



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: 7/26/2017 **VisitType:** Monitoring Visit **Arrival:** 1:45 PM **Departure:** 3:30 PM

CCLC-3601

Fun To Learn Childcare & Development Center, Inc.
 917 Bolton Road, NW Atlanta, GA 30331 Fulton County
 (404) 691-5057 funtolearnc@yahoo.com

Regional Consultant

Jennifer Bailey
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Mailing Address
 917 Bolton Rd N.W.
 Atlanta, GA 30331

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.
07/26/2017	Monitoring Visit	Good Standing	
03/03/2017	Licensing Study	Good Standing	
11/01/2016	POI Follow Up	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	1L	Three Year Olds and Five Year Olds and Six Year Olds and Over	1	11	C	29	C	41	C	Nap
Main	2L		0	0	C	27	C	37	C	
Main	2R	One Year Olds and Two Year Olds	1	7	C	7	C	NA	NA	Nap
Main	3R		0	0	C	21	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 84					Total Capacity @25 sq. ft.: 106					
Total # Children this Date: 18			Total Capacity @35 sq. ft.: 84			Total Capacity @25 sq. ft.: 106				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Large	127	C
Main	Small	14	C

Comments

The purpose of this visit is to conduct a monitoring visit and follow-up to the visit conducted on March 3, 2017. A one day letter was left on this date. Consultant discussed comprehensive background checks with the Director and requirements for staff who have resided outside of Georgia in the past 5 years.

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(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@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.

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)

Lavette Reeves, Program Official

Date

Jennifer Bailey, Consultant

Date



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Findings Report

Date: 7/26/2017 **VisitType:** Monitoring Visit **Arrival:** 1:45 PM **Departure:** 3:30 PM

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The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.03 Activities **Met**

Correction Deadline: 3/3/2017

Corrected on 7/26/2017

.03(2) - Previous citation corrected on this date in that the lesson plan was observed.

591-1-1-.12 Equipment & Toys(CR) **Met**

Comment

No unsecured equipment observed.

591-1-1-.35 Swimming Pools & Water-related Activities(CR) **N/A**

Comment

No Swimming Activities Provided

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

Reminder-Keep Hazards Inaccessible

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

Technical Assistance

591-1-1-.26(8) - Discussed continued monitoring of the resilient surface material with the director on this date. Observed the material to show beginning signs of grass growth and being compacted.

Correction Deadline: 8/5/2017

Health and Hygiene

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

Met

Comment

Children observed napping on this date; staff stated proper diapering procedures. Diapering areas met.

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

Met

Comment

Observed-Proper Hand Washing Throughout

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

N/A

Comment

No medications dispensed at the center per policy.

Safety

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

Met

Comment

Children napping; no discipline observed. Staff stated that they talk to the children and redirect them when necessary.

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

Not Evaluated

Comment

Per the Director, no transportation is being conducted at this time. The previous vehicle was not observed on site on this date as well. Per the Director, transportation may resume during the school year.

Sleeping & Resting Equipment

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

Met

Comment

Not caring for infants at the time.

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 staff records that one employee did not submit a Fingerprints Records Check Application to the Department after fingerprinting.

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: 7/26/2017

Finding

Previously Cited: 591-1-1-.24(d) requires the center to have evidence of required orientation applicable to the position of director or employee. It was determined based on observation that the center did not have documentation to show that one staff had completed orientation.

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on a review of staff records that the center did not have documentation to show that one staff member had completed orientation.

POI (Plan of Improvement)

Previously Cited: The center will ensure that documentation of orientation is on file.

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 8/2/2017

Recited on 7/26/2017

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 based on a review of staff records that 1/4 staff did not have evidence of completing the health and safety training as required.

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: 8/25/2017

591-1-1-.31 Staff(CR)**Not Met**

Correction Deadline: 12/9/2015

Corrected on 7/26/2017

.31(1)(b) - This rule was corrected on a previous visit. Director meets credential requirements.

Finding

Previously Cited: 591-1-1.31(2)(b) requires teachers/lead caregivers to possess a credential that meets the rule requirements listed in 591-1-.31(2)(b)3.(i) through (xii). It was determined based on a review of staff records and staff statements that the center did not have a lead teacher who met the minimum requirements for two of two active classrooms.

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on a review of staff records that the center did not have a lead teacher who met the minimum requirements for two of two active classrooms.

POI (Plan of Improvement)

Previously Cited: The teacher/lead caregiver will obtain a credential that meets the rule requirements listed in 591-1-.31(2)(b)3.(i) through (xii).

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience. The center will apply for a variance/waiver for lead teachers.

Correction Deadline: 8/2/2017

Recited on 7/26/2017

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) **Technical Assistance**

Technical Assistance

591-1-1-.32(7) - Discussed supervision on this date and maintaining watchful oversight of children.

Correction Deadline: 7/26/2017