



**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:** 5/1/2018    **VisitType:** Licensing Study    **Arrival:** 9:30 AM    **Departure:** 1:00 PM

**CCLC-11077**

**Goddard School, The**

12665 Crabapple Road Alpharetta, GA 30004 Fulton County  
 (678) 366-6161 alpharetta2ga@goddardschools.com

**Regional Consultant**

LaQuita Clark

Phone: (706) 497-1536

Fax: (706) 688-0418

jennifer.taylor@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.
05/01/2018	Licensing Study	Good Standing	
10/18/2017	Monitoring Visit	Good Standing	
03/30/2017	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	Front Lobby		0	0	C	8	C	NA	NA	
Main	Room 1L-H	Two Year Olds	2	18	C	21	C	NA	NA	Transitioning
Main	Room 1R-A	Infants	3	12	C	19	C	NA	NA	Nap,Feeding,Flo or Play
Main	Room 2L-G	Five Year Olds	1	10	C	21	C	NA	NA	Centers
Main	Room 2R-B	One Year Olds	2	9	C	13	C	NA	NA	Circle Time,Transitioning
Main	Room 3L-F	Three Year Olds and Four Year Olds	2	16	C	22	C	NA	NA	Art
Main	Room 3R-C	Two Year Olds	2	11	C	13	C	NA	NA	Transitioning,Outside
Main	Room 4R-D	Two Year Olds	2	8	C	15	C	NA	NA	Outside
Main	Room 5R-E	Four Year Olds and Five Year Olds	2	21	C	21	C	NA	NA	Outside
Total Capacity @35 sq. ft.: 153						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 105			Total Capacity @35 sq. ft.: 153			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
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**Comments**

The purpose of this visit was to conduct a licensing study. A one-day letter was left on this date.

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@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.

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

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Stephanie Didier, Program Official

Date

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LaQuita Clark, Consultant

Date



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### Findings Report

**Date:** 5/1/2018      **VisitType:** Licensing Study      **Arrival:** 9:30 AM      **Departure:** 1:00 PM

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Met**

**Comment**

A variety of developmentally appropriate activities were observed to be provided. Current lesson plans were available for each classroom.

**Correction Deadline: 5/1/2018**

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

**Met**

**Comment**

A variety of equipment and toys were observed throughout the center. Equipment and furniture was observed to be appropriately secured on this date.

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

**Met**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 10**

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

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

**Records Reviewed: 10**

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

Child # 6	Met
Child # 7	Met
Child # 8	Met
Child # 9	Met
Child # 10	Met

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.08 - Please ensure that complete addresses are obtained from families for persons authorized to pick up children.

**Comment**

Complete attendance records were observed on file.

**Facility**

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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**

No hazards observed accessible to children on this date.

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.26 - Consultant discussed with the director to be watchful of areas of potential peeling paint on the playground. Also to add mulch or other material for areas to prevent tripping hazards.

**Food Service**

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

**Met**

**Comment**

Center menu meets USDA guidelines. Current feeding plans were observed on file. Bottles were observed to be appropriately labeled.

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

**Met**

**Comment**

Kitchen appears clean and well organized.

**Health and Hygiene**

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

**Met**

**Comment**

Staff state 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 hands.

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

The director stated that medication is not currently administered or stored. Medication rules were not evaluated on this date.

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**Policies and Procedures**

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

Complete documentation of emergency drills were observed on file.

**Correction Deadline: 5/6/2018**

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

Complete documentation of transportation observed. Vehicles were observed in good repair with operable fire extinguishers and complete first aid kits.

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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. Safety approved mats and cots were observed. Infant staff were observed to follow safe sleep procedures. Appropriate laundering schedules were observed.

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**Staff Records**

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**Records Reviewed: 27****Records with Missing/Incomplete Components: 1**

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Staff # 1

Met

Date of Hire: 10/02/2017

Staff # 2

Met

Date of Hire: 11/03/2010

Staff # 3

Met

Date of Hire: 12/11/2017

Staff # 4 Date of Hire: 08/21/2017	Met
Staff # 5 Date of Hire: 03/06/2018	Met
Staff # 6 Date of Hire: 01/24/2012	Met
Staff # 7 Date of Hire: 03/06/2018	Met
Staff # 8 Date of Hire: 08/04/2017	Met
Staff # 9 Date of Hire: 10/06/2014	Met
Staff # 10 Date of Hire: 12/01/2015	Met
Staff # 11 Date of Hire: 10/13/2016	Met
Staff # 12 Date of Hire: 09/22/2003	Met
Staff # 13 Date of Hire: 04/17/2018	Met
Staff # 14 Date of Hire: 11/10/2017	Met
Staff # 15 Date of Hire: 01/23/2015	Met
Staff # 16 Date of Hire: 08/10/2012	Met
Staff # 17 Date of Hire: 04/18/2018	Met
Staff # 18 Date of Hire: 03/14/2016	Met

**Records Reviewed: 27****Records with Missing/Incomplete Components: 1**

Staff # 19 Date of Hire: 08/08/2016	Met
Staff # 20 Date of Hire: 05/18/2015	Met
Staff # 21 Date of Hire: 12/12/2017 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not Met
Staff # 22 Date of Hire: 09/13/2006	Met
Staff # 23 Date of Hire: 08/16/2017	Met
Staff # 24 Date of Hire: 12/01/2015	Met
Staff # 25 Date of Hire: 10/03/2017	Met
Staff # 26 Date of Hire: 09/02/2008	Met
Staff # 27 Date of Hire: 06/24/2017	Met

**Staff Credentials Reviewed: 27****591-1-1-.09 Criminal Records Check(CR)****Not Met****Finding**

591-1-1-.09(1)(d) requires each Employee and Center Director hired on or after January 1, 2014 to have a satisfactory Fingerprint Records Check Determination with a Records Check Clearance date that is within 12 months of their hire date. In order for the Department to issue a satisfactory Fingerprint Records Check Determination, each Employee and Director must submit both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined, based on review of files, that one staff member rehired February 2018 did not have a current satisfactory records check letter dated within 12 months of their hire date.

**POI (Plan of Improvement)**

The Center will ensure that each director and employee hired after January 1, 2014 has a satisfactory Fingerprint Records Check Determination dated within 12 months of the hire date and will submit the required documents to obtain the determination if they have not already done so.

**Correction Deadline: 5/2/2018**

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

**Comment**

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

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

**Comment**

Documentation observed of required staff training. Please continue to ensure that new staff obtain health and safety orientation training within 90 days of hire.

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

**Comment**

Staff were observed to comply with applicable 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**

Adequate supervision observed on this date.