



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: 7/16/2021 **VisitType:** Licensing Study **Arrival:** 12:30 PM **Departure:** 1:30 PM

CCLC-33391

Bright Horizons at Glenlake

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 (470) 558-1181 Tonia.Brewer@brighthorizons.com

Regional Consultant

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Mailing Address

Same

Quality Rated: No

<u>Compliance Zone Designation</u>			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.
07/16/2021	Licensing Study	Good Standing	
02/24/2021	Monitoring Visit	Good Standing	
08/25/2020	Licensing Study	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:1R - LL		0	0	C	12	C	NA	NA	Not In Use
Main	B:2R - LL		0	0	C	12	C	NA	NA	Not In Use
Main	C:2R - UL	One Year Olds	2	8	C	15	C	NA	NA	Art
Main	D:1R - UL		0	0	C	15	C	NA	NA	Not In Use
Main	E:1L - UL	Two Year Olds	2	9	C	14	C	NA	NA	Outside, Transitioning
Main	F:2L - UL		0	0	C	14	C	NA	NA	
Main	G:3L - UL		0	0	C	20	C	NA	NA	Not In Use
Main	H:4L - UL	Three Year Olds and Four Year Olds	2	12	C	20	C	NA	NA	Art, Story
Main	I:5L - UL	Five Year Olds and Six Year Olds and Over	2	13	C	20	C	NA	NA	Clean Up, Outside, Transitioning
Main	J:RR - UL		0	0	C	24	C	NA	NA	Not In Use

Total Capacity @35 sq. ft.: 166

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 42

Total Capacity @35 sq. ft.: 166

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	L: Infant/Toddler	44	C
Main	R: Preschool	59	C

Comments

An Administrative Review was conducted on July 16, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on July 21, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

Consultant discussed and provided flyer regarding the CCLC Virtual Core Rules Refresher Sessions on this date.

Plan of Improvement: Developed This Date 07/16/2021

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

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.state.ga.us.

- 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.state.ga.us/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)

Tonia Brewer, Program Official

Date

Emma Smith, 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

A variety of equipment and toys were observed throughout the center.

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: 3

Child # 1 Met

Child # 2 Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

Child # 3 Met

Child # 4 Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Number Missing

Child # 5 Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

Finding

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on review of records that three of five children records reviewed were missing parent work addresses and telephone numbers.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 7/16/2021**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)**Met****Comment**

Center appears clean and well maintained.

Comment

No hazards observed accessible to children on this date.

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

Playground observed to be clean and in good repair.

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

Center menu meets USDA guidelines.

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.

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

Proper hand washing observed throughout the center.

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

The Provider currently does not dispense/administer medication.

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

591-1-1-.21(3) - Consultant discussed and observed emergency preparedness plans on this date.

Comment

Consultant observed complete emergency drills log on this date with last fire drill conducted July 12, 2021 and last tornado drill conducted June 11, 2021.

Safety**591-1-1-.11 Discipline(CR)****Technical Assistance****Technical Assistance**

591-1-1-.11 - A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director and staff on this date.

591-1-1-.36 Transportation(CR)**N/A****Comment**

Center does not provide routine transportation.

Sleeping & Resting Equipment**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****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**Records Reviewed: 12****Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 08/14/2020

Staff # 2

Met

Date of Hire: 08/16/1996

Staff # 3

Met

Staff # 4

Met

Date of Hire: 08/10/2015

Records Reviewed: 12**Records with Missing/Incomplete Components: 0**

Staff # 5	Met
Date of Hire: 11/18/2013	
Staff # 6	Met
Date of Hire: 07/06/2015	
Staff # 7	Met
Date of Hire: 07/12/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 8	Met
Staff # 9	Met
Date of Hire: 09/14/2020	
Staff # 10	Met
Date of Hire: 07/29/2019	
Staff # 11	Met
Date of Hire: 06/07/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 12	Met
Date of Hire: 07/12/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>

Staff Credentials Reviewed: 7**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****Comment**

Criminal record checks were observed to be complete for all staff on this date.

Comment

There were four new employees hired since last visit.

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

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

Comment

Please be mindful of training expiration dates.

591-1-1-.33 Staff Training Met**Comment**

Documentation observed of required staff training.

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

Staff observed to be compliant with applicable laws and regulations.

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.