



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: 4/20/2017 **VisitType:** Licensing Study **Arrival:** 8:10 AM **Departure:** 10:50 AM

CCLC-28881

Carlisle Montessori School

1036 Lindbergh Drive Atlanta, GA 30324 Fulton County
 (404) 949-0053 ginaward@carlislemontessori.com

Mailing Address
 Same

Regional Consultant

Margarita Collier

Phone: (770) 342-7934

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margarita.collier@decal.ga.gov

Joint with: Marsha Ruiz-Crosby

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.
04/20/2017	Licensing Study	Good Standing	
10/18/2016	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
Main	Room A	Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	2	9	C	24	C	NA	NA	Free Play, Transitioning
Total Capacity @35 sq. ft.: 24			Total Capacity @25 sq. ft.: 0							
Modular	Modular	One Year Olds and Two Year Olds	2	7	C	11	C	NA	NA	Free Play, Transitioning, Diapering
Total Capacity @35 sq. ft.: 11			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 16			Total Capacity @35 sq. ft.: 35			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	41	C

Comments

The purpose of this visit was to conduct a monitoring visit and to follow-up on the previous visit that was conducted on October 18, 2016.

Consultant reviewed the proposed rule changes and the criminal records rule changes with the director on this date.

Plan of Improvement: Developed This Date 04/20/2017

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. 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)

Gina Ward, Program Official

Date

Margarita Collier, Consultant

Date

Marsha Ruiz-Crosby, Consultant

Date



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Findings Report

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1.12 Equipment & Toys(CR)

Met

Comment

Observed-Variety Throughout Center

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)**Technical Assistance****Technical Assistance**

Please ensure that staff store hazardous materials and/or items in a locked container and/or cabinet out of reach of children.

591-1-1-.26 Playgrounds(CR)**Technical Assistance****Comment**

Discussed-Fluff/Redistribute Surface

Technical Assistance

Please continue to monitor and/or trim the tree limbs located on the front right side of the playground to ensure that the children are unable to pull on the tree limbs.

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**

Staff Stated Proper Knowledge

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

Observed-Proper Hand Washing Throughout

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

Per director the center does not administer any medications at this time.

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 have documentation of a fire drill being conducted for the month of December 2016. It was further determined based on consultant's review of the center's emergency drills the center did not have documentation of a second tornado drill for the year 2016.

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: 4/25/2017

591-1-1-.27 Posted Notices**Met****Comment**

Observed-All Notices Posted

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

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**

Correct number of mats; disinfecting discussed

Staff Records

Records Reviewed: 12**Records with Missing/Incomplete Components: 5**

Staff # 2

Not Met

Date of Hire: 08/01/2015

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 4

Not Met

Date of Hire: 06/30/2012

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 5

Not Met

Date of Hire: 09/01/2008

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.09-Criminal Records Check Missing

Staff # 10

Not Met

Date of Hire: 05/27/2009

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 12

Not Met

Date of Hire: 06/16/2010

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.09-Criminal Records Check Missing

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

The director provided two files for new staff members hired since the previous visit was conducted on October 18, 2016. Consultant observed two of two newly hired staff members to have evidence of a current satisfactory determination letter on file.

Finding

591-1-1-.09(1)(c) requires the Center to maintain valid evidence of a satisfactory criminal records check for the Director, each Employee and each Provisional Employee of the Child Care Learning Center for the duration of their employment plus one year, such evidence must be made immediately available to the Department upon request. It was determined based on consultant's review of staff files the director's satisfactory determination letter was not immediately available for the consultant to review during the regulatory visit.

POI (Plan of Improvement)

The Center will ensure that valid evidence of satisfactory CRC's are maintained and are immediately available to the Department for the duration of the Employees employment plus one year.

Correction Deadline: 4/20/2017**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 three of 12 staff members were observed to have a satisfactory local criminal records check on file. Consultant observed three of 12 staff members to have a date of hire documented prior to January 1, 2014. 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: 4/20/2017

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

Consultant observed the center to have a complete first aid kit on this date.

Comment

Observed-100% Certified First Aid & CPR

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

Technical Assistance

Please ensure that all newly hired staff members complete the required health and safety orientation training and first aid and CPR training within 90-days of their date of hire. Please ensure that all current staff members provide evidence of their health and safety orientation training and first aid and CPR training card for their files. The health and safety orientation training does not replace the required basic six-clock hours of first year training for newly hired staff members. Please ensure that all newly hired staff members complete the health and safety orientation training, in addition to two-clock hours of child abuse training and four-clock hours in basic hygiene, cleanliness, illness detection, illness disposition, illness prevention, and childhood injury prevention.

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 three of 12 staff members did not complete the required 10 hours of 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: 5/20/2017

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