



**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

**Cover Sheet**

**Date:** 9/27/2021 **VisitType:** Licensing Study

**Arrival:** 1:30 PM

**Departure:** 2:30 PM

**CCLC-38999**

**Bells Ferry Learning Center**

3639 Canton Road Marietta, GA 30066 Cobb County  
 (770) 635-7720 sharon@bellsferrylc.com

**Regional Consultant**

Octavia Humphrey

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octavia.humphrey@decal.ga.gov

**Mailing Address**

4714 Shallow Ridge Rd  
 Kennesaw, GA 30144

**Quality Rated:**

<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.
09/27/2021	Licensing Study	Good Standing	
04/13/2021	Monitoring Visit	Good Standing	
01/11/2021	Complaint Investigation by Phone	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
Left Front Building	Classrom H		0	0	C	25	C	NA	NA	
Left Front Building	Classrom G		0	0	C	23	C	NA	NA	
Total Capacity @35 sq. ft.: 48			Total Capacity @25 sq. ft.: 0							
Main	A- 1R	Infants and One Year Olds	1	4	C	15	C	NA	NA	Nap
Main	B-2R		0	0	C	11	C	NA	NA	
Main	C- 3R		0	0	C	15	C	NA	NA	
Main	D- 2L	Four Year Olds and Five Year Olds and Six Year Olds and Over	1	6	C	15	C	NA	NA	Lunch
Main	E- 1L	Three Year Olds	1	1	C	15	C	NA	NA	Lunch
Main	F- Middle		0	0	C	27	C	NA	NA	
Total Capacity @35 sq. ft.: 98			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 11			Total Capacity @35 sq. ft.: 146			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Left Front Building	Playground A Left, 3 and Up	195	C


Left Front Building	Playground B, Right, 6wks- 2yrs	27	C
Main	A- Infant/toddler	27	C
Main	B- Preschool-School age	194	C

**Comments**

The purpose of today’s visit was to conduct a licensing study. An Administrative Review was conducted on September 27th, 2021. Staff files, children’s files, training, and background checks were all reviewed. A virtual inspection was conducted on September 27th, 2021, with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.



Plan of Improvement: No Plan Developed

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.state.ga.us/CCS/Regulations.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

**Important New Deadlines:**

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.state.ga.us/>  
 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.state.ga.us](mailto:qualityrated@dec.state.ga.us)

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@decals.ga.gov](mailto:CCSRefutations@decals.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://decals.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)

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Lana Ukhov, Program Official

Date

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Octavia Humphrey, Consultant

Date



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### Findings Report

**Date:** 9/27/2021    **VisitType:** Licensing Study    **Arrival:** 1:30 PM    **Departure:** 2:30 PM

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The following information is associated with a Licensing Study:

### Activities and Equipment

**591-1-1-.03 Activities**

**Met**

**Correction Deadline: 2/7/2020**

**Corrected on 9/27/2021**

**.03(2) - Observed Lesson plans on this date.**

**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.

### 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

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**591-1-1-.08 Children's Records****Met****Comment**

Records were observed to be complete and well organized.

**Facility**

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

Licensed capacity observed to be routinely met by center.

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

Center appears clean and well maintained.

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**591-1-1-.26 Playgrounds(CR)****Met****Comment**

Playground observed to be clean and in good repair.

**Food Service**

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**591-1-1-.15 Food Service & Nutrition****Met****Comment**

Center menu meets USDA guidelines.

**Health and Hygiene**

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**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**

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**

The Provider currently does not dispense/administer medication.

**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures****Met****Comment**

Program observed complete emergency drills

**Safety**

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

Staff were observed to maintain a positive learning environment on this date.

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

A current/completed inspection was observed for all vehicles used in transporting children this date.

**Comment**

Complete documentation of transportation observed.

**Comment**

The vehicle had an approved fire extinguisher and first aid kit on this date.

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**Sleeping & Resting Equipment**

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

Discussed SIDS and infant sleeping position.

**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.

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**Staff Records**

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**Records Reviewed: 19****Records with Missing/Incomplete Components: 0**

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Staff # 1	Met
Date of Hire: 01/14/2021	
Staff # 2	Met
Date of Hire: 03/28/2016	
Staff # 3	Met
Date of Hire: 08/06/2019	
Staff # 4	Met
Staff # 5	Met
Date of Hire: 09/30/2019	
Staff # 6	Met
Date of Hire: 01/08/2021	
Staff # 7	Met
Staff # 8	Met
Staff # 9	Met
Staff # 10	Met
Staff # 11	Met
Staff # 12	Met

**Records Reviewed: 19**

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

Date of Hire: 02/06/2020

Staff # 13 Met

Date of Hire: 12/17/2007

Staff # 14 Met

Date of Hire: 10/01/2019

Staff # 15 Met

Staff # 16 Met

Staff # 17 Met

Staff # 18 Met

Staff # 19 Met

Date of Hire: 04/12/2001

**Staff Credentials Reviewed: 4**

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

**Comment**

Criminal record checks were observed to be complete.

**591-1-1-.14 First Aid & CPR Met**

**Comment**

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

**591-1-1-.33 Staff Training Not Met**

**Finding**

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 a review of records that two staff members with the hire date of 9/29/2019 and 3/14/2018 did not have valid evidence of 10 clock hours of 2020 annual training as required by the Department.

**POI (Plan of Improvement)**

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: 10/27/2021**

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

## Staffing and Supervision

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

Met

#### Comment

Center observed to maintain appropriate staff:child ratios.

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

Met

#### Comment

Adequate supervision observed on this date.