



**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:** 1/7/2019    **VisitType:** Monitoring Visit    **Arrival:** 2:10 PM    **Departure:** 4:10 PM

**CCLC-1030**

**Friendship House**

1300 S. Hamilton St. Dalton, GA 30720 Whitfield County  
 (706) 278-8012 marythelmanorris@optilink.us

**Regional Consultant**

Colleen Covey

Phone: (706) 256-7245

Fax: (706) 256-7244

colleen.covey@dec.al.ga.gov

**Mailing Address**

PO Box 794  
 Dalton, GA 30722

**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.
01/07/2019	Monitoring Visit	Good Standing	
07/18/2018	Licensing Study	Good Standing	
01/10/2018	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	1st RT	Infants and One Year Olds	3	6	C	15	C	NA	NA	Feeding, Nap, Flo or Play, Diapering
Main	2 RT Back	One Year Olds	2	6	C	10	C	NA	NA	Snack
Main	2 RT Front	One Year Olds and Two Year Olds	2	5	C	17	C	NA	NA	Snack
Main	3 RT	Three Year Olds	2	6	C	32	C	NA	NA	Nap
Main	4 RT		0	0	C	32	C	NA	NA	
Main	5 RT	Two Year Olds and Three Year Olds	3	9	C	26	C	NA	NA	Centers
Main	6 RT	Three Year Olds and Four Year Olds	2	12	C	26	C	NA	NA	Centers
Main	Left Side		0	0	C	46	C	NA	NA	

Total Capacity @35 sq. ft.: 204

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 44

Total Capacity @35 sq. ft.: 204

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	175	C

## Comments

Follow up to the previous Licensing Study that was conducted on July 18, 2018 was completed on this date.

Required reporting was discussed with the Director.

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.dec.al.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@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).

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)

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Mary Norris, Program Official

Date

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Colleen Covey, Consultant

Date



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### Findings Report

**Date:** 1/7/2019 **VisitType:** Monitoring Visit **Arrival:** 2:10 PM **Departure:** 4:10 PM

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

#### Comment

Equipment and furniture observed to be properly secured, as applicable.

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

#### Comment

Center does not provide swimming activities.

### Facility

**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

No hazards observed accessible to children on this date.

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

#### Comment

Playground observed to be clean and in good repair.

### Health and Hygiene

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

#### Comment

Proper diapering procedures observed.

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<b>591-1-1-.17 Hygiene(CR)</b>	<b>Met</b>
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**Comment**

Proper hand washing observed throughout the center.

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<b>591-1-1-.20 Medications(CR)</b>	<b>Met</b>
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**Comment**

Documentation for medication dispensing observed complete.

	<b>Safety</b>
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<b>591-1-1-.11 Discipline(CR)</b>	<b>Met</b>
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**Comment**

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

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<b>591-1-1-.36 Transportation(CR)</b>	<b>N/A</b>
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**Comment**

Center does not provide routine transportation.

	<b>Sleeping &amp; Resting Equipment</b>
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<b>591-1-1-.30 Safe Sleeping and Resting Requirements(CR)</b>	<b>Met</b>
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**Comment**

Pleasant naptime environment observed.

	<b>Staff Records</b>
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**Records Reviewed: 26**

**Records with Missing/Incomplete Components: 0**

Staff # 1	Met
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Date of Hire: 10/15/2018

Staff # 2	Met
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Date of Hire: 08/10/2015

Staff # 3	Met
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Date of Hire: 02/28/2005

Staff # 4	Met
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Date of Hire: 01/04/1999

Staff # 5	Met
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Date of Hire: 03/28/2007

Staff # 6	Met
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Date of Hire: 07/21/2009

Staff # 7	Met
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Date of Hire: 09/14/2015

Staff # 8 Date of Hire: 04/14/2016	Met
Staff # 9 Date of Hire: 10/30/2016	Met
Staff # 10 Date of Hire: 04/16/2018	Met
Staff # 11 Date of Hire: 08/22/2018	Met
Staff # 12 Date of Hire: 08/20/2018	Met
Staff # 13 Date of Hire: 08/14/2017	Met
Staff # 14 Date of Hire: 07/09/2012	Met
Staff # 15 Date of Hire: 02/19/2018	Met
Staff # 16 Date of Hire: 02/19/2018	Met
Staff # 17 Date of Hire: 11/12/2018	Met
Staff # 18 Date of Hire: 10/07/1996	Met
Staff # 19 Date of Hire: 05/01/1985	Met
Staff # 20 Date of Hire: 07/31/2000	Met
Staff # 21 Date of Hire: 07/23/2018	Met
Staff # 22 Date of Hire: 07/01/2015	Met

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**Records Reviewed: 26****Records with Missing/Incomplete Components: 0**

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Staff # 23	Met
Date of Hire: 03/28/2008	
Staff # 24	Met
Date of Hire: 10/14/1991	
Staff # 25	Met
Date of Hire: 06/19/2017	
Staff # 26	Met
Date of Hire: 05/08/2017	

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**Staff Credentials Reviewed: 26**

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

Director provided seven files for employees hired since last visit on July 18, 2018. Satisfactory criminal record checks were observed for all twenty six staff members employed on this date.

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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)** **Met****Comment**

Center observed to maintain appropriate staff:child ratios.

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

Adequate supervision observed on this date.