



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: 3/1/2017 **VisitType:** Licensing Study **Arrival:** 9:30 AM **Departure:** 3:00 PM

CCLC-679

Ralph Bunche Elementary

400 Belletta Dr. Canton, GA 30114 Cherokee County
 (770) 479-4744 Victoria.Thom@cherokee.k12.ga.us

Regional Consultant

Karyn Presley
 Phone: (770) 342-7904
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 karyn.presley@dec.al.ga.gov

Mailing Address
 Same

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.
03/01/2017	Licensing Study	Good Standing	
08/22/2016	Monitoring Visit	Good Standing	
04/11/2016	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	#203 Main Hall 2L	Three Year Olds and Four Year Olds	2	12	C	21	C	NA	NA	Outside
Main	#302 Right Hall 1L	PreK	3	22	C	30	C	NA	NA	Centers
Main	#307 Right Hall 1R	PreK	2	17	C	25	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 76					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 51			Total Capacity @35 sq. ft.: 76			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	70	C

Comments

Plan of Improvement: Developed This Date 03/01/2017

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).

	<p>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.</p>
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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@decal.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://decal.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)

Debbie Ritter, Program Official

Date

Karyn Presley, Consultant

Date



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Findings Report

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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

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

Not Met

Finding

591-1-1-.08(p)1. requires Center Staff to ensure that the documentation for the arrival and departure of children includes at least the following information: the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. It was determined based on consultants review of records that classroom 302 does not have documentation of sign in or sign out for each child; classroom 307 for the week of February 13, 2017 seven children were missing time out documentation; room 203 documentation for time in and time out was missing for all children the week of February 13, 2017.

POI (Plan of Improvement)

Center staff will have and implement a plan to obtain all required information on the arrival and departure records and will review to ensure the documentation is completed correctly.

Correction Deadline: 3/1/2017

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

Comment

Observation-Center Clean/Well Maintained

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

Finding

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on consultants observation that the back fence on the front playground has a five by five inch gap at the base of the fence on the second panel and a eight by four inch gap at the base of the fence on the third panel.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 3/29/2017

Recited on 3/1/2017

Food Service

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

Comment

Kitchen Appears Clean/Well Organized

Health and Hygiene

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

Comment

No diapering children enrolled

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

Comment

Observed-Proper Hand Washing Throughout

591-1-1-.20 Medications(CR) **Not Met**

Finding

591-1-1-.20(3) requires the Center to maintain a record of medication dispensed that includes the date, time and amount of medication, any noticeable adverse reaction, and the signature or initials of the person administering the medication. Staff were not in the practice of completing the record in its entirety. It was determined based on consultants review of documents that adverse reaction and the signature or initial of the person administering medication was missing from the documentation.

POI (Plan of Improvement)

To ensure completion of medication records, the center will ensure all documentation is complete.

Correction Deadline: 3/1/2017

Safety

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

Comment

Observed-Positive Learning Environment

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

Comment

No Field Trips at This Time

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

Comment

No Routine Transportation Provided

Sleeping & Resting Equipment

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

Comment

Observed-Pleasant Naptime Environment

Staff Records

Records Reviewed: 15

Records with Missing/Incomplete Components: 5

Staff # 1 Not Met

Date of Hire: 11/10/2014

"Missing/Incomplete Components"

.33(3)(a)-1st Yr. Training 4 Hrs. Missing

Staff # 3 Not Met

Date of Hire: 11/10/2014

"Missing/Incomplete Components"

.33(3)(a)-1st Yr. Training 4 Hrs. Missing

Staff # 6 Not Met

Date of Hire: 07/09/2009

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing

Staff # 9 Not Met

Date of Hire: 01/23/2017

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing

Staff # 11 Not Met

Date of Hire: 08/01/2016

"Missing/Incomplete Components"

.24(a)-No Record

591-1-1-.09 Criminal Records Check(CR)**Met****Correction Deadline: 8/22/2016****Corrected on 3/1/2017****.09(1)(a) - Previous citation was observed to be corrected in that all 15 staff had satisfactory records check on this date.****Correction Deadline: 8/22/2016****Corrected on 3/1/2017****.09(1)(i) - Previous citation was observed to be corrected.**

591-1-1-.14 First Aid & CPR**Met****Comment**Observed-50% Certified First Aid & CPR

591-1-1-.24 Personnel Records**Not Met****Finding**

591-1-1-.24 requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain information noted in 591-1-1-.24(a-h). It was determined based on consultant's review of file that one employee did not have a file available on this date.

POI (Plan of Improvement)

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 3/9/2017**Recited on 3/1/2017****Finding**

591-1-1-.24(d) requires the center to have evidence of required orientation applicable to the position of director or employee. It was determined based on consultant's review of records that the center did not have documentation to show that two staff had completed orientation.

POI (Plan of Improvement)

The center will ensure that documentation of orientation is on file.

Correction Deadline: 3/9/2017**Recited on 3/1/2017**

591-1-1-.33 Staff Training**Not Met****Correction Deadline: 5/11/2016****Corrected on 3/1/2017****.33(2) - Previous citation was observed to be corrected in that two staff had completed 10 hours within their first year of hire.****Comment**

Health/Safety training observed for nine employees as required. One new staff is currently within their first 90 days.

Finding

591-1-1-.33(3)(a-b) requires that training required in the first year of employment include at least four clock hours in any of the following: a) disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and b) two clock hours in identifying, reporting, and meeting the needs of abused, neglected or deprived children. It was determined based on consultant's review of records employees were missing four hours in the following: a) disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control.

POI (Plan of Improvement)

The center will plan and schedule training and follow up to ensure that direct care staff complete the required hours of training in the required subjects.

Correction Deadline: 3/31/2017

Recited on 3/1/2017

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 consultants review of documents that two employees did not have documentation of 10 hours in 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.

Correction Deadline: 3/31/2017

Staffing and Supervision

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

Comment

Observed-Appropriate Staff:Child Ratios

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

Comment

Observed-Direct Supervision/Attentive Staff