



**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:** 2/21/2018    **VisitType:** Licensing Study    **Arrival:** 9:00 AM    **Departure:** 1:00 PM

**CCLC-11072**

**Kids Time Academy**

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

**Regional Consultant**

Karyn Presley

Phone: (770) 342-7904

Fax: (678) 891-5958

karyn.presley@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<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.
02/21/2018	Licensing Study	Good Standing	
09/07/2017	Monitoring Visit	Good Standing	
05/03/2017	Complaint Closure	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	One Year Olds	1	6	C	15	C	NA	NA	Free Play
Building 1	1R Cuddle Bugs/Infants	Infants and One Year Olds	2	5	C	24	C	NA	NA	Diapering, Free Play
Building 1	2L Turtles	Two Year Olds	1	7	C	16	C	NA	NA	Transitioning
Building 1	2R Butterfly I		0	0	C	19	C	NA	NA	Not In Use
Building 1	3L Bumble Bees I	Three Year Olds and Four Year Olds	1	11	C	18	C	NA	NA	Free Play, Transitioning
Building 1	3R Pre-k	PreK	2	17	C	20	C	NA	NA	Centers
Building 1	4L Bumble bees II	Three Year Olds and Four Year Olds	1	6	C	19	C	NA	NA	Centers
			Total Capacity @35 sq. ft.: 131			Total Capacity @25 sq. ft.: 0				
Main	Back first left Butterfly 4 PreK3	PreK	2	17	C	21	C	NA	NA	Centers
Main	Back Left Middle Butterfly 3 PreK2	PreK	2	18	C	21	C	NA	NA	Outside
Main	Back Right Private PreK Dolphins	Four Year Olds	1	4	C	20	C	NA	NA	Circle Time
Main	Capterpillars II 2nd Left	Two Year Olds and Three Year Olds	1	10	C	18	C	NA	NA	Free Play
Main	Main 1st Left Caterpillars I	Two Year Olds and Three Year Olds	1	10	C	17	C	NA	NA	Free Play


Total Capacity @35 sq. ft.: 97	Total Capacity @25 sq. ft.: 0
Total # Children this Date: 111	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**

Plan of Improvement: Developed This Date 02/21/2018

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@decals.ga.gov](mailto:CCSRefutations@decals.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://decals.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.state.ga.us/>  
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.state.ga.us](mailto:qualityrated@dec.state.ga.us)

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Lynda Mull, Program Official

Date

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Karyn Presley, 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-.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: 6**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met

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

**Met**

**Comment**

Records were observed to be complete and well organized.

**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**

Discussed maintenance of resilient surface. Please fluff and redistribute.

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

Kitchen appears clean and well organized.

**Health and Hygiene****591-1-1-.07 Children's Health****Met****Comment**

Discussed the following rule 591-1-1-.07(5) requires Center Staff to not permit children to wear around their necks or attach to their clothing pacifiers or other hazardous items.

**Correction Deadline: 2/21/2018****591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Staff state proper knowledge of diapering procedures.

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

Staff stated proper hand washing throughout

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

Documentation for medication dispensing observed complete.

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

Discussed updated emergency drills, Consultant observed complete emergency plans

**Correction Deadline: 2/26/2018****Safety**

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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**

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)(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 consultants review of records that the week of February 12, 2018 no second checks were signed Monday through Friday during transportation to Liberty Elementary School and Sixes Elementary School.

**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: 2/21/2018**

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**Sleeping & Resting Equipment**

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

Pleasant naptime environment observed.

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**Staff Records**

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**Records Reviewed: 25****Records with Missing/Incomplete Components: 0**

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Staff # 1	Met
Staff # 2	Met
Date of Hire: 07/27/2017	
Staff # 3	Met
Date of Hire: 07/25/2017	
Staff # 4	Met
Date of Hire: 07/25/2016	
Staff # 5	Met
Date of Hire: 07/15/2017	
Staff # 6	Met
Date of Hire: 07/25/2017	
Staff # 7	Met

Date of Hire: 11/20/2017

Staff # 8 Met

Staff # 9 Met

Date of Hire: 08/28/2005

Staff # 10 Met

Staff # 11 Met

Date of Hire: 02/06/2012

Staff # 12 Met

Date of Hire: 07/25/2017

Staff # 13 Met

Date of Hire: 11/01/2017

Staff # 14 Met

Date of Hire: 07/28/2014

Staff # 15 Met

Date of Hire: 07/18/2017

Staff # 16 Met

Date of Hire: 09/25/2017

Staff # 17 Met

Date of Hire: 01/12/2017

Staff # 18 Met

Date of Hire: 07/25/2017

Staff # 19 Met

Date of Hire: 04/23/2012

Staff # 20 Met

Date of Hire: 07/25/2017

Staff # 21 Met

Staff # 22 Met

Date of Hire: 06/01/2010

Staff # 23 Met

Staff # 24 Met

**Records Reviewed: 25**

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

Date of Hire: 02/25/2008

Staff # 25

Met

Date of Hire: 04/07/2016

**Staff Credentials Reviewed: 25**

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

**Met**

**Correction Deadline: 9/7/2017**

**Corrected on 2/21/2018**

**.09(1)(i) - Previous citation was observed to be corrected in that all staff have satisfactory fingerprints on this date**

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

**Met**

**Comment**

Health and Safety Training was observed for staff

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

**Met**

**Comment**

Center staff were observed to comply with all 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**

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