



**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:** 1/18/2017    **VisitType:** Licensing Study    **Arrival:** 10:45 AM    **Departure:** 2:20 PM

**CCLC-3606**

**Montessori School Of Douglas**

8014 Duralee Lane Douglasville, GA 30134 Douglas County  
 (770) 949-3115 douglasmontessori@yahoo.com

**Regional Consultant**

Patty Malone

Phone: (912) 544-9991  
 Fax: (912) 544-9975  
 coty.cummings@decal.ga.gov

**Mailing Address**  
 Same

<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.
01/18/2017	Licensing Study	Support	
09/01/2016	Monitoring Visit	Good Standing	
02/03/2016	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
Bldg III	A - Primary IV - Leftside		0	0	C	9	C	NA	NA	Not In Use
Bldg III	B - Primary IV - Front		0	0	C	6	C	NA	NA	Not In Use
Bldg III	C - Middle		0	0	C	7	C	NA	NA	Not In Use
Bldg III	D - Lrg. Back - 3-6 yrs		0	0	C	22	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 44					Total Capacity @25 sq. ft.: 0					
Main	A - Front Far Left (Office)		0	0	C	8	C	NA	NA	Not In Use
Main	B - Back Left 18 mos-2 yrs	One Year Olds and Two Year Olds	2	13	C	29	C	NA	NA	Outside
Main	C - Back 3-5 yrs	Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	3	17	C	23	C	NA	NA	Lunch
Main	D - Front 3 - 6 yrs	Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	2	25	C	25	C	NA	NA	Lunch
Main	E - Front Left - 3-6 yrs		0	0	C	4	C	NA	NA	
Total Capacity @35 sq. ft.: 89					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 55			Total Capacity @35 sq. ft.: 133			Total Capacity @25 sq. ft.: 0				


Building	Playground	Playground Occupancy	Playground Compliance
Main	Left Side	34	C

Main	Right Side	53	C
Main	Toddler Playground	5	C

**Comments**

Plan of Improvement: To Be Submitted 01/18/2017

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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[www.qualityrated.decga.gov](http://www.qualityrated.decga.gov)  
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 1, 2, 3 Star Rated Programs Receive Bonus Packages  
 Great Marketing Tool  
 Raises the Bar in Child Care  
 For More Information:  
 Email: [QualityRated@decga.gov](mailto:QualityRated@decga.gov) or Call: 855-800-7747

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 [CSRefutations@decga.gov](mailto:CSRefutations@decga.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://decga.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)

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Maria Villegas, Program Official

Date

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Patty Malone, Consultant

Date



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### Findings Report

Date: 1/18/2017 VisitType: Licensing Study Arrival: 10:45 AM Departure: 2:20 PM

#### CCLC-3606

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

Met

#### Comment

No Swimming Activities Provided

### Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 2

Child # 2 Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Emergency Contact information Missing

Child # 3 Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Emergency Contact information Missing

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

Not Met

#### Finding

591-1-1-.08(a)-(f) requires 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 that includes the following information: (a) child's name, birth date, sex, address, living arrangement, name of school if applicable; (b) names of both Parents, home and work addresses, and home and work telephone numbers; (c) name(s) and addresses of the person(s) to whom the child may be released including address, telephone number, relationship to child and other identifying information; (d) name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; (e) name and telephone number of the child's primary source of health care; and (f) 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 a review of records that 2 of 5 children's files did not have the address documented for the person's authorized to pick up the children.

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**Correction Deadline: 2/1/2017**

**591-1-1-.23 Parental Authorization** **Met**

**Comment**  
Parent Authorizations Obtained/Completed

**Facility**

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

**Comment**  
Observation-No Hazards Accessible

**591-1-1-.26 Playgrounds(CR)** **Not Met**

**Technical Assistance**  
591-1-1-.26 - The consultant discussed the fence corner on the toddler playground and the maintenance of the Right Side playground.

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**Finding**  
591-1-1-.26(8) requires the playground to be kept clean, free of litter and hazards. It was determined based on observation that there was an excess of sweet gum balls on the left playground and the toddler playground. Additionally, there were two exposed drain pipes and a rake on the left playground.

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**Correction Deadline: 2/1/2017**

**Recited on 1/18/2017**

**Food Service**

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

**Comment**

The center does not provide meals; children provide their own lunch which meets the USDA guidelines.

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**Health and Hygiene**

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

**Comment**

Staff Stated Proper Knowledge

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

**Comment**

Observed-Proper Hand Washing Throughout

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

**Correction Deadline: 9/1/2016**

**Corrected on 1/18/2017**

**.20(3) - This citation was observed to be corrected on this date.**

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**Policies and Procedures**

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

**Comment**

591-1-1-.21(3) - The consultant observed documentation of the required emergency drills.

**Correction Deadline: 1/23/2017**

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**Safety**

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**591-1-1-.05 Animals** **N/A**

**Comment**

No Animals Kept

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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)** **N/A**

**Comment**

No Field Trips at This Time

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

**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**

The center does not provide care for infants. The sleeping mats, sheets and blankets were observed to be stored properly.

**Records Reviewed: 10**

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

Staff # 3

Not Met

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 7

Not Met

Date of Hire: 06/06/2016

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

**591-1-1-.09 Criminal Records Check(CR)**

**Not Met**

**Comment**

The consultant observed staff records for 11 staff members.

A 1-day letter was left at the center 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 a review of records that the center had one employee with no records check determination on file.

**Correction Deadline: 1/18/2017**

**Finding**

591-1-1-.09(1)(e) requires every Employee hired before January 1, 2014 have either a satisfactory Preliminary Records Check Determination or a satisfactory Fingerprint Records Check Determination on file and requires that Employees hired before January 1, 2014 that have only a satisfactory Preliminary Records Check Determination on file to obtain a Fingerprint Records Check Determination before January 1, 2017. It was determined based on a review of records that the center had one employee hired before January 1, 2014 with a satisfactory local records check, but no satisfactory fingerprint determination on file.

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**Correction Deadline: 1/18/2017**

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

**Comment**

Observed-over 50% Certified First Aid & CPR

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

**Technical Assistance**

591-1-1-.33(2) - The consultant discussed the Health and Safety Orientation requirements.

**Correction Deadline: 3/4/2016**

**Corrected on 1/18/2017**

.33(4) - This citation was observed to be corrected on this date. The consultant observed annual training for 2016.

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<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