



**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: 4/6/2017

VisitType: Licensing Study

Arrival: 1:05 PM

Departure: 4:45 PM

FR-14398

Montes, Lucia

2555 Woodbine Hill Way Norcross, GA 30071 Gwinnett County
(678) 691-3505 pilarjonchrist@gmail.com

Mailing Address
Same

Regional Consultant

Leslie Pettis

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Joint with: Tahishe Smith

Compliance Zone Designation		
04/06/2017	Licensing Study	Good Standing
11/29/2016	Monitoring Visit	Good Standing
05/24/2016	Licensing Study	Good Standing

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.

Ratios/License Capacity

Age Ranges	Children Present	Child For Pay	CAPS	Not for Pay	Provider Children
Infant (0-11 mos)	0	0	0	0	0
1 & 2 Years	3	3	0	0	0
3 & 4 Years	1	1	0	0	0
School Age(5+) Years	1	1	0	0	0
Total Under 13 Years	5	5	0	0	0
Total Under 18 Years	5				

Children Present: 5

Total Children: 5

Caregivers/Helpers Present: 3


Total Caregivers/Helpers: 2

Comments

The purpose of this visit was to conduct a Licensing study as well as follow up from previous visit conducted on November 29, 2016. Consultant printed out applications for the background checks, Orientation checklist and Consumer Product Safety Commission form.

Plan of Improvement: Developed This Date 04/06/2017

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)

Lucia Montes, Program Official

Date

Leslie Pettis, Consultant

Date

Tahishe Smith, Consultant

Date



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Findings Report

Date: 4/6/2017 **VisitType:** Licensing Study **Arrival:** 1:05 PM **Departure:** 4:45 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

290-2-3-.12 Equipment and Supplies(CR)

Met

Comment

Observed-Variety Of Equipment

290-2-3-.19 Infant-Sleeping Safety Requirements(CR)

Met

Comment

Discussed-SIDS/Infant Sleeping Position

290-2-3-.07 Swimming Pools & Water-related Activities(CR)

Met

Comment

No Swimming Activities Provided

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 3

Child # 1 Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(1)(c)

Child # 4 Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(1)(c)

Child # 5 Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(1)(c)

290-2-3-.08 Children's Records**Met****Correction Deadline: 12/2/2016****Corrected on 4/6/2017****.08(2)(c)18 - Previous citation was corrected in that five out of five children's records had evidence of signed No Liability Signature Forms.**

290-2-3-.11 Children's Records**Not Met****Finding**

290-2-3-.11(1)(b) requires the family day care home to maintain a file for each child that includes evidence of age-appropriate immunizations or a signed affidavit against such immunizations; enrollment in the home may not continue for more than 30 day without such evidence. It was determined based on review of records that Provider did not have acceptable, age-appropriate immunizations for three of five enrolled children.

POI (Plan of Improvement)

The home provider will ensure that an immunization record/signed affidavit is on file for each enrolled child.

Correction Deadline: 4/13/2017**Recited on 4/6/2017**

290-2-3-.08 Parental Authorization(CR)**Not Met****Comment**

Parent Authorizations Obtained/Completed

Finding

290-2-3-.08(1)(j) requires the Home to maintain documentation, which need not be filed in the Child's individual record, that the Child has been signed in and out of the Home at each arrival and departure time by the Parent or authorized person(s). The documentation will include at least the following information: the Child's name, date, drop-off and pick-up times, and initials of the Parent or other authorized person. The Home shall ensure that Children are only released to authorized person(s), and shall take necessary steps to determine that any such person(s) presenting to pick up a Child in care is authorized by the Parents of the Child and that person matches the identifying information provided by the Parent. It was determined based on review of records that Provider had incomplete sign in/sign out sheets for the following days: April 3 - 6, 2017 and could not provide any sign in/sign out sheets for March 2017.

POI (Plan of Improvement)

The Home will develop, if needed, and implement sign-in and out procedures that include all required information, will inform Parents of the procedures and will monitor to ensure Children are signed in and out as required. The Home will check records and identification and take any additional steps necessary to ensure children are released to authorized persons.

Correction Deadline: 4/6/2017

Facility

290-2-3-.11 Physical Plant - Safe Environment(CR)**Technical Assistance****Technical Assistance**

290-2-3-.11(2)(f) - Consultant discussed removing the toothpaste from the bathroom counter, due to it being an accessible hazard reading, "keep out of reach of children."

290-2-3-.13 Physical Plant-Structural/Mechanical(CR)**Met****Comment**

Home Clean, Free of Hazards

290-2-3-.13 Playgrounds(CR)**Not Met****Finding**

290-2-3-.13(2)(a) requires that outdoor play areas be kept clean and free of hazards such as exposed sharp corners of concrete or equipment, rust and splinters on equipment, broken glass, open drainage ditches, holes and stagnant water. It was determined based on observation that the pink and blue slide had a hole in the base of the middle of the slide.

POI (Plan of Improvement)

To ensure the health and safety of children, the Home Provider stated that she will dispose of the slide.

Correction Deadline: 4/16/2017**Finding**

290-2-3-.13(2)(c) requires that outside play areas be protected from traffic or other hazards by fencing or other barriers at least four feet in height and approved by the Department. Fencing material shall not present a hazard to children. A fence shall be provided around swimming pools to make them inaccessible when not in use. It was determined based on observation that the back door of the wooden fence had a broken latch.

POI (Plan of Improvement)

The Home will enclose the outside play area(s) with a four-foot high fence or other Department-approved barrier and inspect regularly to ensure fencing material is safe and any hazards identified are repaired or replaced. The Home will install or repair a fence around swimming pools that makes them inaccessible to children.

Correction Deadline: 4/6/2017

Licensure

290-2-3-.04 Application Requirements(CR)**Met****Comment**

Provider is operating within her current license.

Correction Deadline: 4/6/2017

Safety and Discipline

290-2-3-.11 Discipline(CR)**Met****Comment**

Observed-Discussion/Redirection

290-2-3-.11 First Aid Kit**Technical Assistance****Technical Assistance**

Consultant discussed the neosporin being expired on January 2017. Provider will need to purchase a new antibacterial ointment.

Correction Deadline: 4/16/2017

290-2-3-.11 Transportation(CR)**Met****Comment**

No transportation.

Staff Records

290-2-3-.21 Criminal Records Check(CR) Not Met

Finding

290-2-3-.21(1)(e) requires every Employee hired before January 1, 2014 must have either a satisfactory Preliminary Records Check Determination or a satisfactory Fingerprint Records Check Determination on file. If the Employee has only a satisfactory Preliminary Records Check, the Employee must obtain a Fingerprint Records Check Determination before January 1, 2017. It was determined based on review of records that two out of three residents in the home did not have a Satisfactory Comprehensive Background check on file.

POI (Plan of Improvement)

The Home Provider will ensure that every employee has a Satisfactory Determination as required by the Rules.

Correction Deadline: 4/6/2017

290-2-3-.07 First Aid & CPR Met

Comment

Provider did have a current CPR/First Aid certification on this date of April 6, 2017.

Correction Deadline: 5/6/2017

290-2-3-.07 Independent Contractors(CR) Met

Comment

No Independent contractors

290-2-3-.07 Other Staff Direct Contact with Children(CR) Met

Comment

No additional staff

290-2-3-.07 Staff Training Technical Assistance

Technical Assistance

290-2-3-.07(4) - Consultant spoke with the Provider regarding completing Orientation training for the helper.

Correction Deadline: 5/6/2017

290-2-3-.08 Staff Training Not Met

Finding

290-2-3-.08(6) requires that documentation of training include the following: 1) title of training, 2) date of training, 3) number of clock hours obtained and 4) name(s) of trainers/sponsoring organizations. It was determined based on review of records that Provider had six out of ten hours of documented training for 2016.

POI (Plan of Improvement)

The Home Provider will ensure that complete training information is on file.

Correction Deadline: 4/6/2017

290-2-3-.07 Students-in-Training(CR) Met

Comment

No Students-in-training

290-2-3-.07 Volunteers(CR) Met

Comment

No Volunteers

Staff:Child Ratios and Supervision

290-2-3-.07 Supervision(CR) Met

Comment

Observed-Direct Supervision/Attention To Needs

