



**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:** 3/14/2018    **VisitType:** Licensing Study    **Arrival:** 10:00 AM    **Departure:** 2:15 PM

**CCLC-1081**

**Lanette L. Suttles Child Development Center**

30 Courtland St, SE; Alumni Hall, G-17 Atlanta, GA 30303 Fulton County  
 (404) 413-8460 pkimbrow@gsu.edu

**Regional Consultant**

Margarita Collier

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margarita.collier@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.
03/14/2018	Licensing Study	Good Standing	
06/13/2017	Monitoring Visit	Good Standing	
01/13/2017	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
Main	Room A	Infants and One Year Olds	50	11	C	34	C	NA	NA	Free Play, Circle Time, Music, Floor Play, Diapering
Main	Room B	One Year Olds	2	7	C	16	C	NA	NA	Story, Circle Time, Centers, Transitioning
Main	Room C	One Year Olds and Two Year Olds	2	9	C	16	C	NA	NA	Centers
Main	Room D-PreK	PreK	3	18	C	39	C	NA	NA	Outside, Transitioning
Main	Room E-3s	Three Year Olds and Four Year Olds	4	14	C	25	C	NA	NA	Lunch, Transitioning, Outside
Main	Room F-2s	Two Year Olds and Three Year Olds	2	15	C	26	C	NA	NA	Lunch, Circle Time, Transitioning
Total Capacity @35 sq. ft.: 156						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 74			Total Capacity @35 sq. ft.: 156			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	40	C

### Comments

The purpose of this visit was to conduct a licensing study visit and to follow-up on the previous visit conducted on June 13, 2017.

Consultant reviewed the following information with the director on this date:

- Updated USDA Menu Guidelines.
- Comprehensive criminal records check deadline - October 1, 2018.

Plan of Improvement: Developed This Date 03/14/2018

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.

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#### 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.

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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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Phyllis Kimbro, Program Official

Date

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Margarita Collier, Consultant

Date



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### Findings Report

**Date:** 3/14/2018    **VisitType:** Licensing Study    **Arrival:** 10:00 AM    **Departure:** 2:15 PM

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The following information is associated with a Licensing Study:

### Activities and Equipment

**591-1-1-.03 Activities****Technical Assistance****Technical Assistance**

Please ensure staff members post the current week's lesson plan.

**Correction Deadline: 3/14/2018**

**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)****Met****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**

Consultant observed five of five children's files be complete and well organized. Please continue to ensure parents update the following information as needed:

- Parents' work address and contact information.
- Emergency contact persons' names and contact information.
- Release to persons' names and addresses.
- Doctor's name and contact information.
- Any known allergies and/or special needs.

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

Center appears clean and well maintained.

**Comment**

No hazards observed accessible to children on this date.

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**591-1-1-.26 Playgrounds(CR)****Technical Assistance****Technical Assistance**

Consultant discussed monitoring the rubber resilient surface for normal wear and tear.

**Comment**

Playground observed to be clean and in good repair.

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

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018:

- Three Components for breakfast: grains, vegetables, fruits or both, and milk
- Five Components for lunch: grains, meat/meat alternates, fruits, vegetable, and milk or grains, meat/meat alternates, two different types of vegetables, and milk
- Two of five components for snack

Consultant provided the director with an updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers on this date. The crediting handbook for the CACFP can be located on DECAL and USDA's website:

DECAL - <http://decal.ga.gov/CACFP/Handbook.aspx> and USDA - <http://www.fns.usda.gov/cacfp/cacfp/handbooks>

**Technical Assistance**

Please ensure that bottles are covered and fully labeled with child's full name.

**Technical Assistance**

Please ensure that infant feeding forms are updated regularly.

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

Kitchen appears clean and well organized.

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**Health and Hygiene**

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**591-1-1-.10 Diapering Areas & Practices(CR)****Not Met****Comment**

Proper diapering procedures observed.

**Finding**

591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. It was determined based on consultant's observation the diaper changing tables the first right and the second right diaper changing pads located in classroom A were torn with exposed foam. Consultant observed a staff member to change a child's diaper on the second right diaper changing pad on this date.

**POI (Plan of Improvement)**

The Center will ensure there is a smooth, nonporous changing surface that has a guard or rails for safety in each classroom that houses children wearing diapers. Center Staff will be trained and have adequate supplies to properly clean the diaper changing surface between each diaper change.

**Correction Deadline: 3/14/2018**

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

Proper hand washing observed throughout the center.

**Comment**

Staff were observed to remind children to wash hands.

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

Per director no medications have been administered at this time.

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**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures****Met****Comment**

Consultant observed the center to have documentation of emergency drills completed for the year 2017, January 2018, February 2018, and March 2018. Consultant also reviewed the center's emergency preparedness plans.

**Correction Deadline: 3/19/2018**

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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.

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**591-1-1-.29 Required Reporting****Met****Comment**

Discussed reporting requirements.

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**Safety**

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

**Comment**

Animals maintained clean and appropriately caged.

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

**Comment**

Age-appropriate discussion and/or redirection observed.

**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.

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**Sleeping & Resting Equipment**

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

**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.

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**Staff Records**

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**Records Reviewed: 28**

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

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Staff # 1 Met

Date of Hire: 04/21/2008

Staff # 2 Met

Date of Hire: 10/26/2016

Staff # 3 Met

Date of Hire: 06/20/1995

Staff # 4 Met

Date of Hire: 10/07/1996

Staff # 5 Met

Staff # 6 Met

Date of Hire: 11/15/2016

Staff # 7 Met

Date of Hire: 08/01/1980

Staff # 8 Met

Date of Hire: 06/30/2014

Staff # 9 Date of Hire: 02/24/2017	Met
Staff # 10 Date of Hire: 08/17/2017	Met
Staff # 11 Date of Hire: 08/02/2007	Met
Staff # 12 Date of Hire: 10/16/2016	Met
Staff # 13 Date of Hire: 08/01/2017	Met
Staff # 14 Date of Hire: 01/27/2016	Met
Staff # 15	Met
Staff # 16 Date of Hire: 10/01/1998	Met
Staff # 17 Date of Hire: 11/21/2016	Met
Staff # 18 Date of Hire: 10/01/2010	Met
Staff # 19 Date of Hire: 09/01/1985	Met
Staff # 20 Date of Hire: 11/21/2014	Met
Staff # 21	Met
Staff # 22 Date of Hire: 01/02/2001	Met
Staff # 23 Date of Hire: 07/01/2013	Met
Staff # 24	Met
Staff # 25	Met



Date of Hire: 06/01/1998

Staff # 26 Met

Date of Hire: 11/03/2014

Staff # 27 Met

Date of Hire: 10/26/2016

Staff # 28 Met

Date of Hire: 01/02/2009

**Staff Credentials Reviewed: 28**

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

**Technical Assistance**

**Comment**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit was conducted on June 13, 2017.

**Comment**

Consultant reviewed 20 staff files and eight researcher files on this date. Consultant observed 20 staff members and eight researchers to have evidence of a satisfactory determination letter on file on this date.

**Technical Assistance**

Please be mindful of the expiration dates of all staff members criminal records checks. Please ensure all staff members obtain a comprehensive criminal records check determination letter by October 1, 2018.

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

**Met**

**Comment**

Consultant observed the center to have a complete first aid kit on this date.

**Comment**

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

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

**Technical Assistance**

**Comment**

Documentation observed of required staff training.

**Technical Assistance**

Please ensure all newly hired staff members complete the following training:

- Health and safety orientation training within the first 90-days of their date of hire.

- First aid and CPR training within the first 90-days of their date of hire.

- At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children.

Please ensure all staff members that provide direct care to children (supervisory staff, teachers, and substitute teachers) complete the required 10 hours of annual training for the year 2018.

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

**Met**

**Comment**

Consultant observed all staff members to comply with all laws and regulations on this date.

**Staffing and Supervision**

**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.