



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: 1/27/2023 **VisitType:** Complaint Closure from visit on 03/28/2022

CCLC-3113

Special Investigations Unit Sr. Specialist

KID'S TIME EARLY LEARNING CENTER, INC.

Beverly Pollard

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Mailing Address

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Quality Rated: ★ ★

Compliance Zone Designation		
01/27/2023	Complaint Closure	Deficient
01/20/2023	Licensing Study	Good Standing
09/22/2022	Monitoring Visit	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.

Comments

The Complaint Investigation was not completed on this date. A final copy will be sent to the facility.

January 27, 2023 The Complaint Investigation was completed on this date. A final copy was sent to the facility.

A Plan of Improvement is due by February 10, 2023.

Advisement of Potential for Repeated Rule Violations during Pending Investigations

This report shall serve as official notice of potential rule violations. These potential rule violations have been detailed in this report and discussed with you by the consultant. The department shall conduct a thorough investigation to determine if in fact the alleged rule violation(s) should or should not be substantiated. Please be aware that the investigation may take some time to be finalized to ensure fairness and accuracy. During this investigation period, any violations of an identical rule or rules will require the department to treat any and all substantiated rule violations identified in the investigation as repeated rule violation(s).

Further, from time to time the department discovers additional rule violations during the course of an investigation. If there are new rule violation(s), your consultant shall inform you of the violation(s) as soon as possible. However, as stated above, any violations of identical rule(s) will require the department to treat any and all additional rule violations identified in the investigation as repeated rule violations.

All rule violations found in relation to a complaint or incident investigation will be associated with the date the investigation was closed.



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

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@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.

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)

I have read and understand the Rules and Regulations for Child Care Learning Centers, 591-1-1. I acknowledge that the items noted in this report have been discussed with me and I have agreed to a Plan of Improvement (POI) as indicated in this report. I understand that correction of these deficiencies, while required, will not necessarily prevent DECAL from taking adverse action against this facility. I understand that if I disagree with any of the deficiencies cited, I have the right to refute them on this report or any other form that I choose to send to Child Care Services.

Yvonne Ogletree, Program Official	Date	Beverly Pollard , Consultant	Date
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Summary Report

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The following information is associated with a Complaint Closure:

Policies and Procedures

591-1-1-.29 Required Reporting

Not Met

Finding Associated with Complaint

591-1-1-.29(3) requires the Director or designated person-in-charge to report or cause to be reported to the Department within twenty-four (24) hours or the next work day: any death of a child while in the care of the Center; any serious illness or injury requiring hospitalization or professional medical attention other than first aid of a child while in the care of the Center; any situation when a child in care becomes missing, such as, but not limited to, a child who is left on a vehicle, a child who leaves the building, playground, or property, or a child who is left behind on any trip; any fire; any structural disaster; any emergency situation that requires temporarily relocating children; and any time the program's operating status changes (i.e., open to closed or temporarily closed and temporarily closed to open).

It was determined that on March 23, 2022, a five-year-old child was left alone on a center vehicle for an undetermined length of time. This incident was not reported to the Department as required.

Correction Deadline: 1/27/2023

Safety

Finding Associated with Complaint

591-1-1-.36(1)(a) requires that transportation rules apply to all transportation provided by the licensee or on behalf of the licensee, regardless of whether the person is employed by the licensee or if a fee is charged or not.

It was determined that Kid’s Time Early Learning Center #2 provided transportation for Kid’s Time Early Learning Center, Inc. This arrangement was not documented on the transportation agreement. On March 23, 2022, a five-year-old child was left alone on a center vehicle for an undetermined length of time. Staff discovered the child had been left on the vehicle when at an undetermined time, the child arrived at the front door of the center.

Correction Deadline: 1/27/2023

Finding Associated with Complaint

591-1-1-.36(10) requires that a child never be left unattended in a vehicle.

It was determined that on March 23, 2022, at 8:20 a.m., a five-year-old child was left unattended on a center vehicle for an undetermined length of time after the vehicle returned to the center from routine school drop off. Staff discovered the child had been left on the vehicle when at an undetermined time, the child arrived at the front door of the center. The child was then transported to school and arrived at approximately 10:30 a.m.

Correction Deadline: 1/27/2023

Finding Associated with Complaint

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 that on March 23, 2022, two drivers providing transportation did not have two clock hours of state-approved transportation training.

Correction Deadline: 1/27/2023

Finding Associated with Complaint

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 that on March 23, 2022, a five-year-old child was left alone on a center vehicle for an undetermined length of time. Staff discovered the child had been left on the vehicle when at an undetermined time, the child arrived at the front door of the center. The child was then transported to school in a staff person's personal vehicle. The vehicle did not have a fire extinguisher.

Correction Deadline: 1/27/2023

Finding Associated with Complaint

591-1-1-.36(5)(a) requires the driver of the vehicle to be at least eighteen (18) years of age and possess a valid driver's license as required for the class of vehicle that the driver operates for the Center. It was determined that three drivers who regularly drove a 65-passenger bus for routine school and home transportation did not have a driver's license required for that class of vehicle.

Correction Deadline: 1/27/2023

Finding Associated with Complaint

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 that the parental authorization for a five-year-old child transported on March 23, 2022, did not have a routine pick-up location, routine pick-up time, each routine delivery location, or routine delivery times.

Correction Deadline: 1/27/2023

Finding Associated with Complaint

591-1-1-.36(7)(a) requires that each vehicle contains current information including: the full names of all children to be transported, each child's pick-up location, pick-up time, delivery location, alternate delivery location if a Parent is not at home and name of person authorized to receive each child. In addition, the vehicle shall contain current information identifying the Center's name, telephone number and the name of the driver of the vehicle.

It was determined that on March 23, 2022, a five-year-old child was left alone on a center vehicle for an undetermined length of time. Staff discovered the child had been left on the vehicle when at an undetermined time, the child arrived at the front door of the center. The child was then transported to school in a staff person's personal vehicle. The vehicle did not contain the required center and passenger information.

Correction Deadline: 1/27/2023

Finding Associated with Complaint

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 that on March 23, 2022, a five-year-old child was left alone on a center vehicle for an undetermined length of time. Staff discovered the child had been left on the vehicle when at an undetermined time, the child arrived at the front door of the center. The child was then transported to school in a staff person's personal vehicle. Emergency medical information for the child was not in the vehicle.

Correction Deadline: 1/27/2023

Finding Associated with Complaint

591-1-1-.36(7)(c) requires the center to use passenger transportation checklists, in a format approved by the Department, to account for each child during transportation. A separate passenger checklist must be used for each vehicle.

It was determined that on March 23, 2022, a five-year-old child was left alone on a center vehicle for an undetermined length of time. Staff discovered the child had been left on the vehicle when at an undetermined time, the child arrived at the front door of the center. The child was then transported to school in a staff person's personal vehicle. A passenger checklist was not used to account for the loading and unloading of the child.

Correction Deadline: 1/27/2023

Finding Associated with Complaint

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 that on March 23, 2022, it was documented on the passenger checklist that a first check of the center vehicle was completed by the driver. Staff discovered the child had been left on the vehicle when at an undetermined time, the child arrived at the front door of the center.

Correction Deadline: 1/27/2023

Finding Associated with Complaint

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 that on March 23, 2022, it was documented on the passenger checklist that a first check of the center vehicle was completed by a member of management. Staff discovered the child had been left on the vehicle when at an undetermined time, the child arrived at the front door of the center

Correction Deadline: 1/27/2023

Staff Records

Finding Associated with Complaint

591-1-1-.14(1)(a) requires, in a Center that provides transportation, that either the driver or another Staff person present on the vehicle have current evidence of successful completion of a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid offered by certified or licensed health care professionals or trainers and which dealt with the provision of emergency care to infants and children. It was determined that two of five drivers who regularly provided routine school and home transportation did not have current training in cardiopulmonary resuscitation (CPR) and first aid.

Correction Deadline: 1/27/2023

Finding Associated with Complaint

591-1-1-.14(3) requires the Center to have a first aid kit in each building of the Center and in any vehicle used by the Center for transportation of children, that contains scissors, tweezers, gauze pads, adhesive tape, thermometer, band-aids, assorted sizes, antibacterial ointment, insect-sting preparation, an antiseptic cleansing solution, triangular bandages, rubber gloves, protective eye wear, a protective face mask, and a cold pack. The first aid kit, together with a first aid instruction manual which must be kept with the kit at all times, shall be stored so that it is not accessible to children but is easily accessible to Staff.

It was determined that on March 23, 2022, a five-year-old child was left alone on a center vehicle for an undetermined length of time. Staff discovered the child had been left on the vehicle when at an undetermined time, the child arrived at the front door of the center. The child was then transported to school in a staff person's personal vehicle. The vehicle did not have a first aid kit.

Correction Deadline: 1/27/2023

Staffing and Supervision

Finding Associated with Complaint

591-1-1-.32(7) requires that children be supervised at all times appropriate to the individual age, needs and capabilities of each child. Such supervision must include, but not be limited to, indoor and outdoor activities, mealtimes, naptime, transportation, field trips, and transitions between activities. "Supervision" means that the appropriate number of Staff members are physically present in the area where children are being cared for and are providing watchful oversight to the children, volunteers and Students-in-Training. The persons supervising in the child care area must be alert, positioned to maximize their ability to hear and see the children at all times, and able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the volunteers and Students-in-Training, and provide timely attention to the children's actions and needs. Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.

It was determined that on March 23, 2022, at 8:20 a.m., children were not adequately supervised when a five-year-old child was left alone on a center vehicle for an undetermined length of time after the vehicle returned to the center from routine school drop off. Staff discovered the child had been left on the vehicle when at an undetermined time, the child arrived at the front door of the center. The child was then transported to school and arrived at approximately 10:30 a.m.

Correction Deadline: 1/27/2023