



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: 12/7/2017 **VisitType:** Licensing Study **Arrival:** 10:55 AM **Departure:** 4:10 PM

CCLC-957

Easter Seals Child Development Center-Sylvan

1757 Melrose Drive Atlanta, GA 30310 Fulton County
 (404) 758-7774 lbarber@esng.org

Regional Consultant

Lajuana Williams

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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.
12/07/2017	Licensing Study	Good Standing	
01/11/2017	Complaint Closure	Good Standing	
01/11/2017	Complaint Investigation & 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
Main	A-Downstairs- Bk left	Two Year Olds and Three Year Olds	2	6	C	19	C	NA	NA	Nap
Main	Down C- 3rdL-	One Year Olds and Two Year Olds	2	7	C	18	C	NA	NA	Nap
Main	Down-B- 2L	Infants	2	5	C	19	C	NA	NA	Floor Play
Main	F- Upstairs- 3R	Three Year Olds	3	14	C	20	C	NA	NA	Transitioning, Nap
Main	G- Upstairs- 4R	Three Year Olds and Four Year Olds	3	13	C	24	C	NA	NA	Lunch, Transitioning
Main	I- Sensory	Three Year Olds and Four Year Olds	2	20	C	18	NC	NA	NA	Circle Time
Main	J	PreK	2	19	C	19	C	NA	NA	Transitioning
Main	K - school age	PreK	2	18	C	19	C	NA	NA	Outside
Main	L - pre-k	PreK	2	16	C	20	C	NA	NA	Transitioning, Story
Main	M -Downstairs	Two Year Olds and Three Year Olds	2	7	C	20	C	NA	NA	Nap
Main	N - Downstairs	Three Year Olds and Four Year Olds	2	12	C	18	C	NA	NA	Nap
Main	Upstairs- D- FR	Three Year Olds	2	17	C	20	C	NA	NA	Lunch, Transitioning

Main	Upstairs -E- 2R	Three Year Olds	2	15	C	20	C	NA	NA	Floor Play,Transitioning
Main	Upstairs -H -5R	Three Year Olds and Four Year Olds	3	13	C	18	C	NA	NA	Transitioning,Lunch
		Total Capacity @35 sq. ft.: 272			Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 182		Total Capacity @35 sq. ft.: 272			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

Plan of Improvement: Developed This Date 12/07/2017

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.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

Lena Barber, Program Official

Date

Lajuana Williams, 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

591-1-1-.12(4) - Equipment was observed to be secure

Correction Deadline: 12/7/2017

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

N/A

Comment

No Swimming Activities Provided

Facility

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

Met

Comment

Licensed Capacity Routinely Met

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

Met

Correction Deadline: 1/11/2017

Corrected on 12/7/2017

.25(3) - Previous cite corrected

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 resilient surface directly underneath the yellow slide located on the toddler playground had eroded leaving a hole and the rock or concrete area beneath exposed.

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: 12/17/2017

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 the gate to the crawl space beneath building was open.

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

Correction Deadline: 12/7/2017

Food Service**591-1-1-.15 Food Service & Nutrition****Technical Assistance****Technical Assistance**

591-1-1-.15(3) - Please ensure if parents mix formula that it is provided in individually labeled bottles.

Correction Deadline: 12/7/2017

Health and Hygiene**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Diapering requirements discussed. Please ensure a separate trash cans are used for diapers.

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

Observed-Staff Remind Children Wash Hand, please ensure proper techniques are used.

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

Discussed-Documentation/Procedures

Policies and Procedures**591-1-1-.21 Operational Policies & Procedures****Technical Assistance****Technical Assistance**

591-1-1-.21(1)(p) - Please ensure the emergency procedures are updated and staff trained every six months. Please ensure that the training is documented on the emergency drill form.

Correction Deadline: 12/12/2017

Safety**591-1-1-.05 Animals****N/A****Comment**

No Animals Kept

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

Observed-Positive Learning Environment

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

Observed-Complete Documentation

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

Observed-Complete Documentation

Sleeping & Resting Equipment

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

Discussed-SIDS/Infant Sleeping Position

Comment

Observed-Pleasant Naptime Environment

Staff Records

Records Reviewed: 46

Records with Missing/Incomplete Components: 7

Staff # 1	Not Met
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Date of Hire: 01/01/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.24(1)-Evidence of Orientation Missing

Staff # 2	Met
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Date of Hire: 10/25/2017

Staff # 3	Not Met
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Date of Hire: 08/01/2008

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.24(1)-Evidence of Orientation Missing

Staff # 4	Met
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Date of Hire: 08/28/2006

Staff # 5	Met
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Date of Hire: 11/17/2006

Staff # 6	Met
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Date of Hire: 11/07/2011

Staff # 7	Met
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Date of Hire: 01/09/2015

Staff # 8	Met
Date of Hire: 10/23/2014	
Staff # 9	Met
Date of Hire: 07/21/2014	
Staff # 10	Met
Date of Hire: 03/24/2014	
Staff # 11	Met
Date of Hire: 01/17/2015	
Staff # 12	Met
Date of Hire: 02/01/2017	
Staff # 13	Met
Date of Hire: 08/07/2013	
Staff # 14	Met
Date of Hire: 08/19/1998	
Staff # 15	Met
Date of Hire: 02/22/2016	
Staff # 16	Met
Staff # 17	Met
Date of Hire: 09/11/2000	
Staff # 18	Met
Date of Hire: 10/23/1998	
Staff # 19	Met
Date of Hire: 01/15/2015	
Staff # 20	Not Met
Date of Hire: 04/22/2015	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate,.24(1)-Evidence of Orientation Missing	
Staff # 21	Met
Date of Hire: 10/26/2009	
Staff # 22	Not Met
Date of Hire: 01/04/2017	

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 23 Met
Date of Hire: 11/01/2010

Staff # 24 Met
Date of Hire: 09/02/2015

Staff # 25 Not Met
Date of Hire: 08/01/2008

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 26 Met
Date of Hire: 07/01/2014

Staff # 27 Met
Date of Hire: 08/19/2013

Staff # 28 Met
Date of Hire: 07/25/2013

Staff # 29 Not Met
Date of Hire: 11/10/2017

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.33(3)-Health & Safety Certificate

Staff # 30 Met
Date of Hire: 07/27/2015

Staff # 31 Met
Date of Hire: 02/01/1983

Staff # 32 Met
Date of Hire: 03/31/2015

Staff # 33 Met
Date of Hire: 07/27/2015

Staff # 34 Met
Date of Hire: 11/01/2014

Staff # 35 Met
Date of Hire: 08/01/2010

Staff # 36	Met
Date of Hire: 08/13/2013	
Staff # 37	Not Met
Date of Hire: 08/01/2008	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate,.24(1)-Evidence of Orientation Missing	
Staff # 38	Met
Date of Hire: 06/05/2017	
Staff # 39	Met
Date of Hire: 04/10/2017	
Staff # 40	Met
Date of Hire: 08/04/2013	
Staff # 41	Met
Date of Hire: 07/31/2013	
Staff # 42	Met
Date of Hire: 07/25/2017	
Staff # 43	Met
Date of Hire: 11/03/2015	
Staff # 44	Met
Date of Hire: 07/25/2011	
Staff # 45	Met
Date of Hire: 10/26/2017	
Staff # 46	Met
Date of Hire: 02/18/2008	

Staff Credentials Reviewed: 46**591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Two new staff hired since last visit

Correction Deadline: 1/11/2017**Corrected on 12/7/2017****.09(1)(e) - Previous cite corrected.**

Correction Deadline: 1/11/2017

Corrected on 12/7/2017

.09(1)(h) - Previous cite corrected.

591-1-1-.24 Personnel Records

Not Met

Finding

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on observation that seven staff required evidence of an orientation.

POI (Plan of Improvement)

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 12/12/2017

591-1-1-.33 Staff Training

Not Met

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 seven staff required evidence of Health and Safety Orientation training.

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: 1/6/2018

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

Met

Comment

591-1-1-.31(13) - Center was compliant with current laws and regulations.

Correction Deadline: 12/7/2017

Staffing and Supervision

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

Met

Comment

Observed-Appropriate Staff:Child Ratios

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

Met

Comment

Observed-Adequate Supervision