



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: 2/27/2017 **VisitType:** Licensing Study

Arrival: 10:00 AM

Departure: 2:15 PM

CCLC-3047

CHILDREN'S SCHOOL, THE

345 Tenth Street NE Atlanta, GA 30309 Fulton County
 (404) 873-6985 melissas@tcsatl.org

Regional Consultant

Margarita Collier

Phone: (770) 342-7934

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margarita.collier@decal.ga.gov

Mailing Address

345 10th Street NE
 Atlanta, GA 30309

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. 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.
02/27/2017	Licensing Study	Good Standing	
08/26/2016	Monitoring Visit	Good Standing	
03/08/2016	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
Building G	Room Upstairs 1st Right	Four Year Olds and Five Year Olds	2	16	C	27	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 27			Total Capacity @25 sq. ft.: 0							
Main	Building F - 1st Left	Three Year Olds and Four Year Olds	3	18	C	18	C	NA	NA	Outside, Music, Transitioning
Main	Building F - 2nd Left	Four Year Olds and Five Year Olds	2	16	C	19	C	NA	NA	Outside
Total Capacity @35 sq. ft.: 37			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 50			Total Capacity @35 sq. ft.: 64			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Concrete Space	30	C
Main	Middle (Near Bldg B)	36	C
Main	Soccer Field	64	C
Main	Upper Playground Near Libra	107	C

Comments

The purpose of this visit was to conduct a licensing study visit and to follow-up on the previous visit conducted on August 26, 2016.

Consultant discussed the proposed rule changes and the criminal records rule changes with the director on 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).



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. 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(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.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)

Melissa Scott, Program Official

Date

Margarita Collier, Consultant

Date



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Findings Report

Date: 2/27/2017 **VisitType:** Licensing Study

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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

Observed-Variety Throughout Center. Please monitor toys and equipment for normal wear and tear.

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

Met

Comment

No Swimming Activities Provided

Children's Records

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

Met

Comment

Observed-Records Complete/Well Organized

591-1-1-.23 Parental Authorization

Met

Comment

Parent Authorizations Obtained/Completed

Facility

591-1-1-.06 Bathrooms

Met

Comment

Observation-Clean and Well Maintained

591-1-1-.19 License Capacity(CR)

Met

Comment

Licensed Capacity Routinely Met

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

Food Service

591-1-1-.18 Kitchen Operations **Met**

Comment

Kitchen areas appears to be clean and well organized throughout the center.

Health and Hygiene

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

Comment

There were no diapered children requiring services enrolled in the program on this date.

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

Comment

The staff members stated the proper handwashing for staff members and children on this date.

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

Comment

Per director the center has not administered any medications since the previous visit was conducted on August 26, 2016.

Policies and Procedures

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

Finding

591-1-1-.21(3) requires that the Center conduct and document fire drills monthly and tornado and/or other emergency situations every six months. It was determined based on consultant's review of the center's emergency drills the center did not conduct a fire drill for the following months: March 2016, June 2016, July 2016, September 2016, November 2016, and January 2017.

POI (Plan of Improvement)

The center will hold the necessary drills on a regular basis and maintain adequate documentation of these drills for two years.

Correction Deadline: 3/4/2017

591-1-1-.29 Required Reporting **Met**

Comment

Thank You for Reporting as Required

Safety

591-1-1-.05 Animals **Met**

Comment

No Animals Kept

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

Observed-Discussion/Redirection

591-1-1-.13 Field Trips(CR)**Technical Assistance****Technical Assistance**

Proper documentation of the field trip forms was discussed with the director on this date.

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

591-1-1-.36(3)(a-c) requires the Director and each Staff person responsible for or who participates in the transportation of children to meet the following requirements: (a) complete two (2) clock hours of transportation training on or before June 30, 2015 and at least every two years thereafter. (b) Effective July 1, 2015, the Director and each Staff person who will be responsible for or participate in the transportation of children shall have completed two (2) clock hours of transportation training prior to assuming any duties related to the transportation of children and at least every two years thereafter. (c) Any transportation training completed should be state approved or state accepted training. It was determined based on consultant's review of staff files the director and the bus driver did not have evidence of the required transportation training on file on this date.

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: 3/9/2017**Correction Deadline: 8/31/2016****Corrected on 2/27/2017**

The previous citation was observed to be corrected on this date. Consultant observed all five vehicles to have a current satisfactory vehicle inspection report on file.

Finding

591-1-1-.36(7)(d) requires the vehicle be thoroughly checked first by a designated Staff person who was present on the vehicle during the trip and then by a second designated Staff person, who may or may not have been present on the vehicle during the trip. After checking the vehicle, each Staff person must sign the passenger transportation checklist(s) indicating that all the children have exited the vehicle. It was determined based on consultant's review of the center's field trip forms evidence of a first and second check was not documented for the following field trips: October 26, 2016 trip to the Center for Puppetry of Arts, October 20, 2016 to Atlanta Botanical Gardens, November 18, 2016 to the Art Barn, January 11, 2017 to the Alliance Theatre, February 9, 2017 to Fernbank Museum, February 10, 2017 to Fernbank Museum, and February 15, 2017 to Sensations Therafon.

POI (Plan of Improvement)

The center will ensure that the vehicle is thoroughly checked by a staff person who was present on the vehicle during the trip and also checked by a second staff person.

Correction Deadline: 2/28/2017**Sleeping & Resting Equipment****591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

Correct number of mats; disinfecting discussed

Staff Records

Staff # 2 Not Met
Date of Hire: 08/11/2008

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 3 Not Met
Date of Hire: 08/03/2015

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 5 Not Met
Date of Hire: 08/03/2015

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 10 Not Met
Date of Hire: 08/15/2005

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 11 Not Met
Date of Hire: 08/26/2015

"Missing/Incomplete Components"

.36(3)(a-c)-2 hrs. Transportation Training missing

Staff # 14 Not Met
Date of Hire: 08/14/2000

"Missing/Incomplete Components"

.36(3)(a-c)-2 hrs. Transportation Training missing

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

Not Met

Comment

Consultant reviewed 22 staff files on this date. Consultant observed 19 of 22 staff members to have a satisfactory determination letter on file on this date.

Comment

Per director the center has not had any new hires since the previous visit was conducted on August 26, 2016.

Finding

591-1-1-.09(1)(d) requires each Employee and Center Director hired on or after January 1, 2014 to have a satisfactory Fingerprint Records Check Determination with a Records Check Clearance date that is within 12 months of their hire date. In order for the Department to issue a satisfactory Fingerprint Records Check Determination, each Employee and Director must submit both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on consultant's review of staff files two of 22 staff members hired after January 1, 2014 did not have evidence of a current satisfactory determination letter on file on this date. Two of 22 staff members were observed to have a satisfactory local criminal records check on file. Per director, both staff members submitted their criminal records check application to the department and completed their fingerprinting process on an undetermined date in the year 2016, but the center has not received their satisfactory determination letter as of February 27, 2017. A one-day letter was left on this date.

POI (Plan of Improvement)

The Center will ensure that each director and employee hired after January 1, 2014 has a satisfactory Fingerprint Records Check Determination dated within 12 months of the hire date and will submit the required documents to obtain the determination if they have not already done so.

Correction Deadline: 2/27/2017

Recited on 2/27/2017

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 consultant's review of staff files one of 22 staff members hired before January 1, 2014 did not have evidence of a satisfactory determination letter on file on this date. Consultant observed one of 22 staff members to have a satisfactory local criminal records check on file. Per director, the staff member submitted their criminal records check application to the department and completed their fingerprinting process on an undetermined date in the year 2016, but the center has not received the staff members determination letter as of February 27, 2017. A one-day letter was left on this date.

POI (Plan of Improvement)

The Center will ensure that every employee hired before January 1, 2014 has a satisfactory preliminary determination or satisfactory fingerprint determination on file and will have a plan to ensure that these employees obtain a Fingerprint Records Check Determination before January 1, 2017.

Correction Deadline: 2/27/2017

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

Observed-100% Certified First Aid & CPR

Comment

Observed-Center/Vehicle Kits Complete

591-1-1-.33 Staff Training**Not Met****Technical Assistance**

Consultant reviewed the health and safety orientation training with the director on this date.

Finding

591-1-1-.33(5) requires ten clock hours of annual training for supervisory and caregiver Staff, except for independent contractors, Students-in-Training and volunteers, in the subjects of early childhood education, child development or subjects related to the position. It was determined based on consultant's review of staff files one of 22 staff members completed less than 10 hours of the required annual training for the year 2016.

POI (Plan of Improvement)

The center will plan and schedule the required 10 hours of ongoing training each year and follow up to ensure the training is completed for the year 2017.

Correction Deadline: 3/29/2017

Recited on 2/27/2017

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)	Met
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Comment
Observed-Appropriate Staff:Child Ratios

591-1-1-.32 Supervision(CR)	Met
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Comment
Observed-Direct Supervision/Attentive Staff