



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: 4/26/2017 **VisitType:** Licensing Study **Arrival:** 10:50 AM **Departure:** 4:30 PM

CCLC-917

Learning Time Child Development Center

141 Langley Dr. Lawrenceville, GA 30046 Gwinnett County
 (770) 822-0354 learningtime141@gmail.com

Regional Consultant

Earlene Huston
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 earlene.huston@decal.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.
04/26/2017	Licensing Study	Good Standing	
10/05/2016	Monitoring Visit	Good Standing	
04/04/2016	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
Bldg 2	A		0	0	C	24	C	34	C	Not In Use
Total Capacity @35 sq. ft.: 24			Total Capacity @25 sq. ft.: 105							
Main	Back Left	One Year Olds and Two Year Olds	2	14	C	16	C	NA	NA	Floor Play
Main	Back Right	Three Year Olds and Four Year Olds	1	15	C	22	C	31	C	Centers
Main	Front Left	PreK	2	17	C	17	C	24	C	Outside
Main	Infant-Center	Infants and One Year Olds	1	5	C	10	C	NA	NA	Feeding,Nap
Total Capacity @35 sq. ft.: 65			Total Capacity @25 sq. ft.: 75							
Total # Children this Date: 51			Total Capacity @35 sq. ft.: 89			Total Capacity @25 sq. ft.: 105				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	81	C
Main	B	27	C

Comments

Purpose of visit was to complete the licensing study.

Plan of Improvement: Developed This Date 04/26/2017

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(j)(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@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)

Nicole Stanback, Program Official

Date

Earlene Huston, Consultant

Date



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Findings Report

Date: 4/26/2017 **VisitType:** Licensing Study **Arrival:** 10:50 AM **Departure:** 4:30 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Not Met

Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined that the center lacked a current lesson plan for the threes and fours ,ones and twos and infants classrooms.

POI (Plan of Improvement)

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

Correction Deadline: 4/26/2017

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**

Monitor for Necessary Supplies

591-1-1-.19 License Capacity(CR)**Met****Comment**

Licensed Capacity Routinely Met

591-1-1-.25 Physical Plant - Safe Environment(CR)**Not Met****Comment**

Reminder-Keep Hazards Inaccessible

Finding

591-1-1-.25(8) requires protective caps on all unused electrical outlets within children's reach and requires that electrical cords in use be made inaccessible to children. It was determined and observed that a hanging electrical cord from a tape player was accessible to the children while napping in the ones and twos classroom.

POI (Plan of Improvement)

The Center will train Staff to check outlets and replace protective caps when needed and identify and monitor how outlets in use are inaccessible to children.

Correction Deadline: 4/26/2017

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

Discussed-Fluff/Redistribute Surface

Technical Assistance

Discussed : Playground is to be clean and free of hazards. Playgrounds are to be checked daily, hazards such as the gum balls are to be removed daily.

Correction Deadline: 4/26/2017**Food Service**

591-1-1-.15 Food Service & Nutrition**Not Met****Comment**

Discussed: the following food items were served for lunch: meat balls, mashed potatoes, green peas, fruit, milk. A bread item was required to be served to meet USDA guidelines.

Finding

591-1-1-.15(2) requires that for the feeding of children less than one year old the following must be met: 1) a signed written feeding plan from Parent(s); 2) updated instructions as new food are added or changes made; 3) posting of the feeding plan in the child's assigned room; 4) amount of formula or breast milk/food to be given; 5) instructions for introducing solid foods; and 6) notation of any types of commercially premixed formula which may not be given in an emergency. Information for an infant in care did not include the following: three of the four infants present lacked a written feeding plan completed by the parents.

POI (Plan of Improvement)

The center will secure all required information, and to ensure that all information is on file for future children enrolled, the center will ensure parents complete a feeding plan for each infant less than one year old.

Correction Deadline: 4/26/2017

Technical Assistance

Discussed : Storage area - Food shall be stored above the floor on clean surfaces protected from other contamination.

Correction Deadline: 4/26/2017

Health and Hygiene**591-1-1-.10 Diapering Areas & Practices(CR)****Not Met****Comment**

Staff Stated Proper Knowledge

Finding

591-1-1-.10(3)(a) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper change surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. It was determined that the diaper changing area in the infants room and the toddler room lacked a guard rail. Consultant observed the diaper changing mats were placed on a flat counter top without guard rails.

POI (Plan of Improvement)

The director responsible person(s) will ensure there is a smooth, nonporous changing surface that has a guard or rails for safety in each classroom that houses children wearing diapers. The director will ensure Center Staff are trained and have adequate supplies to properly clean the diaper changing surface between each diaper change.

Correction Deadline: 5/26/2017

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

Observed-Staff Remind Children Wash Hand

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

Observed-Complete Documentation

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

Documentation of monthly fire drill was observed.

Correction Deadline: 5/1/2017

591-1-1-.22 Parental Access**Met****Comment**

Notice for Parental Access was observed to be posted.

Correction Deadline: 4/26/2017

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

Observed-All Notices Posted

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

Discussed-Reporting Requirements

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)

Met

Comment

No Field Trips at This Time

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

Not Met

Comment

Reminder: Your transportation training will expire after September 2017.

Correction Deadline: 5/6/2017

Finding

591-1-1-.36(6) requires written Parental authorization for routine transportation provided by or on behalf of the Center. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined that three of the six children transported lacked documentation of parental authorization.

POI (Plan of Improvement)

The center will obtain the required written parental authorization.

Correction Deadline: 4/27/2017

Finding

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined that three of the six children transported lacked documentation of an emergency medical information form.

POI (Plan of Improvement)

The center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

Correction Deadline: 4/27/2017

Sleeping & Resting Equipment

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

Met

Comment

Correct number of mats; disinfecting discussed

Comment

Discussed-SIDS/Infant Sleeping Position

Comment

Ensure Cribs/Cots Labeled

Comment

Observed-Pleasant Naptime Environment

Staff Records

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

Met

Comment

Criminal Records Check complete

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

Met

Comment

Observed-100% Certified First Aid & CPR

Comment

Reminder-Replace/Add Item to the first aid kits.

591-1-1-.24 Personnel Records

Met

Comment

Records observed to be complete and well organized.

Correction Deadline: 5/1/2017

591-1-1-.28 Prohibited Substances

Met

Comment

No smoking sign observed to be posted.

Correction Deadline: 4/26/2017

591-1-1-.33 Staff Training

Met

Comment

Observed - Documentation Of Training

591-1-1-.31 Staff(CR)

Met

Comment

Observed Lead staff education requirements

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