



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: 5/2/2017 **VisitType:** Licensing Study **Arrival:** 11:25 AM **Departure:** 4:00 PM

CCLC-798

Kids First Daycare, Inc.

1479 Purcell Rd. Lawrenceville, GA 30043 Gwinnett County
 (678) 442-0200 lindahicks100@yahoo.com

Regional Consultant

Sherra Jones
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Mailing Address
 Same

Compliance Zone Designation		
05/02/2017	Licensing Study	Good Standing
12/02/2016	Monitoring Visit	Good Standing
06/01/2016	Monitoring Visit	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

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Main	1st Right	Two Year Olds	1	9	C	15	C	NA	NA	Nap
Main	2nd Right	Infants	1	6	C	8	C	NA	NA	Floor Play,Nap
Main	3rd Right		0	0	C	19	C	NA	NA	Not In Use
Main	Back Left	PreK	2	17	C	22	C	NA	NA	Circle Time
Main	Front Left		0	0	C	18	C	NA	NA	Not In Use
Main	Middle Left	Three Year Olds	1	9	C	15	C	NA	NA	Nap
Main	Rear		0	0	C	20	C	NA	NA	Not In Use

Total Capacity @35 sq. ft.: 117

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 41

Total Capacity @35 sq. ft.: 117

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG- Infant/Toddler Playground	20	C
Main	PG- Preschool/Afterschool Playground	104	C

Comments

Plan of Improvement: Developed This Date 05/02/2017

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)

Linda Hicks, Program Official

Date

Sherra Jones, Consultant

Date



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Findings Report

Date: 5/2/2017 **VisitType:** Licensing Study **Arrival:** 11:25 AM **Departure:** 4:00 PM

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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**Records Reviewed: 5****Records with Missing/Incomplete Components: 1**

Child # 4

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Doctor, Clinic, Phone Numbers

591-1-1-.08 Children's Records**Not Met****Finding**

591-1-1-.08(a)-(f) requires Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled that includes the following information: (a) child's name, birth date, sex, address, living arrangement, name of school if applicable; (b) names of both Parents, home and work addresses, and home and work telephone numbers; (c) name(s) and addresses of the person(s) to whom the child may be released including address, telephone number, relationship to child and other identifying information; (d) name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; (e) name and telephone number of the child's primary source of health care; and (f) known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined by the Consultant's review of children records that 1 of 5 children records did not include the name and telephone number of the child's primary source of health care.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 5/2/2017

591-1-1-.23 Parental Authorization

Met

Comment

Parent Authorizations Obtained/Completed

Facility

591-1-1-.25 Physical Plant - Safe Environment(CR)

Met

Comment

Observation-No Hazards Accessible

591-1-1-.26 Playgrounds(CR)

Not Met

Finding

591-1-1-.26(8) requires the playground to be kept clean, free of litter and hazards. It was determined based on consultant observation that there were several exposed tree roots in the area of the yellow climbing structure on the back playground and the black mat at the bottom of the small yellow slide on the same playground was not flush to the ground and created a tripping hazard.

POI (Plan of Improvement)

To ensure the cleanliness, sanitation and safety of the playground, the center will spray paint the roots with a bright colored paint so they are visible to the children, paint and then cover any tree roots that are inside the mulch, and rake the mulch back around the mat so it is not a tripping hazard.

Correction Deadline: 5/16/2017

Recited on 5/2/2017

Food Service

591-1-1-.15 Food Service & Nutrition

Not Met

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: It was determined by the Consultant that two infants in care did not have a infant feeding plan on file and one infant feeding plan was last updated December 2016.

POI (Plan of Improvement)

The center will secure all required information, and to ensure that all information is updated and on file for future children enrolled.

Correction Deadline: 5/2/2017

591-1-1-.18 Kitchen Operations

Met

Comment

Discussed-Proper Dishwashing Steps

Comment

Ensure Storage in Airtight Containers

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) **Not Met**

Comment

Discussed-Documentation/Procedures. No medication dispensed.

Finding

591-1-1-.20(5) requires that medicines no longer being dispensed be returned to the child's Parent immediately. It was determined by the Consultant that medication no longer being dispensed was observed in a First Aid cabinet.

POI (Plan of Improvement)

The center will ensure that medicines are promptly returned to the parent.

Correction Deadline: 5/2/2017

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

Observed-Complete Documentation

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 by the Consultant that the staff responsible for transporting children did not meet the training requirements.

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: 5/12/2017

Sleeping & Resting Equipment

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

Observed-Pleasant Naptime Environment

Staff Records

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

591-1-1-.09(1)(a) requires the Center to ensure that every Director, Employee and Provisional Employee of the Child Care Learning Center has a satisfactory records check determination before the individual is present at the Center. It was determined by the Consultant that three staff did not have a Satisfactory Record Check Determination on file.

POI (Plan of Improvement)

The Center will obtain the Required Satisfactory Records Check Determination before an individual is present at the Center while any child is present for care or before residing in a Center.

Correction Deadline: 5/2/2017

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

591-1-1-.33(2) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined by the Consultant's review of staff records, that three staff did not have Health and Safety training within 90 days of employment.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 6/1/2017**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 that staff did not complete ten clock hours of annual training.

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: 6/1/2017**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