



**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:** 11:30 AM    **Departure:** 2:00 PM

**CCLC-37208**

**Stepping Stone Montessori of Sugar Hill**

65 Peachtree Industrial Boulevard Sugar Hill, GA 30518 Gwinnett County  
 (770) 614-4310 administrator@steppingstonemontessori.com

**Mailing Address**

930 Tresillian Court  
 Alpharetta, GA 30022

**Regional Consultant**

Tamra Thomas  
 Phone: (770) 405-7962  
 Fax: (404) 591-6172  
 tamra.thomas@decal.ga.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.<br><br><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|------------------------------------|------------------|---------------|--|
| 07/26/2017                         | Monitoring Visit | Good Standing |  |
| 01/18/2017                         | Licensing Study  | Good Standing |  |
| 10/04/2016                         | Monitoring Visit | 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/1L |   | 0     | 0        | C    | 11         | C            | NA         | NA           |                     |
| Main     | B/2L | Infants and One Year Olds                             | 3     | 7        | C    | 25         | C            | NA         | NA           | Floor Play, Feeding |
| Main     | C/3L | One Year Olds and Two Year Olds                       | 2     | 9        | C    | 17         | C            | NA         | NA           | Feeding, Lunch      |
| Main     | D/4L |   | 0     | 0        | C    | 19         | C            | NA         | NA           |                     |
| Main     | E/1R |   | 0     | 0        | C    | 32         | C            | NA         | NA           |                     |
| Main     | F/2R | Three Year Olds and Four Year Olds and Five Year Olds | 2     | 12       | C    | 28         | C            | NA         | NA           | Lunch               |
| Main     | G/3R | Three Year Olds and Four Year Olds                    | 2     | 18       | C    | 27         | C            | NA         | NA           | Lunch               |
| Main     | H/4R |   | 0     | 0        | C    | 22         | C            | NA         | NA           |                     |

Total Capacity @35 sq. ft.: 181

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 46

Total Capacity @35 sq. ft.: 181

Total Capacity @25 sq. ft.: 0

| Building | Playground   | Playground Occupancy | Playground Compliance |
|----------|--------------|----------------------|-----------------------|
| Main     | PG/A/Front L | 28                   | C                     |
| Main     | PG/B/Back L  | 23                   | C                     |
| Main     | PG/C/Right   | 52                   | C                     |

**Comments**

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.

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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@dec.al.ga.gov](mailto:CCSRefutations@dec.al.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.al.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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Laurie Kennedy, Program Official

Date

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Tamra Thomas, Consultant

Date



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### Findings Report

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The following information is associated with a Monitoring Visit:

### 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

### 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

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

**Met**

**Comment**

Observation-Clean/Good Repair

### Health and Hygiene

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

**Met**

**Comment**

Observed-Proper Diapering

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|                                |            |
|--------------------------------|------------|
| <b>591-1-1-.17 Hygiene(CR)</b> | <b>Met</b> |
|--------------------------------|------------|

**Comment**

Observed-Proper Hand Washing Throughout

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|                                    |            |
|------------------------------------|------------|
| <b>591-1-1-.20 Medications(CR)</b> | <b>Met</b> |
|------------------------------------|------------|

**Comment**

Observed-Complete Documentation

|  |               |
|--|---------------|
|  | <b>Safety</b> |
|--|---------------|

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|                                   |            |
|-----------------------------------|------------|
| <b>591-1-1-.11 Discipline(CR)</b> | <b>Met</b> |
|-----------------------------------|------------|

**Comment**

Observed-Positive Learning Environment

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|                                       |            |
|---------------------------------------|------------|
| <b>591-1-1-.36 Transportation(CR)</b> | <b>Met</b> |
|---------------------------------------|------------|

**Comment**

No Routine Transportation Provided

|  |   |
|--|---|
|  | <b>Sleeping &amp; Resting Equipment</b> |
|--|---|

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|   |                             |
|---|-----------------------------|
| <b>591-1-1-.30 Safe Sleeping and Resting Requirements(CR)</b> | <b>Technical Assistance</b> |
|---|-----------------------------|

**Technical Assistance**

The Director will place a barrier around the stationary rest area in class 2L to ensure the mats are not a tripping hazard.

|  |                      |
|--|----------------------|
|  | <b>Staff Records</b> |
|--|----------------------|

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|   |            |
|---|------------|
| <b>591-1-1-.09 Criminal Records Check(CR)</b> | <b>Met</b> |
|---|------------|

**Comment**

Criminal Records Check complete

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|                                   |            |
|-----------------------------------|------------|
| <b>591-1-1-.33 Staff Training</b> | <b>Met</b> |
|-----------------------------------|------------|

**Comment**

All current staff have Health and Safety orientation training. Three new staff will obtain Health and Safety/1st Aid & CPR within 90 days of hire.

**Correction Deadline: 8/25/2017**

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|                              |            |
|------------------------------|------------|
| <b>591-1-1-.31 Staff(CR)</b> | <b>Met</b> |
|------------------------------|------------|

**Comment**

Lead staff education requirements

|  |                                 |
|--|---------------------------------|
|  | <b>Staffing and Supervision</b> |
|--|---------------------------------|

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

**Comment**

Observed-Appropriate Staff:Child Ratios

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|                                    |            |
|------------------------------------|------------|
| <b>591-1-1-.32 Supervision(CR)</b> | <b>Met</b> |
|------------------------------------|------------|

**Comment**

Observed-Appropriate Staff:Child Ratios

