



**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:** 11/9/2017    **VisitType:** Licensing Study    **Arrival:** 12:45 PM    **Departure:** 4:15 PM

**CCLC-917**

**Learning Time Child Development Center**

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

**Regional Consultant**

Tamra Thomas  
 Phone: (770) 405-7962  
 Fax: (404) 591-6172  
 tamra.thomas@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.  <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.
11/09/2017	Licensing Study	Good Standing	
04/26/2017	Licensing Study	Good Standing	
10/05/2016	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
Bldg 2	A	PreK	2	21	C	24	C	34	C	Nap
Total Capacity @35 sq. ft.: 24			Total Capacity @25 sq. ft.: 105							
Main	Back Left	One Year Olds and Two Year Olds	1	8	C	16	C	NA	NA	Nap
Main	Back Right	Three Year Olds and Four Year Olds	1	12	C	22	C	31	C	Nap
Main	Front Left		0	0	C	17	C	24	C	
Main	Infant-Center	Infants and One Year Olds	1	4	C	10	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 65			Total Capacity @25 sq. ft.: 75							
Total # Children this Date: 45			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**

The provider will review and print the updated DECAL Rules and Regulation handbook, and provide a copy of the Core Rules Guidance Manual to staff.

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.

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.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.

---

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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.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@dec.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

---

Nicole Stanback, Program Official

Date

---

Tamra Thomas, 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:** 11/9/2017    **VisitType:** Licensing Study    **Arrival:** 12:45 PM    **Departure:** 4:15 PM

#### CCLC-917

#### Learning Time Child Development Center

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

#### Regional Consultant

Tamra Thomas

Phone: (770) 405-7962

Fax: (404) 591-6172

tamra.thomas@decal.ga.gov

#### Mailing Address

Same

The following information is associated with a Licensing Study:

### Activities and Equipment

#### 591-1-1-.03 Activities

Not Met

#### Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined that Class Back Left did not have current week Lesson Plan available or posted on this date.

#### POI (Plan of Improvement)

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

**Correction Deadline: 11/13/2017**

Recited on 11/9/2017

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

Not Met

#### Comment

Observed-Variety Throughout Center

#### Finding

591-1-1-.12(4) requires that 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. It was determined based on observation, Bldg 2 Pre-k had a Silver TV sitting on top of a children book stand without safety straps that posed a hazard on this date.

#### POI (Plan of Improvement)

The Center will ensure that the identified equipment or furniture and any other such existing or future items are secured adequately and will have a system for checking these for stability. The Director stated, the TV will be removed and a TV will be mounted to the wall.

**Correction Deadline: 11/9/2017**

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

Met

#### Comment

No Swimming Activities Provided

### Children's Records

---

**591-1-1-.08 Children's Records****Technical Assistance****Technical Assistance**

Discussed with the provider to ensure the electronic program used can provide the Child's Name, Signed in/out time, and the Parent and/or Authorized person initial or signature.

**Correction Deadline: 11/9/2017**

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

---

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

Observation-Clean and Well Maintained

---

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

Licensed Capacity Routinely Met

---

**591-1-1-.25 Physical Plant - Safe Environment(CR)****Not Met****Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation Bldg #2 Pre-K had two brooms leaning against the wall, a Vacuum and the teacher bag accessible to children in the back area of the classroom.

**POI (Plan of Improvement)**

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

**Correction Deadline: 11/9/2017****Finding**

591-1-1-.25(8) requires protective caps on all unused electrical outlets within children's reach and requires that electrical cords in use be made inaccessible to children. It was determined based on consultant observation Bldg #1 Pre-K classroom had a surge outlet with four outlets without caps on this day accessible to children.

**POI (Plan of Improvement)**

The Center will train Staff to check outlets and replace protective caps when needed and identify and monitor how outlets in use are inaccessible to children.

**Correction Deadline: 11/10/2017****Recited on 11/9/2017**

---

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

Observation-Clean/Good Repair. The provider will ensure the leaves are blown away and drain any standing water after the rain on this date.

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

---

**591-1-1-.15 Food Service & Nutrition****Met****Correction Deadline: 4/26/2017****Corrected on 11/9/2017**

**Correction of previous citation. The provider has Infant Feeding Plans for all children under one year of age, and the provider will ensure the plans are updated as needed.**

---

**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**

**Correction Deadline: 5/26/2017**

**Corrected on 11/9/2017**

**Correction of previous citation. The provider has installed diaper surface with guard rails.**

---

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

**Comment**

Observed-Proper Hand Washing after diaper change on this date.

---

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

**Comment**

Provider stated Medication has not been dispensed since last visit April 2017.

**Policies and Procedures**

---

**591-1-1-.21 Operational Policies & Procedures** **Technical Assistance**

**Technical Assistance**

Provider has Emergency Drill log with all required months indicated. The Director will use the new log form to ensure a Lockdown drill is planned, as required.

**Correction Deadline: 11/14/2017**

**Safety**

---

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

**Comment**

No Animals Kept

---

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

**Comment**

Observed-Positive Environment. All classrooms were having Nap Time with music playing and staff attentive to those not sleeping.

---

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

**Comment**

No Field Trips at This Time

---

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

**Correction Deadline: 4/27/2017**

**Corrected on 11/9/2017**

**Correction of previous citation. Provider had Parental Authorization for children transported the week of November 6-9, 2017.**

**Correction Deadline: 4/27/2017**

Corrected on 11/9/2017

Correction of previous citation. Provider had Emergency information for all children transported for the week of November 6-9, 2017.

## Sleeping & Resting Equipment

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

Met

**Comment**

Observed-Pleasant Naptime Environment

## Staff Records

591-1-1-.09 Criminal Records Check(CR)

Met

**Comment**

Criminal Records Check complete

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

Met

**Comment**

Observed-100% Certified First Aid & CPR

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 a staff hired August 1, 2012 does not have Health and Safety training on this 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: 12/9/2017**

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

Met

**Comment**

Provider has a Lead Teacher with required credential on this date. Class back left and back right Lead Teachers will enroll in a program within six months of their hire date.

## Staffing and Supervision

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

Met

**Comment**

Observed-Appropriate Staff:Child Ratios

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

Met

**Comment**

Observed-Appropriate Staff:Child Ratios