



**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:** 1/10/2017    **VisitType:** Monitoring Visit    **Arrival:** 12:20 PM    **Departure:** 2:10 PM

**CCLC-33400**

**Headstart Montessori**

11765 Jones Bridge Rd. Alpharetta, GA 30005 Fulton County  
 (678) 663-3717 headstartmontessoriga@gmail.com

**Regional Consultant**

Shannon Curtis  
 Phone: (770) 342-7802  
 Fax: (678) 891-5904  
 shannon.curtis@dec.al.ga.gov

**Mailing Address**

3325 Greenfern Court  
 Alpharetta, GA 30004

<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.
01/10/2017	Monitoring Visit	Good Standing	
08/16/2016	Licensing Study	Good Standing	
01/11/2016	Monitoring Visit	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		0	0	C	30	C	NA	NA	Not In Use
Main	B: 1L	Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	2	15	C	30	C	NA	NA	Nap, Transitioning
Total Capacity @35 sq. ft.: 60						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 15			Total Capacity @35 sq. ft.: 60			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	38	C

**Comments**

The purpose of this visit is to conduct a monitoring visit and to follow-up to previous visit conducted on August 16, 2016.

Consultant provided the Director information for the Health & Safety Training Orientation on this date.

A one-day letter was left on this date.

Plan of Improvement: Developed This Date 01/10/2017

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).



**Reminder:** All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit [www.decalkoala.com](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.



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O.C.G.A. Section 42.1.12(j)(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.ga.gov](mailto:CCSRefutations@dec.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://dec.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)

\_\_\_\_\_  
Nimmi Thadani, Program Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shannon Curtis, 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-.35 Swimming Pools & Water-related Activities(CR)**

Met

**Comment**

No Swimming Activities Provided

### Facility

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

Met

**Comment**

Observation-Center Clean/Well Maintained

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

Met

**Comment**

Observation-Clean/Good Repair

### Health and Hygiene

**591-1-1-.10 Diapering Areas & Practices(CR)**

Met

**Comment**

No children enrolled in the program that require diapering at this time.

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

Met

**Comment**

Observed-Proper Hand Washing Throughout

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

Met

**Comment**

Per discussion with the Director the center does not administer medication at this time.

### Safety

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

**Comment**

Observed-Discussion/Redirection

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

**Comment**

No Field Trips at This Time

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

**Comment**

No Routine Transportation Provided

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**Sleeping & Resting Equipment**

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

**Comment**

Correct number of mats; disinfecting discussed

**Comment**

Observed-Pleasant Naptime Environment

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**Staff Records**

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**Records Reviewed: 4**

**Records with Missing/Incomplete Components: 2**

Staff # 2

Not Met

Date of Hire: 08/01/2011

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 3

Not Met

Date of Hire: 06/01/2013

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

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**591-1-1-.09 Criminal Records Check(CR)** **Not Met**

**Comment**

The Director provided one new employee file hired since last visit on this date.

**Finding**

591-1-1-.09(1)(a) requires the Center to ensure that every Director, Employee and Provisional Employee of the Child Care Learning Center has a satisfactory records check determination before the individual is present at the Center. It was determined based on review of staff files that two of four staff members did not have evidence of a satisfactory records check determination on this date.

**POI (Plan of Improvement)**

The Center will obtain the Required Satisfactory Records Check Determination before an individual is present at the Center while any child is present for care or before residing in a Center.

**Correction Deadline: 1/10/2017**

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

**Comment**

Health/Safety training reminder

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Observed-Appropriate Staff:Child Ratios

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

**Met**

**Comment**

Observed-Adequate Supervision