



**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:** 8/12/2020    **VisitType:** Licensing Study    **Arrival:** 1:00 PM    **Departure:** 4:30 PM

**CCLC-917**

**Learning Time Child Development Center**

141 Langley Dr. Lawrenceville, GA 30046 Gwinnett County  
 (770) 822-0354 learningtime141@gmail.com

**Regional Consultant**

Margarita Collier  
 Phone: (770) 342-7934  
 Fax: (678) 891-5989  
 margarita.collier@dec.al.gov

**Mailing Address**  
 Same

**Quality Rated:** ★

<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.
08/12/2020	Licensing Study	Good Standing	
11/07/2019	Monitoring Visit	Good Standing	
04/16/2019	Monitoring Visit	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
Bldg 2	A	PreK	2	13	C	24	C	34	C	Nap
Total Capacity @35 sq. ft.: 24			Total Capacity @25 sq. ft.: 105							
Main	Back Left	Two Year Olds	1	7	C	16	C	NA	NA	Nap
Main	Back Right		0	0	C	22	C	31	C	
Main	Front Left	Three Year Olds and Four Year Olds	1	7	C	17	C	24	C	Nap
Main	Infant-Center	Infants	1	2	C	10	C	NA	NA	Free Play,Nap
Total Capacity @35 sq. ft.: 65			Total Capacity @25 sq. ft.: 75							
Total # Children this Date: 29			Total Capacity @35 sq. ft.: 89			Total Capacity @25 sq. ft.: 105				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	81	C
Main	B	27	C

**Comments**

Initial administrative review completed on August 12, 2020. Virtual visit scheduled for August 24, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on August 25, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on August 15, 2020 was reviewed during the virtual inspection.

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).



Please refer to the website, <http://www.decal.ga.gov/CCS/RulesAndRegulations.aspx>, for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

- New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry
- New clearance is required at least once every five years
- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
- All staff members are required to have completed at least a national fingerprint based clearance check
- Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance
- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee

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)



#### Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.ga.gov/>  
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or [qualityrated@decal.ga.gov](mailto:qualityrated@decal.ga.gov)

---

Nicole Stanback, 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:** 8/12/2020 **VisitType:** Licensing Study **Arrival:** 1:00 PM **Departure:** 4:30 PM

#### CCLC-917

#### Learning Time Child Development Center

141 Langley Dr. Lawrenceville, GA 30046 Gwinnett County  
(770) 822-0354 learningtime141@gmail.com

#### Regional Consultant

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@decal.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

A variety of equipment and toys were observed throughout the center.

#### Comment

Discussed rotating toys to support the procedures of daily disinfecting.

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

Met

#### Comment

Center does not provide swimming activities.

### Children's Records

#### 591-1-1-.08 Children's Records

Technical Assistance

#### Comment

Parent authorizations obtained/completed.

#### Technical Assistance

Please ensure that parents update the following information in the children's files as needed:

- Update the parent(s) work and personal telephone number and address.
- Release to person's name and address.
- Emergency contact person's name and contact number.
- Immunization Certificates.
- Primary care physician's name and contact information.
- Any known allergies and/or physical concerns.

### Facility

---

**591-1-1-.06 Bathrooms** **Met**

**Comment**

Bathrooms observed to be clean and well maintained.

---

**591-1-1-.19 License Capacity(CR)** **Met**

**Comment**

Licensed capacity observed to be routinely met by center.

---

**591-1-1-.25 Physical Plant - Safe Environment(CR)** **Met**

**Comment**

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

---

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

**Technical Assistance**

Please ensure to monitor the playground areas for the following hazards:

- Normal wear and tear of playground equipment and toys.
- Potential entrapment hazards in the fence surrounding the playground area.
- Biting and/or stinging insects (i.e. ants, bees, etc.)
- Loose and/or weak tree branches surrounding the playground area.
- Standing water in and around playground equipment after inclement weather.
- Repluff resilient surface as needed.

**Food Service**

---

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

**Comment**

Center menu meets USDA guidelines.

**Technical Assistance**

Please ensure that infant feeding forms are updated regularly.

---

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

**Comment**

Kitchen appears clean and well organized.

**Health and Hygiene**

---

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

**Comment**

Staff state proper knowledge of diapering procedures.

---

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

**Comment**

The staff member stated the proper handwashing procedures for children and staff.

---

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

**Comment**

The Provider currently does not dispense/administer medication.

**Policies and Procedures**

---

**591-1-1-.27 Posted Notices****Technical Assistance****Technical Assistance**

Please make sure that all required signs are posted and up to date.

---

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

Thank you for reporting as required.

---

**Safety**

---

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date.

---

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

Center does not participate in field trips at this time.

---

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

Center does not provide routine transportation.

---

**Sleeping & Resting Equipment**

---

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

Pleasant naptime environment observed.

---

**Staff Records**

---

**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Technical Assistance****Comment**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit was conducted on November 7, 2019.

**Comment**

Criminal record checks were observed to be complete.

**Technical Assistance**

The consultant discussed the following information regarding criminal record checks with the director:

- Monitor the expiration dates of all staff members' criminal record check letters.
- Submit a portability request via DECAL KOALA for newly hired staff members that have a previous satisfactory comprehensive criminal record check letter issued by the department.
- Ensure that all newly hired staff members have evidence of a satisfactory comprehensive criminal record check letter prior to providing services to children present for care.
- Ensure that all newly hired and/or seasonal staff members with a six-month break of employment from child care submit an updated criminal record check application and complete the fingerprinting process prior to rendering services for child care services.

---

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

Evidence observed of 100% of center staff certified in First Aid and CPR.

---

**591-1-1-.33 Staff Training****Met****Comment**

Documentation observed of required staff training.

**Technical Assistance**

Please ensure that newly hired staff members complete the required health and safety orientation training and first aid and CPR training within 90-days of their date of hire.

---

**591-1-1-.31 Staff(CR)****Technical Assistance****Comment**

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on August 15, 2020. Staff observed to be compliant with applicable laws and regulations.

**Technical Assistance**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

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

---

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

Center observed to maintain appropriate staff:child ratios.

---

**591-1-1-.32 Supervision(CR)****Technical Assistance****Technical Assistance**

A virtual visit was conducted due to the COVID-19 pandemic. Proper supervision of children, including being prompt to children's needs, was discussed with the director on this date.