



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: 8/2/2017 **VisitType:** Licensing Study **Arrival:** 9:30 AM **Departure:** 12:25 PM

CCLC-34767

Carol's Daughter Learning Center

222 Pryor Street Atlanta, GA 30303 Fulton County
 (404) 549-8510 carolsdaughter@comcast.net

Regional Consultant

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@decal.ga.gov

Mailing Address

Same

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.
08/02/2017	Licensing Study	Good Standing	
01/04/2017	Monitoring Visit	Good Standing	
09/15/2016	Complaint Investigation 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	A/1R		2	0	C	14	C	NA	NA	Not In Use
Main	B/1L		1	0	C	10	C	NA	NA	Not In Use
Main	C/2L		2	0	C	18	C	NA	NA	Not In Use
Main	D/3L		0	0	C	8	C	NA	NA	Not In Use
Main	E/2R		1	0	C	10	C	NA	NA	Not In Use
Main	F/3R		0	0	C	10	C	NA	NA	Not In Use
Main	G/4R		1	0	C	28	C	NA	NA	Not In Use

Total Capacity @35 sq. ft.: 98

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 0

Total Capacity @35 sq. ft.: 98

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG	70	C

Comments

The purpose of this visit was to conduct a licensing study visit and to follow-up on the previous visit conducted on January 4, 2017.

Consultant discussed the criminal records check comprehensive background check with the director on this date. Please ensure that all staff members complete the comprehensive background check consent form to the department by October 1, 2017. Please ensure that all staff members that lived outside of the state of Georgia within the past five years complete their comprehensive background check instructions sent via email.

Plan of Improvement: Developed This Date 08/02/2017

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. You are encouraged not to wait and to complete the process as soon as possible.



Sign up Today!

www.qualityrated.dec.ga.gov

Any Licensed Program Eligible to Participate

Free Approved Training

Free Technical Assistance

Eligible for \$1,000 Materials Mini Grant

1, 2, 3 Star Rated Programs Receive Bonus Packages

Great Marketing Tool

Raises the Bar in Child Care

For More Information:

Email: QualityRated@dec.ga.gov or Call: 855-800-7747

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.

- 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)

Shakeesha Jinks, Program Official

Date

Margarita Collier, Consultant

Date



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

Findings Report

Date: 8/2/2017 VisitType: Licensing Study

Arrival: 9:30 AM

Departure: 12:25 PM

CCLC-34767

Carol's Daughter Learning Center

222 Pryor Street Atlanta, GA 30303 Fulton County
(404) 549-8510 carolsdaughter@comcast.net

Regional Consultant

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@dec.al.ga.gov

Mailing Address

Same

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. Please continue to monitor for normal wear and tear.

591-1-1-.35 Swimming Pools & Water-related Activities(CR)

Met

Comment

No Swimming Activities Provided

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 5

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)(b)-Work Address Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)(b)-Work Address Missing,.08(a)-(f)-Parent Names, Work Numbers

Child # 3

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Parent Names, Work Numbers,.08(1)(b)-Work Address Missing

Child # 4

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Parent Names, Work Numbers,.08(1)(b)-Work Address Missing

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)(b)-Work Address Missing,.08(a)-(f)-Parent Names, Work Numbers

591-1-1-.08 Children's Records**Not Met****Comment**

Parent Agreements Obtained/Completed

Finding

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on consultant's review of the children's files four of five children's files did not have documentation of the parents' work telephone number and five of five children's files did not have documentation of the parents' work addresses.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 8/2/2017**Evening Care****591-1-1-.03 Activities****Not Evaluated****Comment**

Provider no longer provides evening care.

Correction Deadline: 8/2/2017**591-1-1-.25 Physical Plant****Not Evaluated****Comment**

Provider no longer provides evening care.

Correction Deadline: 8/2/2017**591-1-1-.32 Staffing/Supervision(CR)****Met****Comment**

No evening care hours

Facility**591-1-1-.06 Bathrooms****Technical Assistance****Technical Assistance**

Monitor the restrooms for necessary supplies.

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-No Hazards Accessible

Comment

There were no children present at the time of the consultant's visit. Consultant observed the center repainting the walls and replacing light bulbs as needed. Consultant discussed monitoring the building for normal wear and tear with the director on this date.

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

Correction Deadline: 1/4/2017

Corrected on 8/2/2017

The previous citation was observed to be corrected on this date. Consultant observed the playground area to be clean and free of hazards. Potential inclement weather was observed during the consultant's visit on this date. Consultant discussed monitoring the playground area for broken sticks, loose and/or weak tree branches, and standing water.

Food Service

591-1-1-.15 Food Service & Nutrition **Technical Assistance**

Technical Assistance

Ensure Bottles Covered/Fully Labeled

Technical Assistance

Ensure Feeding Forms Updated

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

Comment

Kitchen Appears Clean/Well Organized

Health and Hygiene

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

Comment

Diapering requirements discussed

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

Comment

There were no children present on this date. Consultant discussed handwashing procedures with the director on this date.

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

Comment

Per director the center has not administered any medications since the previous visit was conducted on January 4, 2017.

Policies and Procedures

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

Consultant observed the center to have complete documentation of fire, tornado, and lockdown drills for January 2017, February 2017, March 2017, April 2017, May 2017, June 2017, and July 2017.

Correction Deadline: 8/7/2017

591-1-1-.29 Required Reporting**Met****Comment**

Thank You for Reporting as Required

Safety

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

No Animals Kept

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

There were no children present at the time of the consultant's visit. Consultant discussed the center's discipline policies and procedures with the director on this date.

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

No Field Trips at This Time

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

No Routine Transportation Provided

Sleeping & Resting Equipment

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

Correct number of mats; disinfecting discussed

Staff Records

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

Consultant reviewed seven staff files on this date. Consultant observed seven of seven staff members to have evidence of a current satisfactory determination letter on file on this date.

Comment

Per director the center has not had any new hires since the previous visit was conducted on January 4, 2017.

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

Consultant observed the center to have a complete first aid kit on this date.

Comment

Observed-100% Certified First Aid & CPR

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 consultant's review of staff files one of seven staff members did not complete the required health and safety orientation 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: 9/1/2017

Technical Assistance

Consultant discussed the health and safety orientation training with the director on this date. Please ensure that all newly hired staff members complete the health and safety orientation training and first aid and CPR training within 90-days of their date hire. Newly hired staff members will also need to complete the required basic six first year training within by their first year employment anniversary date.

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

Met

Comment

Consultant discussed monitoring the lead teachers expiration dates of their CDA credentials with the director on this date.

Staffing and Supervision

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

Met

Comment

There no children present at the time of the consultant's visit. Consultant discussed proper ratios with the director on this date.

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

Met

Comment

There were no children present at the time of the consultant's visit. Consultant discussed proper supervision with the director on this date.