



**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:** 3/29/2022    **VisitType:** Complaint Investigation & Monitoring Visit    **Arrival:** 8:50 AM    **Departure:** 12:30 PM

**CCLC-18206**

**The Goddard School**

5416 Bethelview Road Cumming, GA 30040 Forsyth County  
 (678) 455-5151 cummingga@goddardschools.com

**Regional Consultant**

Mandi Sloan

Phone: (770) 357-5097

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mandi.sloan@dec.al.ga.gov

**Mailing Address**

6270 Mockingbird Road  
 Cumming, GA 30028

**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.
03/29/2022	Complaint Investigation & Monitoring Visit	Good Standing	
11/19/2021	Licensing Study	Good Standing	
06/21/2021	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
Building 2	1R- Classroom, Three and Older	Five Year Olds	1	17	C	25	C	NA	NA	Homework
Building 2	2L - Classroom, Five and Older	Four Year Olds	2	23	C	21	NC	NA	NA	Outside, Transitioning
Building 2	Back- Classroom, Four and Older		0	0	C	25	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 71			Total Capacity @25 sq. ft.: 338							
Main	A 1st Right	Infants	3	9	C	14	C	NA	NA	Feeding, Nap
Main	B 2nd Right	Infants and One Year Olds	2	11	C	14	C	NA	NA	Free Play
Main	C 3rd Right	One Year Olds	2	10	C	14	C	NA	NA	Outside
Main	D 4th Right		0	0	C	14	C	NA	NA	Not In Use
Main	E 5th Right	Two Year Olds	3	19	C	23	C	NA	NA	Centers
Main	F 6th Right	Two Year Olds	2	19	C	24	C	NA	NA	Centers
Main	G Middle Back	Four Year Olds	2	22	C	24	C	NA	NA	Circle Time
Main	Gym Center Rm		0	0	C	25	C	NA	NA	Not In Use
Main	H 4th Left	Two Year Olds and Three Year Olds	2	18	C	25	C	NA	NA	Outside
Main	I 3rd Left	Three Year Olds	1	13	C	23	C	NA	NA	Outside
Main	J 2nd Left	Three Year Olds	1	11	C	27	C	38	C	Circle Time, Story

Main K 1st Left Four Year Olds 1 11 C 27 C 38 C Outside, Transitioning

Total Capacity @35 sq. ft.: 254		Total Capacity @25 sq. ft.: 338	
Total # Children this Date: 183	Total Capacity @35 sq. ft.: 325	Total Capacity @25 sq. ft.: 338	

Building	Playground	Playground Occupancy	Playground Compliance
Main	Infant/ Toddler	38	C
Main	Preschool	27	C
Main	Preschool, Back	60	C
Main	Sport Court- three-years-old and older	14	C

**Comments**

The purpose of today's visit was to conduct a complaint investigation and monitoring visit.

Plan of Improvement: Developed This Date

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 Quality Rated/CAPS Update:**

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

**Contact the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.state.ga.us](mailto:qualityrated@dec.state.ga.us) for more information. Free technical assistance is available!**

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), do the following:

- 1) Log into DECAL KOALA [www.decalkoala.com](http://www.decalkoala.com) with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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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Courtney Banister, Program Official

Date

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Mandi Sloan, Consultant

Date



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### Findings Report

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

**591-1-1-.12 Equipment & Toys(CR)**

**Met**

**Comment**

Discussed rotating toys to support the procedures of daily disinfecting.

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

**Met**

**Comment**

Center does not provide swimming activities.

### 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.

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

**Met**

**Comment**

Playground observed to be clean and in good repair.

### 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) Met

**Comment**

Documentation for medication dispensing observed complete.

**Policies and Procedures**

591-1-1-.21 Operational Policies & Procedures Not Met

**Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of records that drills for tornado and other emergency situations were not conducted every six months.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

**Correction Deadline: 11/24/2021**

**Safety**

591-1-1-.05 Animals Met

**Comment**

Center does not keep animals on premises.

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

**Comment**

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

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

**Comment**

Center does not participate in field trips at this time.

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

**Comment**

Complete documentation of transportation observed.

**Sleeping & Resting Equipment**

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

**Comment**

Pleasant naptime environment observed.

**Staff Records**

**Records Reviewed: 46**

**Records with Missing/Incomplete Components: 1**

Staff # 1

Met

Date of Hire: 01/28/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

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Staff # 2	Met
Staff # 3 Date of Hire: 10/30/2006	Met
Staff # 4 Date of Hire: 08/05/2020	Met
Staff # 5 Date of Hire: 08/15/2019	Met
Staff # 6 Date of Hire: 05/21/2021	Met
Staff # 7 Date of Hire: 09/29/2016	Met
Staff # 8 Date of Hire: 01/06/2021	Met
Staff # 9 Date of Hire: 09/06/2018	Met
Staff # 10	Met
Staff # 11 Date of Hire: 03/22/2022	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 12	Met
Staff # 13 Date of Hire: 02/25/2020	Met
Staff # 14 Date of Hire: 10/02/2006	Met
Staff # 15	Met
Staff # 16 Date of Hire: 07/21/2014	Met
Staff # 17 Date of Hire: 02/21/2011	Met
Staff # 18	Met

Staff # 19 Date of Hire: 03/01/2012	Met
Staff # 20 Date of Hire: 08/02/2021	Met
Staff # 21 Date of Hire: 09/27/2021	Met
Staff # 22 Date of Hire: 07/28/2020	Met
Staff # 23 Date of Hire: 08/05/2019	Met
Staff # 24 Date of Hire: 03/10/2022	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 25 Date of Hire: 10/21/2019	Met
Staff # 26 Date of Hire: 01/11/2021	Met
Staff # 27 Date of Hire: 07/27/2018	Met
Staff # 28 Date of Hire: 11/19/2007	Met
Staff # 29 Date of Hire: 06/21/2021	Met
Staff # 30 Date of Hire: 11/08/2021	Not Met
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Dissatisfied	
Staff # 31 Date of Hire: 07/27/2020	Met
Staff # 32 Date of Hire: 09/24/2007	Met

**Records Reviewed: 46**

**Records with Missing/Incomplete Components: 1**

Staff # 33 Date of Hire: 12/03/2018	Met
Staff # 34 Date of Hire: 09/03/2019	Met
Staff # 35 Date of Hire: 10/20/2021	Met
Staff # 36 Date of Hire: 05/17/2021	Met
Staff # 37 Date of Hire: 04/08/2019	Met
Staff # 38	Met
Staff # 39 Date of Hire: 03/12/2019	Met
Staff # 40 Date of Hire: 03/29/2021	Met
Staff # 41 Date of Hire: 09/07/2021	Met
Staff # 42 Date of Hire: 05/12/2021	Met
Staff # 43 Date of Hire: 07/29/2021	Met
Staff # 44 Date of Hire: 01/25/2021	Met
Staff # 45 Date of Hire: 08/09/2021	Met
Staff # 46 Date of Hire: 02/15/2022	Met

Reminder - Health & Safety training is required within 90 calendar days of hired

**Staff Credentials Reviewed: 6**

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

**Not Met**



**Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that staff person # 41, who was listed on the program's list of staff, had not submitted both a Record Check Application to the Department and Fingerprints to an authorized fingerprinting site. A one-day letter was left on this date.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will ensure the CRC rules are maintained.

**Correction Deadline: 11/19/2021**

**Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of records that staff person # 41, who was listed on the program's list of staff, did not have a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the center. A one-day letter was left.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will ensure the CRC rules are maintained.

**Correction Deadline: 11/19/2021**

**Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of records that electronic portability was not submitted until November 11, 2021 for staff person # 30 who had a documented date of hire of November 8, 2021.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will ensure CRC rules are maintained.

**Correction Deadline: 3/29/2022**

**Technical Assistance**

591-1-1-.09(1)(l)2. - The consultant discussed with the provider to ensure that the Center immediately requires a new Comprehensive Records Check Determination for a Director, Employee or Provisional Employee when there has been a lapse of employment from the child care industry that lasted for 180 calendar days (6 months) or longer.

**Correction Deadline: 3/29/2022**

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.14(2) - The consultant discussed with the provider to ensure that "seasonal staff" (those who only work on school breaks) maintain CPR and First Aid training throughout the year to ensure they can provide direct care to children upon their return.

**Correction Deadline: 4/28/2022**

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

**Defer**

**Defer**

591-1-1-.33(5)-The previous citation was deferred on this date as annual training will be reviewed upon the program's next licensing study.

**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: 12/19/2021**

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**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**

Staff observed to provide direct supervision and be attentive to children's needs.