



**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:** 1/18/2022    **VisitType:** Licensing Study    **Arrival:** 4:20 PM    **Departure:** 4:30 PM

**CCLC-11072**

**Kids Time Academy**

9562 Bells Ferry Road Canton, GA 30114 Cherokee County  
 (770) 345-0636 doris@kidztimeacademy.com

**Regional Consultant**

Rachael Brown

Phone: (770) 342-7795  
 Fax: (678) 891-5887  
 rachael.brown@decal.ga.gov

**Mailing Address**  
 Same

Joint with: Chasity Baugh

**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.
01/18/2022	Licensing Study	Good Standing	
09/15/2021	Monitoring Visit	Good Standing	
03/05/2021	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
Building 1	1L Turtles		0	0	C	15	C	NA	NA	Not In Use
Building 1	1R Cuddle Bugs/Infants	Infants and One Year Olds	3	14	C	24	C	NA	NA	Feeding, Diapering, Floor Play
Building 1	2L Turtles		0	0	C	16	C	NA	NA	Not In Use
Building 1	2R Butterfly I		0	0	C	19	C	NA	NA	Not In Use
Building 1	3L Bumble Bees I	Three Year Olds	1	14	C	18	C	NA	NA	Story
Building 1	3R Pre-k	GA PreK	2	17	C	20	C	NA	NA	Story
Building 1	4L Bumble bees II	Three Year Olds	1	10	C	19	C	NA	NA	Story
Total Capacity @35 sq. ft.: 131					Total Capacity @25 sq. ft.: 0					
Main	Back first left Butterfly 4 PreK3	GA PreK	2	18	C	21	C	NA	NA	Circle Time
Main	Back Left Middle Butterfly 3 PreK2		0	0	C	21	C	NA	NA	Not In Use
Main	Back Right Private PreK Dolphins	Three Year Olds and Four Year Olds	1	11	C	20	C	NA	NA	Story
Main	Capterpillars II 2nd Left	Three Year Olds	1	9	C	18	C	NA	NA	Snack
Main	Main 1st Left Caterpillars I	Two Year Olds	1	9	C	17	C	NA	NA	Free Play

Total Capacity @35 sq. ft.: 97	Total Capacity @25 sq. ft.: 0
Total # Children this Date: 102	Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Building 1	Playground Back Middle	74	C
Building 1	Playground Patio	9	C
Building 1	Playground Toddler Right	18	C
Main	Playground Back Right	43	C


**Comments**

An onsite Licensing Study walkthrough was conducted on this date. 1-day letter and CBC affidavit issued.

Administrative review completed on February 3, 2022.

Plan of Improvement: Developed This Date 01/18/2022

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.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](mailto:qualityrated@decal.ga.gov)

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Lynda Mull, Program Official \_\_\_\_\_ Date \_\_\_\_\_

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Rachael Brown, Consultant \_\_\_\_\_ Date \_\_\_\_\_

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Chasity Baugh, Consultant \_\_\_\_\_ Date \_\_\_\_\_



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### Findings Report

Date: 1/18/2022 VisitType: Licensing Study Arrival: 4:20 PM Departure: 4:30 PM

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Not Met**

**Finding**

591-1-1-.12(1) requires each Employee and child in attendance to use all indoor and outdoor furniture, activity materials, and equipment in a safe and appropriate manner and in accordance with the manufacturer's instructions, recommendations, and intended use. All equipment and furniture shall be used only by the age-appropriate group of children. It was determined based on observation that building 1, first left classroom had a table with bucket seats that did not have straps to secure children while in use. In addition, building 1 first right classroom did not have straps on high chairs to secure children while in use.

**POI (Plan of Improvement)**

The Center will ensure Staff are trained in and children are taught the proper use of all furniture, materials and equipment; will implement a plan for this information to be reviewed with both groups on an ongoing basis; and for monitoring proper and age-appropriate usage.

**Correction Deadline: 1/18/2022**

**Technical Assistance**

591-1-1-.12(2) - Ensure that soft play equipment is free from rips and tears.

**Correction Deadline: 1/18/2022**

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

**N/A**

**Comment**

Center does not provide swimming activities. No pool on property.

### Children's Records

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 3**

Child # 1

Not Met

"Missing/Incomplete Components"

**.08(1)-Allergies and Disabilities**

Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Address Missing	
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing	
Child # 5	Met

**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 review of records that three of five children's file were missing required items. One of five files did not have a statement regarding known allergies, one of five files did not have the addresses for persons to whom the child may be released, and one of five files was missing parent's work address.

**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: 2/10/2022**

	<b>Facility</b>
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**591-1-1-.06 Bathrooms**

**Met**

**Comment**

Please monitor bathrooms for necessary supplies.

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

**Met**

**Comment**

Licensed capacity observed to be met by center.

**591-1-1-.25 Physical Plant - Safe Environment(CR)**

**Met**

**Comment**

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

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

**Not Met**

**Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that the Patio outdoor area used for toddlers contained a water hose, an opened bag of moth balls, an opened bag of potting soil, and broken toys with sharp edges. The Mid Back playground contained exposed tree roots that pose a tripping hazard. In addition, the back right playground contained chipping paint on a classroom door accessible to children in addition to broken toys with sharp edges.

**POI (Plan of Improvement)**

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

**Correction Deadline: 1/18/2022**

**Food Service**
**591-1-1-.15 Food Service & Nutrition****Met****Comment**

Center menu meets USDA guidelines.

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

591-1-1-.18(8) - Ensure canned foods are stored on a shelf, off the floor, immediately upon arrival from food delivery service.

**Correction Deadline: 1/18/2022**

**Health and Hygiene**
**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Proper diapering procedures observed.

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

Proper hand washing observed throughout the center.

**591-1-1-.20 Medications(CR)****N/A****Comment**

The Provider currently does not dispense/administer medication.

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

Program observed complete emergency drills

**591-1-1-.22 Parental Access****Technical Assistance****Technical Assistance**

591-1-1-.22 - Discussed parental access and allowing parents into classrooms to drop off children.

**Correction Deadline: 1/18/2022**

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**591-1-1-.27 Posted Notices****Met****Comment**

Observed all required posted notices.

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

Thank you for reporting as required.

<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)****N/A****Comment**

Center does not participate in field trips at this time.

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

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on review of records that unload marks were not documented for AM transportation on January 13, 2022 to Sixes Elementary.

**POI (Plan of Improvement)**

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

**Correction Deadline: 1/19/2022****Finding**

591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on review of records that arrival and departure times were not noted for AM transportation for January 13, 2022 to Sixes Elementary.

**POI (Plan of Improvement)**

The Center will ensure that each time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

**Correction Deadline: 1/19/2022**

**Finding**

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on review of records that first check was not documented for AM transportation on January 13, 2022 to Sixes Elementary.

**POI (Plan of Improvement)**

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

**Correction Deadline: 1/19/2022**

**Finding**

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on review of records that second check was not documented for January 13, 2022 AM transportation and January 14, 2022 AM transportation to Sixes Elementary.

**POI (Plan of Improvement)**

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

**Correction Deadline: 1/18/2022**

**Sleeping & Resting Equipment**

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

**Comment**

Discussed SIDS and infant sleeping position.

**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.

**Staff Records**

**Records Reviewed: 27**

**Records with Missing/Incomplete Components: 2**

Staff # 1	Met
Date of Hire: 01/06/2020	
Staff # 2	Met
Date of Hire: 07/25/2017	
Staff # 3	Met
Date of Hire: 08/03/2021	



Staff # 4 Date of Hire: 04/23/2012	Met
Staff # 5 Date of Hire: 01/10/2022	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 6	Met
Staff # 7	Met
Staff # 8	Met
Staff # 9	Met
Staff # 10 Date of Hire: 06/28/2021	Met
Staff # 11 Date of Hire: 05/21/2020	Met
Staff # 12 Date of Hire: 10/11/2021	Met
Staff # 13 Date of Hire: 05/25/2021	Met
Staff # 14 Date of Hire: 10/25/2021	Met
Staff # 15 Date of Hire: 01/25/2015	Met
Staff # 16 Date of Hire: 10/18/2021	Met
Staff # 17 Date of Hire: 06/22/2021	Met
Staff # 18 Date of Hire: 04/07/2008	Met
Staff # 19	Met
Staff # 20 Date of Hire: 06/22/2021	Met

**Records Reviewed: 27****Records with Missing/Incomplete Components: 2**

Staff # 21	Met
Date of Hire: 12/04/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 22	Met
Date of Hire: 05/10/2021	
Staff # 23	Not Met
Date of Hire: 02/25/2008	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 24	Met
Date of Hire: 02/25/2008	
Staff # 25	Met
Date of Hire: 07/27/2017	
Staff # 26	Not Met
Date of Hire: 04/11/2016	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 27	Met
Date of Hire: 09/13/2021	

**Staff Credentials Reviewed: 8****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met****Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive 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. The Comprehensive 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 Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on review of records that staff #23 and #26 did not have a valid and current satisfactory comprehensive records check on file.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will view videos to ensure that every Employee has a valid and current satisfactory Comprehensive 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. The Comprehensive 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 Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will view videos to ensure the CRC rules are maintained.

**Correction Deadline: 1/18/2022**

**Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on observation that a Therapist was present and caring for children with a satisfactory criminal records check that had not been electronically ported to the center.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will view videos to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will view videos to ensure CRC rules are maintained.

**Correction Deadline: 1/18/2022**

**Finding**

591-1-1-.09(1)(l)3. requires the Center to immediately require a new Comprehensive Records Check Determination for a Director, Employee or Provisional Employee at least once every five years. It was determined based on review of records that staff #26 was present and caring for children with a criminal records checks that expired on May 3, 2021.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will view videos to ensure that each Director, Employee and Provisional Employee has a Comprehensive Records Check Determination on file that has been issued within the past five years. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will view videos to ensure CRC rules are maintained.

**Correction Deadline: 1/18/2022**

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

**Technical Assistance**

**Comment**

Please add missing items in first aid kit in center and on vehicle.

**Technical Assistance**

591-1-1-.14(2) - Ensure CPR/First Aid training is renewed before they expire. Documentation provided showing a CPR/First course was scheduled for staff with expired CPR/First Aid certification.

**Correction Deadline: 2/17/2022**

**Finding**

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on review of records that seven of 23 employees did not have record of completing health and safety orientation on file.

**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 and will ensure that the training includes all required components as required.

**Correction Deadline: 2/17/2022**

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**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**

Adequate supervision observed on this date.