



**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:** 12:15 PM      **Departure:** 4:40 PM

**CCLC-46680**

**The Learning Express, CCLC #2**

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**Regional Consultant**

Patty Malone  
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**Mailing Address**

P.O. Box 6036  
 Douglasville, GA 30154

| <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. |
|------------------------------------|-------------------------|---------------|--|
| 08/02/2017                         | Licensing Study         | Good Standing |  |
| 05/10/2017                         | Monitoring Visit        | Good Standing |  |
| 02/23/2017                         | Initial Licensing Study | Good Standing |  |

**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                        | A- 1st Left | Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over | 1     | 7        | C    | 14                          | C            | NA         | NA           | Outside        |  |
| Main                        | B- 2nd Left | Two Year Olds and Three Year Olds and Four Year Olds and Six Year Olds and Over  | 1     | 8        | C    | 16                          | C            | NA         | NA           | Outside        |  |
| Main                        | C- Infants  | Infants and One Year Olds and Two Year Olds                                      | 1     | 4        | C    | 10                          | C            | NA         | NA           | Floor Play,Nap |  |
| Main                        | D- Middle   |  | 0     | 0        | C    | 15                          | C            | NA         | NA           |                |  |
| Main                        | G- Back     |  | 0     | 0        | C    | 26                          | C            | NA         | NA           |                |  |
| Total Capacity @35 sq. ft.: |             |  | 81    |          |      | Total Capacity @25 sq. ft.: |              |            | 0            |                |  |
| Total # Children this Date: |             |  | 19    |          |      | Total Capacity @35 sq. ft.: |              |            | 81           |                |  |
|                             |             |  |       |          |      | Total Capacity @25 sq. ft.: |              |            | 0            |                |  |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------|----------------------|-----------------------|
| Main     | A          | 14                   | C                     |
| Main     | B          | 26                   | C                     |

**Comments**

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](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@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.

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)

Dianna Dobbs, Program Official

Date

Patty Malone, 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**

No hazardous equipment was observed.

**591-1-1-.35 Swimming Pools & Water-related Activities(CR)****Not Met****Finding**

591-1-1-.35(6) requires the Parents' written permission for a child to participate in a swimming activity. It was determined based on a review of records that the center did not have written parental permission for the children in classroom A and Classroom B, to participate in a swimming activity involving wading pools on August 2, 2017.

**POI (Plan of Improvement)**

The Center will ensure that parental permission is secured prior to a child's participation.

**Correction Deadline: 8/2/2017**

### Children's Records

**Records Reviewed: 5****Records with Missing/Incomplete Components: 1**

Child # 2

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Parent Names, Work Numbers

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**591-1-1-.08 Children's Records****Not Met****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 a review of records that one of five children's files did not have the mother's name listed on the enrollment form.

**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: 8/9/2017**

|                 |
|-----------------|
| <b>Facility</b> |
|-----------------|

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**591-1-1-.06 Bathrooms****Met****Correction Deadline: 5/24/2017****Corrected on 8/2/2017****.06(5) - This citation was observed to be corrected on this date.**

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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**

Observation-No Hazards Accessible

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

The consultant discussed the maintenance of the playground after water activities.

|                     |
|---------------------|
| <b>Food Service</b> |
|---------------------|

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**591-1-1-.15 Food Service & Nutrition****Not Met****Finding**

591-1-1-.15(5) requires that the Center provide a menu listing all meals and snacks to be served during the current week except for School-age Centers where the food may be provided by the Parent(s) by agreement between the School-age Center and the Parent(s). Substitutions shall be recorded on the posted menu and menus shall be retained at the Center for six (6) months. It was determined based on observation that the center did not record substitutions when they posted that the center would serve spaghetti and meatballs for lunch on August 2, 2017, when the children were served chicken.

**POI (Plan of Improvement)**

The Center will list all of the current week's meals and snacks and all substitutions on the menu and keep past menus on file for six months and will implement a system to monitor this.

**Correction Deadline: 8/2/2017**

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**

Staff Stated Proper Knowledge

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

**Comment**

Observed-Proper Hand Washing Throughout

591-1-1-.20 Medications(CR) N/A

**Comment**

The director stated that the center has not administered any medications since the last visit.

**Policies and Procedures**

591-1-1-.21 Operational Policies & Procedures Not Met

**Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of records that the center did not have documentation of a tornado drill conducted in 2017.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

**Correction Deadline: 8/7/2017**

**Safety**

591-1-1-.05 Animals N/A

**Comment**

No Animals Kept

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

**Comment**

Observed-Discussion/Redirection

591-1-1-.13 Field Trips(CR) N/A

**Comment**

No Field Trips at This Time

591-1-1-.36 Transportation(CR) N/A

**Comment**

No Routine Transportation Provided

**Sleeping & Resting Equipment**

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

Infant cribs were compliant on this date. Staff stated proper SIDS practices.

**Staff Records**

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

The consultant reviewed five staff files. Criminal record checks were complete on this date.

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

Observed-50% Certified First Aid & CPR

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**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 records that the center had one staff member required to have the training without documentation of completion of 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: 9/1/2017**

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

The staff met this requirement on this date.

**Staffing and Supervision**

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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Not Met****Finding**

591-1-1-.32(4) requires that children under three years old be housed in separate physical areas from older children except during early morning arrival and late afternoon departure times. It was determined based on observation that children under three years old were combined with older children at a time other than arrival/departure in classroom B.

**POI (Plan of Improvement)**

The center will maintain separation of these children under three years old.

**Correction Deadline: 8/3/2017****Recited on 8/2/2017**

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

Observed-Adequate Supervision