



**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:** 9/7/2017      **VisitType:** Monitoring Visit      **Arrival:** 8:50 AM      **Departure:** 12:00 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@dec.al.ga.gov

**Mailing Address**

Same

<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.
09/07/2017	Monitoring Visit	Good Standing	
05/03/2017	Complaint Closure	Good Standing	
04/25/2017	Complaint Investigation Follow Up	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	2	7	C	24	C	NA	NA	Nap,Feeding,Free Play
Building 1	2L Turtles	One Year Olds	2	7	C	16	C	NA	NA	Diapering,Free Play
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	11	C	18	C	NA	NA	Free Play
Building 1	3R Pre-k	PreK	2	21	C	20	NC	NA	NA	Centers
Building 1	4L Bumble bees II	Three Year Olds	1	9	C	19	C	NA	NA	Transitioning
Total Capacity @35 sq. ft.: 131					Total Capacity @25 sq. ft.: 0					
Main	Back first left Butterfly 4 PreK3	PreK	2	22	C	21	NC	NA	NA	Centers
Main	Back Left Middle Butterfly 3 PreK2	PreK	2	21	C	21	C	NA	NA	Transitioning
Main	Back Right Private PReK Dolphins	Four Year Olds	1	3	C	20	C	NA	NA	Circle Time
Main	Capterpillars II 2nd Left	Two Year Olds and Three Year Olds	1	9	C	18	C	NA	NA	Free Play,Centers
Main	Main 1st Left Caterpillars I	Two Year Olds	1	5	C	17	C	NA	NA	Circle Time


Total Capacity @35 sq. ft.: 97	Total Capacity @25 sq. ft.: 0
Total # Children this Date: 115	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 09/07/2017

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.



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[www.qualityrated.dec.al.ga.gov](http://www.qualityrated.dec.al.ga.gov)  
 Any Licensed Program Eligible to Participate  
**Free** Approved Training  
**Free** Technical Assistance  
 Eligible for \$1,000 Materials Mini Grant  
 1, 2, 3 Star Rated Programs Receive Bonus Packages  
 Great Marketing Tool  
 Raises the Bar in Child Care  
 For More Information:  
 Email: [QualityRated@dec.al.ga.gov](mailto:QualityRated@dec.al.ga.gov) or Call: 855-800-7747

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)

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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 Monitoring Visit:

### Activities and Equipment

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

**Met**

**Comment**

Observed-Variety Throughout Center

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

**Met**

**Comment**

No Swimming Activities Provided

### Facility

**591-1-1-.06 Bathrooms**

**Met**

**Comment**

Discussed maintenance of lights and vents

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

**Met**

**Comment**

Licensed Capacity Routinely Met

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

**Technical Assistance**

**Comment**

Observation-No Hazards Accessible

**Technical Assistance**

Discussed the following rules 591-1-1-.25(7) requires that doors to rooms not approved for child care, other than the kitchen doors, be latched or locked so children cannot wander into those areas. Except in School-age Centers, interior Center door locks shall permit Personnel to open the locked room from outside of the room in an emergency.

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

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

Discussed-Fluff/Redistribute Surface

Discussed overgrowth around fence and low hanging trees on this date.

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**Food Service**

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**591-1-1-.15 Food Service & Nutrition****Technical Assistance****Technical Assistance**

Discussed afternoon snack

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

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**Health and Hygiene**

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

Observed-Proper Diapering

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

Observed-Staff Remind Children Wash Hand

Discussed requirement for hand washing with warm water.

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

No medications given at this time per providers statement

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**Safety**

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

Observed-Positive Learning Environment

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**591-1-1-.36 Transportation(CR)****Met****Comment**

Paperwork discussed and biannual transportation training was discussed

**Comment**

Vehicle had fire extinguisher and first aid kit

**Correction Deadline: 2/28/2017****Corrected on 9/7/2017****.36(4)(a) - Previous citation was observed to be corrected in that a satisfactory annual vehicle safety inspection was observed.**

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**Sleeping & Resting Equipment**

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

Observed-Pleasant Naptime Environment

Discussed pacifier with stuffed animal

**Records Reviewed: 22****Records with Missing/Incomplete Components: 1**

Staff # 1	Met
Staff # 2	Met
Date of Hire: 07/27/2017	
Staff # 3	Not Met
Date of Hire: 07/25/2017	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Dissatisfied	
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: 10/21/2016	
Staff # 8	Met
Staff # 9	Met
Staff # 10	Met
Date of Hire: 02/06/2012	
Staff # 11	Met
Date of Hire: 07/25/2017	
Staff # 12	Met
Date of Hire: 07/28/2014	
Staff # 13	Met
Date of Hire: 07/18/2017	
Staff # 14	Met
Date of Hire: 02/20/2017	
Staff # 15	Met
Date of Hire: 07/25/2017	

**Records Reviewed: 22**

**Records with Missing/Incomplete Components: 1**

Staff # 16 Date of Hire: 04/23/2012	Met
Staff # 17 Date of Hire: 07/25/2017	Met
Staff # 18	Met
Staff # 19 Date of Hire: 06/01/2010	Met
Staff # 20	Met
Staff # 21 Date of Hire: 02/25/2008	Met
Staff # 22 Date of Hire: 04/07/2016	Met

**Staff Credentials Reviewed: 22**

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

**Not Met**

**Comment**

Criminal Records Check complete for 21 staff  
Discussed requirement to submit permission for comprehensive fingerprints

**Finding**

591-1-1-.09(1)(i) requires that if the Center accept a satisfactory determination letter issued by the Department for a potential Director or Employee as evidence of that individual's Satisfactory Records Check Determination, the Records Check Clearance Date must be within the preceding 12 months from the hire date, and the Center does not know or reasonably should not know that the individual's satisfactory status has not changed. It was determined based on consultants review of records that one staff member has a satisfactory fingerprint that is dated outside the 12 months of portability.

**POI (Plan of Improvement)**

The Center will ensure that each potential Employee bringing a satisfactory determination letter issued by the Department has a Satisfactory Records Check Determination that is dated within the preceding 12 months from the hire date. The Center will not employ individual's whose satisfactory status has changed.

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

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

**Met**

**Comment**

Health/Safety training was observed for all required staff

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

**Met**

**Comment**

Center staff were observed to comply with all applicable laws and regulations

**Staffing and Supervision**

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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Observed-Appropriate Staff:Child Ratios

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**591-1-1-.32 Supervision(CR)**

**Met**

**Comment**

Observed-Direct Supervision/Attentive Staff