



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: 3/4/2022 **VisitType:** Licensing Study **Arrival:** 9:25 AM **Departure:** 11:45 AM

CCLC-465

Bells Ferry Learning Center

6761 Highway 92 Woodstock, GA 30189 Cherokee County
 (770) 591-1100 sharon@bellsferrylc.com

Regional Consultant

Mari M. Springs

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 mari.springs@decal.ga.gov

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.
03/04/2022	Licensing Study	Good Standing	
09/21/2021	Incident Investigation by Phone	Good Standing	
09/13/2021	Complaint Investigation by Phone	Good Standing	

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.

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	First Left	Infants	2	5	C	15	C	NA	NA	Nap, Floor Play, Diapering
Main	First Right	GA PreK	2	18	C	19	C	NA	NA	Centers
Main	Fourth Left	Two Year Olds and Three Year Olds	2	7	C	13	C	NA	NA	Centers
Main	Fourth Right	GA PreK	2	19	C	22	C	NA	NA	Centers
Main	Middle Back		0	0	C	24	C	NA	NA	
Main	Second Left	One Year Olds	1	6	C	13	C	NA	NA	Outside
Main	Second Right	GA PreK	2	19	C	20	C	NA	NA	Outside
Main	Third Left	One Year Olds and Two Year Olds	2	9	C	13	C	NA	NA	Centers
Main	Third Right	GA PreK	2	20	C	24	C	NA	NA	Outside
Total Capacity @35 sq. ft.: 163					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 103			Total Capacity @35 sq. ft.: 163			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Left Playground	16	C
Main	Middle Back Playground	110	C
Main	Right Playground	62	C

Comments

An Administrative Review was conducted on March 4, 2022. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on March 4, 2022 with the Director.

Plan of Improvement: Developed This Date 03/02/2022

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 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.

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 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.'

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)

Sharon Foster, Program Official

Date

Mari M. Springs, Consultant

Date



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Findings Report

Date: 3/4/2022 VisitType: Licensing Study Arrival: 9:25 AM Departure: 11:45 AM

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The following information is associated with a Licensing Study:

Activities and Equipment

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

Technical Assistance

Technical Assistance

591-1-1-.12 - Please ensure that at all times all equipment including shelves and televisions are mounted securely to the floor, wall or furniture to make sure it is sturdy and unable to tip over when touched.

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: 4

Child # 1 Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

Child # 2 Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers,.08(3)-Address of Release Person Missing

Child # 3 Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

Child # 4 Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

Child # 5

Met

591-1-1-.08 Children's Records

Not Met

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 children's records that the following information was incomplete:

- * 4 of 5 children's records was missing the parent's work address
- * 1 of 5 children's records was missing the release person's address.

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: 3/4/2022

Correction Deadline: 3/4/2022

Corrected on 3/4/2022

.08(6) - The center is using an electronic program for each child's sign-in and sign-out verification.

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)

Not Met

Finding

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that children had access to several "Keep out of reach of children" items in the Fourth Right Room which included liquid hand sanitizer and hand soap on a shelf where children could reach and hand soap labeled "Keep out of reach of children" at the children's sink accessible to children.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 3/4/2022

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

Proper diapering procedures observed.

591-1-1-.17 Hygiene(CR)

Not Met

Finding

591-1-1-.17(3) requires that children's combs, toothbrushes and cloth towels be kept clean. It was determined based on observation that a teacher picked up a child's pacifier from the floor and put it back in the child's mouth without cleaning the pacifier first.

POI (Plan of Improvement)

The Center will develop a plan to ensure these items are kept clean, that includes training staff and monitoring for compliance.

Correction Deadline: 3/4/2022

591-1-1-.20 Medications(CR)

Met

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.27 Posted Notices

Not Met

Finding

591-1-1-.27 requires each Center to post in a designated area for public viewing near the front entrance the following: the Center's current License or Permit; a copy of these rules; a copy of the current communicable disease chart; a statement allowing Parent(s) access to all child care areas upon notifying any staff member of his or her presence; names of persons responsible for the administration of the Center in the administrator's absence; the dated current week's menu for meals and snacks; emergency plans for severe weather, fire, and other emergency situations; a statement requiring visitors to check in with Staff when entering the Center; no smoking signs; and a notice provided by the Department which advises Parents of their right to review a copy of the Center's most recent licensure evaluation report upon request to the Center Director. The Center shall provide any Parent with a copy of this evaluation report upon request. It was determined based on observation that the following was not posted for public viewing:

* a copy of the rules; a statement allowing Parent(s) access to all child care areas upon notifying any staff member of his or her presence; names of persons responsible for the administration of the Center in the administrator's absence; a statement requiring visitors to check in with Staff when entering the Center; no smoking signs; and a notice provided by the Department which advises Parents of their right to review a copy of the Center's most recent licensure evaluation report upon request to the Center Director.

POI (Plan of Improvement)

The Center will post the notices as required and ensure they remain posted.

Correction Deadline: 3/4/2022

Safety

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

Met

Comment

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

Comment

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)**Not Met****Finding**

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 based on review of documents that 1 of 3 staff that participates\ in the transportation of children did not have their transportation training.

POI (Plan of Improvement)

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 3/14/2022**Finding**

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 pickup location, pickup 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 based on review of transportation documented provided by the center that the following was incomplete or missing:

- * 4 of 10 children did not have permission to be transported for routine school transportation due to the parent not checking the appropriate box or the child's parent did not provide a signature giving permission for transportation.
- * 10 of 10 children's transportation forms did not document each child's pickup time or delivery locations.

POI (Plan of Improvement)

The Center will ensure that all the required Center information and the necessary children's information for transportation is included on each vehicle. The center will review the Department's Transportation Agreement Form and add any necessary information to the forms they are using.

Correction Deadline: 3/3/2022**Finding**

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 based on review of children's transportation documents that the following was either missing or incomplete for the emergency medical information:

- * 10 of 10 children's records did not include the local medical facility that the Center uses in the area where the Center is located.
- * 1 of 10 children being transported did not have an emergency medical document provided to be reviewed.

POI (Plan of Improvement)

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle. The center will review the Department's Vehicle Emergency Medical Form and add any necessary information to the forms they are using.

Correction Deadline: 3/3/2022

Sleeping & Resting Equipment

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

Met

Comment

Discussed SIDS and infant sleeping position.

Staff Records

Records Reviewed: 18

Records with Missing/Incomplete Components: 0

Staff # 1	Met
Staff # 2	Met
Staff # 3 Date of Hire: 07/24/2018	Met
Staff # 4	Met
Staff # 5	Met
Staff # 6	Met
Staff # 7 Date of Hire: 11/29/2017	Met
Staff # 8	Met
Staff # 9 Date of Hire: 12/17/2007	Met
Staff # 10	Met
Staff # 11	Met
Staff # 12	Met
Staff # 13 Date of Hire: 07/25/2019	Met
Staff # 14	Met
Staff # 15 Date of Hire: 07/27/2009	Met
Staff # 16 Date of Hire: 07/07/2000	Met
Staff # 17	Met

Records Reviewed: 18

Records with Missing/Incomplete Components: 0

Date of Hire: 11/10/2014

Staff # 18

Met

Date of Hire: 12/09/2019

Staff Credentials Reviewed: 9

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

Met

Comment

Criminal record checks were observed to be complete.

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

Correction Deadline: 9/21/2021

Corrected on 3/4/2022

.32(4) - Children were observed to be housed with their appropriate age groups. The Center will ensure parents of any child turning three to obtain a signed permission form for that child to remain with two-year-olds.

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

Met

Comment

Adequate supervision observed on this date.