



**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:** 8/13/2019    **VisitType:** Licensing Study    **Arrival:** 9:00 AM    **Departure:** 1:30 PM

**CCLC-50193**

**Greater Atlanta Montessori School**

1980 Buford Highway Buford, GA 30518 Gwinnett County  
 (678) 926-3202 pcgentry1@gmail.com

**Regional Consultant**

Malissa Champion  
 Phone: (770) 357-4925  
 Fax: (770) 357-4924  
 malissa.champion@decal.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** No

<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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
08/13/2019	Licensing Study	Good Standing	
04/23/2019	Initial Licensing Study	Good Standing	
12/18/2018	Initial Licensing Study	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	26	C	NA	NA	
Main	B 1R		0	0	C	20	C	NA	NA	
Main	C Back		0	0	C	20	C	NA	NA	
Main	D 2L	Two Year Olds and Three Year Olds	1	3	C	22	C	NA	NA	Centers, Lunch
Total Capacity @35 sq. ft.: 18						Total Capacity @25 sq. ft.: 0		Building capacity limited by Centers Request		
Total # Children this Date: 3			Total Capacity @35 sq. ft.: 18			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG A	28	C

**Comments**

The purpose of this visit was to conduct a licensing study and to follow up on the previous visit conducted on April 23, 2019.

Plan of Improvement: Developed This Date 08/13/2019

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)

Pang (Hannah) Gentry, Program Official

Date

Malissa Champion, Consultant

Date



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### Findings Report

**Date:** 8/13/2019 **VisitType:** Licensing Study **Arrival:** 9:00 AM **Departure:** 1:30 PM

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Technical Assistance**

**Comment**

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

**Technical Assistance**

591-1-1-.12(4) - Consultant discussed with provider to ensure that all equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. This includes the classrooms not being used at this time.

**Correction Deadline: 8/13/2019**

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

**Met**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 3**

**Records with Missing/Incomplete Components: 2**

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities,.08(1)-Doctor, Clinic, Phone Numbers,.08(1)(a)-Special Care Procedures,.08(1)-Emergency Contact information Missing

Child # 3

Not Met

"Missing/Incomplete Components"

.08(1)-No Record,.08(2)-Immunization

**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 child was present on this date without a file. It was also observed during a review of records that one child's file was incomplete missing information regarding parents, emergency contacts, child's primary source of health care, known allergies, and limitations of the child.

**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: 8/13/2019****Finding**

591-1-1-.08(2) requires Center Staff to maintain a file for each child that includes evidence of age-appropriate immunizations or a signed affidavit against such immunizations for each child enrolled in the center on a form approved by the Department, and to allow no child to continue enrollment in the Center for more than thirty (30) days without such evidence. It was determined based on a review of records that child #3 did not have evidence of age-appropriate immunizations on this date.

**POI (Plan of Improvement)**

Center staff will have and use a plan to track immunization forms for all enrolled children and to ensure the form or affidavit are obtained from the parent or guardian within 30 days of enrollment. Parents will be informed their child cannot remain enrolled in the center without this documentation.

**Correction Deadline: 8/23/2019****Finding**

591-1-1-.08(6) requires the Center to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was determined based on a review of records, two children present were not signed in on this date.

**POI (Plan of Improvement)**

The Center will maintain arrival and departure records as required, will ensure the documentation includes all of the required information, and will provide the records to the Department when requested. The consultant discussed with the provider to ensure the form list the children's full name and each parent sign-in and out each day.

**Correction Deadline: 8/13/2019****Recited on 8/13/2019**

<b>Facility</b>
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**Comment**

Bathrooms observed to be clean and well maintained.

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

Licensed capacity observed to be routinely met by center.

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

591-1-1-.25 - Consultant discussed with provider to please be mindful to keep items that pose a hazard inaccessible to children. This includes the classrooms not being used at this time.

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

591-1-1-.26(8)- Provider is submitting amendment to remove playground B as it was not supposed to be included when given permission to operate. Provider has until August 23, 2019 to submit amendment.

**POI (Plan of Improvement)**

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency. The provider requested to remove Playground B- left side from the license at this time. The provider will ensure on playground A tan/green climbing structure is on a soft surface such as grass or rubber tiles. The provider can submit an amendment to add playground B to the license once four-hundred and sixty-three (463) square feet of hard surface is removed, and will ensure the worn blue rubber tiles on playground B meet the resilient safety standards. The provider did not have information to support the blue rubber surface was still under warranty.

**Correction Deadline: 4/29/2019****Defer**

591-1-1-.26(9)-Provider is submitting amendment to remove playground B as it was not supposed to be included when given permission to operate. Provider has until August 23, 2019 to submit amendment.

**POI (Plan of Improvement)**

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

**Correction Deadline: 4/23/2019**

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<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition****Met****Comment**

Provider stated that children bring meals from home and that meals are not prepared in the facility at this time. Consultant discussed with provider to please ensure parents are given information regarding bag lunches meeting USDA guidelines.

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

Kitchen appears clean and well organized.

**Correction Deadline: 4/23/2019****Corrected on 8/13/2019**

.18(12) - The previous citation was observed to be corrected on this date. Consultant observed the children to be kept separate from the kitchen area on this date.

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<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)** **Met**

**Comment**

There were no diapered children enrolled in the program on this date. Proper diaper facilities were observed with warm running water and proper ventilation.

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

**Comment**

Proper hand washing observed throughout the center.

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

**Comment**

The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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**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 provider was unable to produce emergency drills for January through July of 2019. It was also observed that the provider did not have records available for the year 2017 or 2018.

**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: 8/18/2019**

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**591-1-1-.27 Posted Notices** **Met**

**Comment**

Observed all required posted notices.

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**591-1-1-.29 Required Reporting** **Technical Assistance**

**Technical Assistance**

591-1-1-.29 - Discussed reporting requirements.

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**Safety**

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

**Comment**

Center does not keep animals on premises.

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

**Comment**

Staff were observed to maintain a positive learning environment on this date.

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

**Comment**

Center does not participate in field trips at this time.

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**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**

Discussed SIDS and infant sleeping position. Provider stated that there are no infants currently enrolled on this date.

## Staff Records

**Records Reviewed: 2**

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

Staff # 1

Not Met

Date of Hire: 10/01/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.36(5)-Drivers License Missing,.24(1)-Evidence of Orientation Missing

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

**Met**

**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided one file for employees hired since last visit on April 23, 2019.

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

**Met**

**Comment**

Complete first aid kits observed in center.

**Comment**

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

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

**Not Met**

**Finding**

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined based on a review of records that the Director and one staff member did not have evidence of required orientation on this date.

**POI (Plan of Improvement)**

The Center will develop and provide orientation for all new Staff prior to their staff's assignment to children or task.

**Correction Deadline: 8/13/2019**

**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 review of records that staff member #1 with a hire date of October 1, 2018, did not complete the required health and safety orientation training within the first 90 days of their hire date.

**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: 8/23/2019**

**Recited on 8/13/2019**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Technical Assistance**

**Technical Assistance**

591-1-1-.32 - Discussed combining children of mixed ages.

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

Staff observed to provide direct supervision and be attentive to children's needs.