



**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:** 11/21/2019 **VisitType:** Licensing Study

**Arrival:** 10:00 AM

**Departure:** 3:25 PM

**CCLC-594**

**Mother Hubbard's Day Care & Kindergarten #1**

2392 Donald Lee Hollowell Pkwy, NW Atlanta, GA 30318 Fulton County  
 (404) 794-0551 motherkindergtn@bellsouth.net

**Regional Consultant**

Lajuana Williams

Phone: (770) 357-7074

Fax: (770) 357-7073

lajuana.williams@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
11/21/2019	Licensing Study	Good Standing	
05/23/2019	POI Follow Up	Good Standing	
04/02/2019	Monitoring Visit	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
Building I	Room B-2nd Right	Three Year Olds and Four Year Olds	1	94	C	11	NC	16	NC	Centers
Building I	Room C-3rd Right	Infants and One Year Olds	1	6	C	10	C	NA	NA	Floor Play
Building I	Room Entrance	Two Year Olds	2	16	C	49	C	68	C	Lunch, Transitioning
Total Capacity @35 sq. ft.: 70			Total Capacity @25 sq. ft.: 138							
Building I	Room D-Front		0	0	C	24	C	NA	NA	Not In Use
Building I	Room E-Rear		0	0	C	6	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 30			Total Capacity @25 sq. ft.: 138							
Building II	Room F-Right		0	0	C	19	C	NA	NA	Not In Use
Building II	Room G-Left		0	0	C	19	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 38			Total Capacity @25 sq. ft.: 138							
Total # Children this Date: 116			Total Capacity @35 sq. ft.: 138			Total Capacity @25 sq. ft.: 138				

Building	Playground	Playground Occupancy	Playground Compliance
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## Comments

Plan of Improvement: Developed This Date 11/21/2019

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.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](mailto: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.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](mailto:qualityrated@dec.al.ga.gov)

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Dianne Young, Program Official

Date

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Lajuana Williams, Consultant

Date



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### Findings Report

**Date:** 11/21/2019 **VisitType:** Licensing Study

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#### CCLC-594

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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

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

#### 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

Technical Assistance

##### Technical Assistance

591-1-1-.08(1) - Please ensure that the following is maintained on file for each authorized release person: Name, complete address, telephone numbers, relationship to the child and relationship with the parent/guardian.

Correction Deadline: 11/21/2019

## 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)

Not Met

#### 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 pipes in the restroom in the hallway were exposed and one of the wood covers was observed laying against the wall on the left of the sinks, underneath a shelf. A toilet was observed to be missing in the restroom off of the toddler classroom, leaving plumbing exposed. Stained and broken ceiling tiles were observed in the preschool classroom 2R and the the restroom in the hallway off the infant classroom.

#### POI (Plan of Improvement)

The Center will ensure that

Correction Deadline: 12/5/2019

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

Not Met

#### Finding

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on observation that approximately three inches of material was observed beneath the blue slide, six inches was required, Approximately one inch was observed under the yellow climbers, six inches was required.

#### POI (Plan of Improvement)

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

Correction Deadline: 12/1/2019

## Food Service

### 591-1-1-.15 Food Service & Nutrition

Met

Correction Deadline: 5/23/2019

Corrected on 11/21/2019

.15(2) - Previous cite corrected.

### 591-1-1-.18 Kitchen Operations

Met

#### Comment

Kitchen appears clean and well organized.

## Health and Hygiene

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

Met

#### Comment

Staff state proper knowledge of diapering procedures.

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

Staff were observed to remind children to wash hands. Please ensure handwashing at all required times by staff and children.

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

The Provider currently does not dispense/administer medication.

<b>Safety</b>
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**591-1-1-.05 Animals****Met****Comment**

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

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

591-1-1-.13(5)-Field trips had not been conducted since the last visit. This rule will be reviewed on the next visit.

**POI (Plan of Improvement)**

The Center will create and distribute a list of participants for each trip taken.

**Correction Deadline: 4/2/2019**

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**591-1-1-.36 Transportation(CR)****Not Met****Comment**

The vehicle used for transportation was not maintained on site and therefore not observed this date.

**Finding**

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on observation that the required training was not maintained on file for the driver and the Director.

**POI (Plan of Improvement)**

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

**Correction Deadline: 12/1/2019**

**Finding**

591-1-1-.36(4)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on observation that a completed form was not file for the vehicle used or transportation, as indicated on the checklists observed, tag# AYK 3316.

**POI (Plan of Improvement)**

The Center will obtain the annual vehicle inspection.

**Correction Deadline: 11/26/2019**

**Finding**

591-1-1-.36(6) requires written Parental authorization for routine transportation provided by or on behalf of the Center. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined based on the observation of transportation documentation that parental authorization was not on file for 11 children transported to/from home during daily transportation. The authorization was observed to be missing for 7 children transported to/ from public schools.

**POI (Plan of Improvement)**

The Center will obtain the required written parental authorization.

**Correction Deadline: 11/22/2019**

**Finding**

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined [based on the observation of the transportation documentation that emergency medical information was not maintained on the vehicle for 18 of 18 children.

**POI (Plan of Improvement)**

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

**Correction Deadline: 11/22/2019**

**Correction Deadline: 5/24/2019**

**Corrected on 11/21/2019**

**.36(7)(c)2. -In review of school transportation for the weeks of November 4, 2019 through November 8, 2019, November 11, 2019 through November 15, 2019 and November 18, 2019 through November 22, 2019, it was determined that the previous cite was corrected.**

**Finding**

591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on the observation of school transportation checklist for William J. Scott Elementary that departure, arrival and returns times were not noted for morning transportation on November 21 2019.

**POI (Plan of Improvement)**

The Center will ensure that each time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

**Correction Deadline: 11/22/2019**

**Finding**

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on review of school transportation checklist for William J Scott Elementary a first check of the vehicle was not conducted immediately after the vehicle was unloaded on the afternoon of November 8, 2019. There was no signature by staff on the vehicle indicating the vehicle had been checked and all children had exited the vehicle.

**POI (Plan of Improvement)**

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

**Correction Deadline: 11/22/2019**

**Finding**

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined. based on review of school transportation checklist for William J Scott Elementary a second check of the vehicle was not conducted immediately upon completion of first check on the afternoon of November 8, 2019. There was no signature by staff on the vehicle or designated staff that was not on the vehicle indicating the vehicle had been checked and all children had exited the vehicle.

**POI (Plan of Improvement)**

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

**Correction Deadline: 11/21/2019**

<b>Sleeping &amp; Resting Equipment</b>
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<b>591-1-1-.30 Safe Sleeping and Resting Requirements(CR)</b>	<b>Met</b>
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**Comment**

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed.

<b>Staff Records</b>
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**Records Reviewed: 8**

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

Staff # 1

Not Met

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 2

Met

Date of Hire: 07/20/2016



**Records Reviewed: 8****Records with Missing/Incomplete Components: 3**

Staff # 3 Date of Hire: 10/04/2019	Met
Staff # 4 Date of Hire: 09/06/2019	Met
Staff # 5 Date of Hire: 08/10/2009	Met
Staff # 6 Date of Hire: 03/02/2011 <u>"Missing/Incomplete Components"</u> .36(3)(a-b)-2 hrs. Transportation Training missing	Not Met
Staff # 7 Date of Hire: 10/01/2010 <u>"Missing/Incomplete Components"</u> .36(3)(a-b)-2 hrs. Transportation Training missing,.33(5)-10 Hrs. Annual Training	Not Met
Staff # 8 Date of Hire: 10/08/2019	Met

**Staff Credentials Reviewed: 8**

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<b>591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)</b>	<b>Met</b>
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**Comment**

Criminal record checks were observed to be complete.

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<b>591-1-1-.14 First Aid &amp; CPR</b>	<b>Met</b>
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**Comment**

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

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<b>591-1-1-.33 Staff Training</b>	<b>Not Met</b>
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**Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on observation of staff records that the training was not file for staff #3.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

**Correction Deadline: 11/21/2019**

**Recited on 11/21/2019**

**Correction Deadline: 1/16/2019**

**Corrected on 11/21/2019**

**.33(5) - Previous cite corrected.**

**Finding**

Previously Cited: 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 observation of staff records that ten hours of annual training was not observed for all staff.

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on observation of staff files that ten hours of annual training was not on file for the Director.

**POI (Plan of Improvement)**

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

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: 11/21/2019**

**Recited on 11/21/2019**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Discussed that a gate would be added to the infant classroom and a barrier or wall would be built at the edge of the toddler classroom to ensure the children maintained in their licensed space.

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

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.