



**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:** 3/22/2018    **VisitType:** Licensing Study    **Arrival:** 12:20 PM    **Departure:** 6:15 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

Fax: (678) 891-5618

chrische.walker@decal.ga.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.
03/22/2018	Licensing Study	Good Standing	
07/20/2017	Monitoring Visit	Good Standing	
03/06/2017	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	1	20	C	30	C	NA	NA	Nap
Main	1st Rt- 0-12 mos	One Year Olds	1	5	C	17	C	NA	NA	Nap
Main	2nd Rt- 0-12 mos	Infants and One Year Olds	2	8	C	17	C	NA	NA	Nap,Feeding,Flo or Play
Main	3rd Rt- 3 y/0	Three Year Olds	1	5	C	17	C	NA	NA	Nap
Main	4th Rt- 2 y/o	One Year Olds	3	7	C	20	C	NA	NA	Nap
Main	5th Rt- 2-3 y/o	Two Year Olds and Three Year Olds	3	11	C	21	C	NA	NA	Nap
Main	6th Rt-1-2 y/o	Two Year Olds	2	12	C	24	C	NA	NA	Nap
Main	7th Rt- 3-4 y/o	Three Year Olds and Four Year Olds	2	16	C	30	C	NA	NA	Nap
Main	8th Rt- 3 8 y/o	PreK	3	20	C	30	C	NA	NA	Nap
Main	9th Rt- 4-5 y/o	PreK	2	17	C	30	C	NA	NA	Nap
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				
Total # Children this Date: 121						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 to follow-up from previous visit on July 20, 2017. The consultant left an Emergency Preparedness Plan and Posted Notices resources.

Plan of Improvement: Developed This Date 03/22/2018

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)

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Janice Edwards, Program Official

Date

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Chrische Walker, Consultant

Date



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**Findings Report**

**Date:** 3/22/2018    **VisitType:** Licensing Study    **Arrival:** 12:20 PM    **Departure:** 6:15 PM

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The following information is associated with a Licensing Study:

**Activities and Equipment**

**591-1-1-.03 Activities** **Met**

**Correction Deadline: 7/24/2017**

**Corrected on 3/22/2018**

**.03(2) - The previous citation has been corrected. The consultant observed all classrooms to have current lesson plans posted on this date.**

**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: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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**591-1-1-.08 Children's Records****Met****Comment**

Parent authorizations obtained/completed.

<b>Facility</b>
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**591-1-1-.06 Bathrooms****Met****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)****Not Met****Comment**

No hazards observed accessible to children on this date.

**Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on the consultant's observation that a hole was present on the bathroom floor behind the toilet in the second bathroom in the 7th Right classroom.

**POI (Plan of Improvement)**

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

**Correction Deadline: 3/29/2018**

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**591-1-1-.26 Playgrounds(CR)****Not Met****Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on consultant's observation that a gap measuring four inches was observed on the left side of the gate on the far left playground near front parking lot, causing a potential entrapment hazard.

**POI (Plan of Improvement)**

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

**Correction Deadline: 3/29/2018****Finding**

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on consultant's observation that chipped red paint was observed on the step's rails on the play structure on the middle playground.

**POI (Plan of Improvement)**

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

Correction Deadline: 3/29/2018

Recited on 3/22/2018

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

**Met**

**Comment**

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk  
5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk  
2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://dec.al.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

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

**Met**

**Comment**

Kitchen appears clean and well organized.

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

**Met**

**Comment**

Staff stated proper knowledge of diapering procedures.

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

**Met**

**Comment**

Staff were observed to remind children to wash their hands.

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

**Met**

**Comment**

Documentation for medication dispensing observed complete.

<b>Policies and Procedures</b>
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**591-1-1-.27 Posted Notices**

**Met**

**Comment**

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

<b>Safety</b>
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**591-1-1-.05 Animals**

**N/A**

**Comment**

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

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

Proper field trip documentation and regulations regarding checklists, name tags and permission forms was discussed on this date.

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**591-1-1-.36 Transportation(CR)****Not Met****Finding**

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on a review of records that the director and the driver did not have a current transportation training certificate on file. The driver's transportation training expired on June 24, 2017.

**POI (Plan of Improvement)**

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training every two years.

**Correction Deadline: 4/1/2018**

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Not Met****Finding**

591-1-1-.30(2) requires the Center to provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants. Center Staff shall place an infant to sleep on the infant's back in a crib unless the Center has been provided a physician's written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over into his or her preferred position and not re-position the infant. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines and will not slide up around the infant's face may be used when necessary for the comfort of the sleeping infant. Swaddling shall not be used unless the Center has been provided a physician's written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Center Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. It was determined based on consultant's observation that a child was sleeping in the crib with a stuffed animal attached to the pacifier in the 2nd Right classroom.

**POI (Plan of Improvement)**

The Center will take all steps necessary to provide a safe sleep environment for infants as listed in these rules; will train Staff to follow these rules; and will monitor for compliance.

**Correction Deadline: 3/22/2018**

<b>Staff Records</b>
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Staff # 1 Date of Hire: 01/26/2009	Met
Staff # 2 Date of Hire: 08/24/1999	Met
Staff # 3 Date of Hire: 09/22/2014	Met
Staff # 4 Date of Hire: 08/08/2006	Met
Staff # 5 Date of Hire: 09/21/2001	Met
Staff # 6 Date of Hire: 08/25/2014	Met
Staff # 7 Date of Hire: 05/26/2000	Met
Staff # 8 Date of Hire: 09/25/1995	Met
Staff # 9 Date of Hire: 04/15/2010	Met
Staff # 10 Date of Hire: 09/08/2009	Met
Staff # 11 Date of Hire: 09/07/1999	Met
Staff # 12 Date of Hire: 08/18/2016	Met
Staff # 13 Date of Hire: 10/04/1999	Met
Staff # 14 Date of Hire: 08/18/2014	Met
Staff # 15 Date of Hire: 06/15/1978	Met



Staff # 16	Not Met
Date of Hire: 12/10/1984	
<u>"Missing/Incomplete Components"</u>	
.36(3)(a-b)-2 hrs. Transportation Training missing	
Staff # 17	Met
Date of Hire: 09/21/1999	
Staff # 18	Met
Date of Hire: 05/27/2016	
Staff # 19	Met
Date of Hire: 11/15/2004	
Staff # 20	Met
Date of Hire: 10/19/2009	
Staff # 21	Met
Date of Hire: 11/09/2015	
Staff # 22	Met
Date of Hire: 07/20/2016	
Staff # 23	Met
Date of Hire: 10/19/2009	
Staff # 24	Met
Date of Hire: 08/10/2015	
Staff # 25	Met
Date of Hire: 08/10/2015	
Staff # 26	Met
Date of Hire: 07/24/2017	
Staff # 27	Met
Date of Hire: 11/02/2006	
Staff # 28	Met
Date of Hire: 03/13/2000	
Staff # 29	Not Met
Date of Hire: 02/26/2008	
<u>"Missing/Incomplete Components"</u>	

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

Staff # 30 Met  
Date of Hire: 06/13/1995

Staff # 31 Met  
Date of Hire: 10/25/1999

Staff # 32 Met  
Date of Hire: 02/01/2010

**Staff Credentials Reviewed: 32****591-1-1-.09 Criminal Records Check(CR) Met****Comment**

Criminal records checks were observed to be complete.

**591-1-1-.14 First Aid & CPR Not Met****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 one employee hired on February 26, 2008, did not complete CPR and first aid certification by December 29, 2016.

**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: 4/21/2018****591-1-1-.33 Staff Training Not Met****Comment**

Discussed staff training. Please obtain required documentation.

**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 one employee hired on February 26, 2008, did not complete the health and safety training by December 29, 2016.

**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: 4/21/2018****591-1-1-.31 Staff(CR) Met**

**Comment**

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>
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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**

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