



**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:** 7/13/2017    **VisitType:** Licensing Study    **Arrival:** 8:40 AM    **Departure:** 10:55 AM

**CCLC-33400**

**Headstart Montessori**

11765 Jones Bridge Rd. Alpharetta, GA 30005 Fulton County  
 (678) 663-3717 headstartmontessoriga@gmail.com

**Mailing Address**

3325 Greenfern Court  
 Alpharetta, GA 30004

**Regional Consultant**

Shannon Curtis  
 Phone: (770) 342-7802  
 Fax: (678) 891-5904  
 shannon.curtis@dec.al.gov

<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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
07/13/2017	Licensing Study	Good Standing	
01/10/2017	Monitoring Visit	Good Standing	
08/16/2016	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	A: 1R		0	0	C	30	C	NA	NA	Not In Use	
Main	B: 1L	Three Year Olds and Four Year Olds	2	9	C	30	C	NA	NA	Circle Time, Free Play	
Total Capacity @35 sq. ft.:			60			Total Capacity @25 sq. ft.:			0		
Total # Children this Date: 9			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.:			0		

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	38	C


**Comments**

The purpose of this visit was to conduct a licensing study visit and to follow up to previous visit conducted on January 10, 2017.

CRC update was discussed with Staff on this date.

Plan of Improvement: No Plan Developed

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><b>Reminder:</b> All employees of child care programs must be fingerprinted before <b>January 1, 2017</b>. For instructions and to submit records check applications online, please visit <a href="http://www.decalkoala.com">www.decalkoala.com</a>. 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.

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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](mailto: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.

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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)

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Nimmi Thadani, Program Official

Date

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Shannon Curtis, 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

Discussed-Rotation Support Disinfecting

#### 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

### Facility

#### 591-1-1-.19 License Capacity(CR)

Met

#### Comment

Licensed Capacity Routinely Met

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

Met

#### Comment

Observation-Center Clean/Well Maintained

#### Comment

Observation-No Hazards Accessible

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

**Comment**

Observation-Clean/Good Repair

**Food Service**

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

**Comment**

Menu Meets USDA Guidelines

591-1-1-.18 Kitchen Operations Met

**Comment**

Kitchen Appears Clean/Well Organized (children bring in their individual lunch daily) No preparations on site

**Health and Hygiene**

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591-1-1-.10 Diapering Areas & Practices(CR) Met

**Comment**

No children enrolled that require diapering at this time.

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

**Comment**

Observed-Proper Hand Washing Throughout

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

**Comment**

Per discussion with staff no medications administered at this time.

**Policies and Procedures**

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591-1-1-.21 Operational Policies & Procedures Met

**Comment**

Consultant observed evidence of monthly fire drills conducted as of June 15, 2017 on this date.

**Correction Deadline: 7/18/2017**

591-1-1-.27 Posted Notices Met

**Comment**

Observed-All Notices Posted

**Safety**

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591-1-1-.05 Animals Met

**Comment**

No Animals Kept

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**

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

**Comment**

Correct number of mats; disinfecting discussed

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**Staff Records**

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

**Correction Deadline: 1/10/2017**

**Corrected on 7/13/2017**

**Previous citation corrected. Consultant observed satisfactory determination letters for all staff on this date.**

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

**Comment**

Observed-100% Certified First Aid & CPR on this date.

**Comment**

Observed-Center/ First Aid Kits Complete on this date.

**Comment**

Reminder-Replace/ Expired Items

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

**Comment**

Observed - Documentation Of Training for 2016 on this date.

**Comment**

Observed Health/Safety Orientation training for staff on this date.

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

**Comment**

Lead staff education requirements

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**Staffing and Supervision**

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

**Comment**

Observed-Appropriate Staff:Child Ratios

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

**Comment**

Observed-Adequate Supervision