and/or package with a label identifying it's contents.

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)**Met****Comment**

Proper hand washing observed throughout the center.

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

Per director the center does not administer any medications at this time.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Met****Correction Deadline: 7/22/2017****Corrected on 1/30/2018**

The previous citation was observed to be corrected on this date. Consultant observed the center to have complete documentation of fire, tornado, and lock down drills on this date. Please ensure to conduct fire drills monthly and tornado and lock down drills every six months.

Safety

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

Age-appropriate discussion and/or redirection observed.

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

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Pleasant naptime environment observed.

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

Staff # 1	Met
Date of Hire: 10/29/1998	
Staff # 2	Met
Date of Hire: 10/05/2010	
Staff # 3	Met
Date of Hire: 10/04/2004	
Staff # 4	Met
Date of Hire: 11/02/2015	
Staff # 5	Met
Date of Hire: 03/23/2006	
Staff # 6	Met
Date of Hire: 10/16/1998	
Staff # 7	Met
Date of Hire: 10/16/1998	
Staff # 8	Not Met
Date of Hire: 07/29/2013	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 9	Met
Date of Hire: 01/02/2003	
Staff # 10	Met
Date of Hire: 07/29/2013	
Staff # 11	Met
Date of Hire: 10/16/1998	
Staff # 12	Not Met
Date of Hire: 08/17/2016	
<u>"Missing/Incomplete Components"</u>	
.33(4)-1st Yr. Training - 10 hrs.	
Staff # 13	Met
Date of Hire: 12/02/1996	
Staff # 14	Not Met

Records Reviewed: 18**Records with Missing/Incomplete Components: 4**

Date of Hire: 10/16/1998

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 15

Not Met

Date of Hire: 08/24/2016

"Missing/Incomplete Components"

.33(4)-1st Yr. Training - 10 hrs.

Staff # 16

Met

Date of Hire: 03/03/1997

Staff # 17

Met

Date of Hire: 06/03/1998

Staff # 18

Met

Date of Hire: 06/20/2016

Staff Credentials Reviewed: 18

591-1-1-.09 Criminal Records Check(CR)**Met****Comment**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit was conducted on July 17, 2017.

Comment

Consultant reviewed 18 of 18 staff files on this date. Consultant reviewed 18 of 18 staff members to have evidence of a satisfactory determination letter on file on this date.

591-1-1-.33 Staff Training**Not Met****Correction Deadline: 8/16/2017****Corrected on 1/30/2018**

The previous citation was observed to be corrected on this date. Consultant observed the previously cited staff member to have completed the required health and safety orientation training.

Finding

591-1-1-.33(4) requires all Staff who provide any direct care to children, except independent contractors, Students-in-Training and volunteers, to obtain ten (10) clock hours of training or instruction in child care issues from an accredited school or Department-approved source. At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children. It was determined based on consultant's review of staff files two of 18 staff members did not complete the required first year training by their one year employment anniversary date.

POI (Plan of Improvement)

The Center will plan and schedule training and follow up to ensure that direct care Staff complete the required hours of training in the required subjects.

Correction Deadline: 3/1/2018

Finding

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 consultant's review of staff files two of 18 staff members completed less than 10 hours of the required annual training for the year 2017.

POI (Plan of Improvement)

Previously Cited: The center will plan and schedule the required 10 hours of ongoing training each year and follow up to ensure the training is completed for the year 2017.

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 2/23/2018

Recited on 1/30/2018

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

Technical Assistance

Comment

Consultant observed all staff members to comply with all laws and regulations on this date.

Technical Assistance

Please monitor the expiration dates of staff members CDA credentials and/or teaching certificates.

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

Staff observed to provide direct supervision and be attentive to children's needs.