



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: 1/15/2019 **VisitType:** Licensing Study **Arrival:** 9:55 AM **Departure:** 5:15 PM

CCLC-103

Sheltering Arms - International Village Center

3375 Chamblee Dunwoody Road Atlanta, GA 30341 DeKalb County
 (770) 454-6220 jaedwards@shelteringarmsforkids.com

Regional Consultant

Chrische Walker

Phone: (770) 359-5166

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chrische.walker@decal.ga.gov

Mailing Address

Same

Quality Rated: ★ ★ ★

| Compliance Zone Designation | | | Compliance Zone Designation - 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. 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. |
|------------------------------------|------------------|---------------|--|
| 01/15/2019 | Licensing Study | Good Standing | |
| 08/24/2018 | Monitoring Visit | Good Standing | |
| 03/22/2018 | 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 | 10th Rt- 4 y/o | PreK | 2 | 22 | C | 30 | C | NA | NA | Transitioning, Story |
| Main | 1st Rt- 0-12 mos | Infants | 2 | 5 | C | 17 | C | NA | NA | Floor Play |
| Main | 2nd Rt- 0-12 mos | Infants and One Year Olds | 2 | 7 | C | 17 | C | NA | NA | Floor Play,Lunch |
| Main | 3rd Rt- 3 y/o | Two Year Olds and Three Year Olds | 2 | 8 | C | 17 | C | NA | NA | Outside |
| Main | 4th Rt- 2 y/o | One Year Olds and Two Year Olds | 2 | 8 | C | 20 | C | NA | NA | Lunch,Transitioning |
| Main | 5th Rt- 2-3 y/o | Two Year Olds | 2 | 11 | C | 21 | C | NA | NA | Outside |
| Main | 6th Rt-1-2 y/o | One Year Olds | 2 | 11 | C | 24 | C | NA | NA | Centers |
| Main | 7th Rt- 3-4 y/o | Three Year Olds and Four Year Olds | 2 | 16 | C | 30 | C | NA | NA | Centers |
| Main | 8th Rt- 3 8 y/o | PreK | 2 | 19 | C | 30 | C | NA | NA | Centers |
| Main | 9th Rt- 4-5 y/o | PreK | 4 | 20 | C | 30 | C | NA | NA | Centers |
| Main | A-1st Right | | 0 | 0 | C | 0 | C | NA | NA | Not In Use |
| Main | B-2nd Right | | 0 | 0 | C | 0 | C | NA | NA | Not In Use |
| Main | C-3rd Right | | 0 | 0 | C | 0 | C | NA | NA | Not In Use |
| Main | D-4th Right | | 0 | 0 | C | 0 | C | NA | NA | Not In Use |
| Main | E-5th Right | | 0 | 0 | C | 0 | C | NA | NA | Not In Use |

Total Capacity @35 sq. ft.: 236

Total Capacity @25 sq. ft.: 0

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------|----------------------|-----------------------|
| Main | 0-1 y/o | 21 | C |
| Main | 1-2 y/o | 38 | C |


Comments

The purpose of today's visit was to conduct a Licensing Study and to follow up from the previous visit on August 24, 2018. The consultant left Background Check Determination Letter, New Background Check Policy Guidelines as of October 1, 2018, and a Documentation of Orientation resources on this date.

A one-day letter was left on this date.

Plan of Improvement: Developed This Date 01/15/2019

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.dec.state.ga.us/CCS/Regulations.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.state.ga.us.

- 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.state.ga.us/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

Janice Edwards, Program Official

Date

Chrische Walker, 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-.03 Activities

Met

Comment

Great January lesson plans in all classrooms.

Correction Deadline: 1/15/2019

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

Met

Comment

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

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 2

| | |
|--|---------|
| Child # 1 | Not Met |
| <u>"Missing/Incomplete Components"</u> | |
| .08(1)-Doctor, Clinic, Phone Numbers | |
| Child # 2 | Met |
| Child # 3 | Met |
| Child # 4 | Met |
| Child # 5 | Not Met |

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

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 the name and telephone number of the child's primary source of health care was incomplete for two children's enrollment forms.

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: 1/15/2019

| | |
|--|-----------------|
| | 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

No hazards observed accessible to children on this date.

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

Technical Assistance

Technical Assistance

591-1-1-.26(9) - Please continue to monitor the rust on the handles of the red steps near the blue steps on the back middle playground.

Correction Deadline: 1/15/2019

| | |
|--|---------------------|
| | Food Service |
|--|---------------------|

591-1-1-.15 Food Service & Nutrition

Met

Comment

Center menu meets USDA guidelines.

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

Proper diapering procedures observed in Room 9th Right.

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

Met

Comment

Proper hand washing observed throughout the center.

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

Met

Comment

Documentation for medication dispensing observed complete. Great job!

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures

Met

Comment

Great job on conducting and documenting fire drills and other emergency drills.

Correction Deadline: 1/20/2019

591-1-1-.27 Posted Notices

Met

Comment

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

591-1-1-.29 Required Reporting

Met

Comment

Discussed reporting requirements.

Safety

591-1-1-.05 Animals

Met

Comment

Animals maintained clean and appropriately caged in Room 2, Room 4, and in Room 10.

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

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

N/A

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

Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Comment

Great job in the storage of the cots in classrooms.

Correction Deadline: 1/15/2019

Staff Records

Records Reviewed: 34

Records with Missing/Incomplete Components: 4

| | |
|--|---------|
| Staff # 1 | Met |
| Date of Hire: 01/26/2009 | |
| Staff # 2 | Met |
| Date of Hire: 08/24/1999 | |
| Staff # 3 | Met |
| Date of Hire: 09/22/2014 | |
| Staff # 4 | Not Met |
| Date of Hire: 09/06/2017 | |
| <u>"Missing/Incomplete Components"</u> | |
| .14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate | |
| Staff # 5 | Met |
| Date of Hire: 08/08/2006 | |
| Staff # 6 | Met |
| Date of Hire: 09/21/2001 | |
| Staff # 7 | Not Met |
| Date of Hire: 01/09/2017 | |
| <u>"Missing/Incomplete Components"</u> | |
| .33(3)-Health & Safety Certificate,.09-Criminal Records Check Missing,.33(5)-10 Hrs. Annual Training | |
| Staff # 8 | Met |
| Date of Hire: 05/26/2000 | |
| Staff # 9 | Met |
| Date of Hire: 09/25/1995 | |
| Staff # 10 | Met |
| Date of Hire: 08/08/2018 | |
| Staff # 11 | Met |

Date of Hire: 04/15/2010

Staff # 12 Met

Date of Hire: 09/08/2009

Staff # 13 Met

Date of Hire: 09/07/1999

Staff # 14 Met

Date of Hire: 08/18/2016

Staff # 15 Not Met

Date of Hire: 10/10/2016

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate

Staff # 16 Met

Date of Hire: 10/04/1999

Staff # 17 Met

Date of Hire: 08/18/2014

Staff # 18 Met

Date of Hire: 06/15/1978

Staff # 19 Met

Date of Hire: 12/10/1984

Staff # 20 Met

Date of Hire: 09/21/1999

Staff # 21 Met

Date of Hire: 05/27/2016

Staff # 22 Met

Date of Hire: 11/15/2004

Staff # 23 Met

Date of Hire: 10/19/2009

Staff # 24 Met

Date of Hire: 11/09/2015

Staff # 25 Met

Date of Hire: 07/20/2016

Records Reviewed: 34

Records with Missing/Incomplete Components: 4

| | |
|---|---------|
| Staff # 26 Date of Hire: 10/19/2009 | Met |
| Staff # 27 Date of Hire: 08/10/2015 | Met |
| Staff # 28 Date of Hire: 04/23/2018 | Met |
| Staff # 29 Date of Hire: 11/02/2006 | Met |
| Staff # 30 Date of Hire: 03/13/2000 | Met |
| Staff # 31 Date of Hire: 02/26/2008 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing | Not Met |
| Staff # 32 Date of Hire: 12/06/2018 | Met |
| Staff # 33 Date of Hire: 10/25/1999 | Met |
| Staff # 34 Date of Hire: 02/01/2010 | Met |

Staff Credentials Reviewed: 34

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

Not Met

Finding

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that one staff member did not submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site prior to being present at the center. A one-day letter was left on this date.

POI (Plan of Improvement)

The Center will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required.

Correction Deadline: 1/15/2019

Technical Assistance

591-1-1-.09(1)(c) - The consultant discussed with the Curriculum Specialist that a staff member with a national determination letter can be on the premises as long as this person is under the constant and direct supervision of someone with a valid satisfactory comprehensive determination letter issued by the Department of Early Care and Learning.

Correction Deadline: 1/15/2019

Finding

591-1-1-.09(1)(d) requires the Center to ensure that every Provisional Employee has a valid and current satisfactory Fingerprint Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center and must be supervised at all times by a Director or Employee with a valid and current satisfactory Comprehensive Records Check Determination. The Fingerprint Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Provisional Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Fingerprint Records Check Determination is required. It was determined based on a review of records that a provisional employee did not have a valid and current satisfactory Fingerprint Records Check Determination on file prior to being present at the Center. A one-day letter was left one this date.

POI (Plan of Improvement)

The Center will ensure that every Provisional Employee has a valid and current satisfactory Fingerprint Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center and must be supervised at all times by a Director or Employee with a valid and current satisfactory Comprehensive Records Check Determination. The Fingerprint Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Provisional Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Fingerprint Records Check Determination is required.

Correction Deadline: 1/15/2019

Technical Assistance

591-1-1-.09(1)(j) - The consultant discussed the with the Curriculum Specialist the requirement of the portability for Directors, Employees and Provisional Employees that must be ported electronically in their Decal Koala when transferring from another facility.

Correction Deadline: 1/15/2019

591-1-1-.14 First Aid & CPR**Not Met****Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR.

Comment

Please be mindful of training expiration dates.

Finding

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of records that three staff members did not have current evidence of first aid and CPR certification.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 2/14/2019

591-1-1-.33 Staff Training**Not Met****Comment**

Discussed staff training and organization of staff files. Please obtain required documentation.

Comment

Please ensure completed orientation checklists are documented and signed.

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 three employees hired on October 10, 2016, January 9, 2017, and September 6, 2017, did not complete the health and safety course within 90 days of employment.

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: 2/14/2019

Technical Assistance

591-1-1-.33(5) - Please ensure that the Director and persons with primary responsibility for food preparation to have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage.

Correction Deadline: 2/14/2019

Finding

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on a review of records that one staff member did not meet the ten annual required training for the 2018 calendar year.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 12/31/2019

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

Technical Assistance

Comment

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

Technical Assistance

591-1-1-.31(2)(c) - Please ensure to maintain a copy and/or written verification of the credential or degree awarded to the lead teacher, in which it is required to make the document available for inspection and to provide the document to Department staff upon request.

Correction Deadline: 1/15/2019

Staffing and Supervision

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)

Met

Comment

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