



**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:** 5/30/2017    **VisitType:** Licensing Study    **Arrival:** 12:55 PM    **Departure:** 3:35 PM

**CCLC-3234**

**Family Land Day Care**

5924 Mimosa Circle Tucker, GA 30084 Gwinnett County  
 (770) 921-5810 jane.mcdonald@att.net

**Regional Consultant**

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@decal.ga.gov

**Mailing Address**

Same

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.
05/30/2017	Licensing Study	Good Standing	
01/13/2017	POI Follow Up	Good Standing	
12/21/2016	Monitoring Visit	Good Standing	

**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	Back	Three Year Olds and Four Year Olds and Five Year Olds	2	17	C	22	C	NA	NA	Nap	
Main	Front Left	Infants and One Year Olds	1	6	C	8	C	NA	NA	Nap, Diapering, Transitioning	
Main	Front Right	Two Year Olds and Three Year Olds	2	6	C	19	C	NA	NA	Transitioning, Nap, Snack	
Total Capacity @35 sq. ft.:			49			Total Capacity @25 sq. ft.:			0		
Total # Children this Date:			29			Total Capacity @35 sq. ft.:			49		
						Total Capacity @25 sq. ft.:			0		

Building	Playground	Playground Occupancy	Playground Compliance
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**Comments**

The purpose of this visit was to conduct a licensing study and to follow-up on the previous visit conducted on January 13, 2017.

Consultant reviewed the center's rule history grid with the director on this date.

Plan of Improvement: Developed This Date 05/30/2017

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](http://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@dec.ga.gov](mailto: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)

Elaine Deaton, Program Official

Date

Margarita Collier, Consultant

Date



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### Findings Report

**Date:** 5/30/2017    **VisitType:** Licensing Study    **Arrival:** 12:55 PM    **Departure:** 3:35 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**

**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

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

**Comment**

Observation-No Hazards Accessible

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

**Comment**

Discussed-Fluff/Redistribute Surface

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**Health and Hygiene**

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

**Technical Assistance**

Consultant discussed diapering requirements with the director on this date.

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

**Comment**

Observed-Staff Remind Children Wash Hand

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**591-1-1-.20 Medications(CR)** **Technical Assistance**

**Technical Assistance**

Consultant discussed documentation of medication with the director on this date.

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**Policies and Procedures**

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**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 evidence of two tornado drills being conducted 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: 6/4/2017**

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**Safety**

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**591-1-1-.05 Animals** **Met**

**Comment**

No Animals Kept

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

**Comment**

Observed-Positive Learning Environment

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

**Comment**

No Field Trips at This Time

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

**Comment**

No Routine Transportation Provided

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## 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: 8**

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

Staff # 6

Not Met

Date of Hire: 05/30/2017

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

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

Not Met

**Comment**

Consultant observed eight of eight staff members to have a satisfactory determination letter on file.

**Comment**

The director provided three files for staff members hired since the previous visit was conducted on January 13, 2017. Consultant observed three of three newly hired staff members to have a satisfactory determination letter on file on this date.

**Correction Deadline: 1/13/2017**

**Corrected on 5/30/2017**

**The previous citation was observed to be corrected on this date. Consultant observed eight of eight staff members to have a satisfactory determination letter on file.**

**Correction Deadline: 1/13/2017**

**Corrected on 5/30/2017**

**The previous citation was observed to be corrected on this date. Consultant observed eight of eight staff members to have evidence of a satisfactory determination letter on this date.**

**Finding**

591-1-1-.09(1)(i) requires that if the Center accept a satisfactory determination letter issued by the Department for a potential Director or Employee as evidence of that individual's Satisfactory Records Check Determination, the Records Check Clearance Date must be within the preceding 12 months from the hire date, and the Center does not know or reasonably should not know that the individual's satisfactory status has not changed. It was determined based on consultant's review of staff files one of eight staff members had a satisfactory determination letter on file that exceeded the portability requirement. A one-day letter was left on this date.

**POI (Plan of Improvement)**

The Center will ensure that each potential Employee bringing a satisfactory determination letter issued by the Department has a Satisfactory Records Check Determination that is dated within the preceding 12 months from the hire date. The Center will not employ individual's whose satisfactory status has changed.

**Correction Deadline: 5/30/2017**

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

Not Met

**Comment**

Observed-Center/Vehicle Kits Complete

**Finding**

591-1-1-.14(1) requires the Center Director to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid that is conducted by certified or licensed health care professionals and deals with the provision of emergency care to infants and children. In addition, at least fifty percent (50%) of the caregiver Staff shall have completed such training at any given time. It was determined based on consultant's review of staff files the center had less than 50 percent of their staff members certified in first aid and CPR training. The center is required to have four staff members certified, but the consultant only observed three staff members to be certified on this date.

**POI (Plan of Improvement)**

Per the director, the center has first aid and CPR training scheduled for June 5, 2017. The Center director and at least 50% of the caregiver Staff will complete the needed training. The director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time.

**Correction Deadline: 6/29/2017**

**591-1-1-.24 Personnel Records**

**Met**

**Correction Deadline: 1/18/2017**

**Corrected on 5/30/2017**

The previous citation was observed to be corrected on this date. Consultant observed all staff members to have a personnel file on this date.

**591-1-1-.33 Staff Training**

**Met**

**Comment**

Observed - Documentation Of Training

**Staffing and Supervision**

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

**Technical Assistance**

**Technical Assistance**

Consultant discussed mixed-age groups with the director on this date.

**Comment**

Observed-Appropriate Staff:Child Ratios

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

**Met**

**Comment**

Observed-Adequate Supervision