



**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:** 7/20/2017    **VisitType:** Licensing Study    **Arrival:** 12:00 PM    **Departure:** 4:00 PM

**CCLC-26786**

**Discovery Point #63**

3750 Village Way Braselton, GA 30517 Barrow County  
 (770) 586-5144 dp63@discoverypoint.com

**Regional Consultant**

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 Same

<b>Compliance Zone Designation</b>		
07/20/2017	Licensing Study	Good Standing
03/08/2017	Monitoring Visit	Good Standing
09/22/2016	Licensing Study	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	4L	Four Year Olds	1	11	C	25	C	NA	NA	Nap
Main	5L	Three Year Olds and Four Year Olds	1	13	C	25	C	NA	NA	Nap
Main	A 1L	Infants	2	10	C	21	C	NA	NA	Nap,Feeding,Dia pering,Floor Play
Main	B 2L	One Year Olds	2	12	C	16	C	NA	NA	Nap
Main	C 3L	One Year Olds and Two Year Olds	2	12	C	20	C	NA	NA	Nap
Main	D Middle Cafe		0	0	C	38	C	NA	NA	Not In Use
Main	E 1R	Two Year Olds	2	20	C	22	C	NA	NA	Nap
Main	F 2R	Three Year Olds	1	16	C	24	C	NA	NA	Nap
Main	G 3R		0	0	C	26	C	NA	NA	Not In Use
Main	H 4R	Six Year Olds and Over	1	17	C	27	C	NA	NA	Field Trip
Main	I 5R	Six Year Olds and Over	1	24	C	36	C	NA	NA	Field Trip
					Total Capacity @35 sq. ft.: 280	Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 135					Total Capacity @35 sq. ft.: 280	Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	14	C
Main	PG B	97	C
Main	PG C	74	C

### **Comments**

The program carries liability insurance. The insurance is valid until 1/1/2018.

No plan of improvement was issued 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).



**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(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](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)

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Michelle Wasson, Program Official

Date

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Ashley Shirah, 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**

**Correction Deadline: 3/8/2017**

**Corrected on 7/20/2017**

.12(2)(a) - Correction of previous citation in that equipment was observed to be in good repair on this date.

**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**

Parent Authorizations Obtained/Completed

**Comment**

591-1-1-.08(6) - The consultant observed the arrival and departure records to be complete and documented using Procare.

**Correction Deadline: 7/20/2017**

**Facility**

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**591-1-1-.06 Bathrooms****Not Met****Finding**

591-1-1-.06(4) requires a Center first licensed after March 1, 1991, and Centers that remodel or add to existing plumbing facilities, to have the bathroom area fully enclosed and ventilated to the outside of the building with either an open screened window or functioning exhaust fan and duct system and requires Centers without fully enclosed bathrooms to ensure there is adequate ventilation to control odors and adequate sanitation measures to prevent the spread of contagious diseases. It was determined based on consultant's observations that the ventilation in the 1R classroom was not functional.

**POI (Plan of Improvement)**

The Center will fully enclose and ventilate bathroom areas, as required, and will provide adequate ventilation and sanitation in bathrooms that are not fully enclosed.

**Correction Deadline: 8/19/2017**

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**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**

Reminder-Keep Hazards Inaccessible

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

Observation-Clean/Good Repair

**Comment**

The toddler playground is not in operation at this time due to reconstruction. The center will have the construction completed by August 7, 2017. The center has a plan for allowing toddler playground time during this time.

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**Food Service**

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

Menu Meets USDA Guidelines

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**591-1-1-.18 Kitchen Operations****Met****Comment**

Kitchen Appears Clean/Well Organized

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**Health and Hygiene**

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

Observed-Proper Diapering

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

Observed-Proper Hand Washing Throughout

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

Observed-Complete Documentation

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**Policies and Procedures**

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

**Comment**

591-1-1-.21(3) - Emergency drills were observed to be completed as required for January - July 2017.

**Correction Deadline: 7/25/2017**

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

**Comment**

Observed-All Notices Posted

<b>Safety</b>
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**591-1-1-.05 Animals** **Met**

**Comment**

Animals Clean/Appropriately Caged

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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**

Observed-Complete Documentation

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**591-1-1-.36 Transportation(CR)** **Not Met**

**Comment**

Observed-Complete Documentation

**Comment**

The consultant observed transportation following the arrival of children from a field trip. Transportation was observed to be conducted as required.

**Finding**

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on review of records that two drivers were observed to have not completed the required transportation training. Two additional driver were observed to have completed the transportation training in 2014 and were expired in the training.

**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: 7/30/2017**

**Finding**

591-1-1-.36(4)(b) requires that the interior of a transportation vehicle be clean, in safe repair and free of hazardous items, objects and/or other non-essential items which could cause injury. It was determined based on consultant's observations that the little white bus was observed to have a large accumulation of trash and debris on this date.

**POI (Plan of Improvement)**

The center will maintain that all transportation vehicles are clean, in safe repair, and free from hazards. The consultant observed the bus to be cleaned after the consultant made the observation.

Correction Deadline: 7/20/2017

## 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)(d) requires each Employee and Center Director hired on or after January 1, 2014 to have a satisfactory Fingerprint Records Check Determination with a Records Check Clearance date that is within 12 months of their hire date. In order for the Department to issue a satisfactory Fingerprint Records Check Determination, each Employee and Director must submit both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that two employees, hired on 3/12/2015 and 7/13/2015 were observed to have not completed the fingerprinting process within 21 days of hire. The staff were observed to have a satisfactory local criminal records check on file but not fingerprint determination.

**POI (Plan of Improvement)**

The Center will ensure that each director and employee hired after January 1, 2014 has a satisfactory Fingerprint Records Check Determination dated within 12 months of the hire date and will submit the required documents to obtain the determination if they have not already done so.

**Correction Deadline: 7/20/2017**

**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 review of records that four staff were observed to have satisfactory local background checks, however did not complete the fingerprinting process to obtain a fingerprint record determination. The staff were hired on 9/5/2012, 6/17/2013, 9/7/2010, and 1/2/2013.

**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: 7/20/2017**

591-1-1-.33 Staff Training

Not Met

**Finding**

591-1-1-.33(3) 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 that 10 staff were observed to have not completed the health and safety training.

**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: 8/19/2017**

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

Met

**Comment**

The consultant discussed with the director the requirements for independent contractors in the fall.

<b>Staffing and Supervision</b>
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591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Met

Correction Deadline: 3/8/2017

Corrected on 7/20/2017

.32(1) - Correcton of previous citation in that staff:child ratios were observed appropriate throughout the facility.

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

Met

**Comment**

Observed-Adequate Supervision