



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: 5/4/2018 **VisitType:** Licensing Study **Arrival:** 8:45 AM **Departure:** 2:15 PM

CCLC-1193

Class Act Preschool & Childcare

360 Old Mill Rd. Cartersville, GA 30120 Bartow County
 (770) 386-8865 classactcc@gmail.com

Regional Consultant

Twylah Tyner

Phone: (478) 314-5868

Fax: (478) 599-9822

twylah.tyner@decal.ga.gov

Mailing Address

PO Box 2468
 Cartersville, GA 30120

Quality Rated: No

Compliance Zone Designation			Compliance Zone Designation - 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. Good Standing - Program is demonstrating an acceptable level of performance in meeting the rules. Support - Program performance is demonstrating a need for improvement in meeting rules. Deficient - Program is not demonstrating an acceptable level of performance in meeting the rules.
05/04/2018	Licensing Study	Good Standing	
12/13/2017	Monitoring Visit	Good Standing	
04/16/2017	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
Main	A (Downstairs) 1st Classroom from Staircase-Pre-K	PreK	2	19	C	31	C	NA	NA	Centers
Main	A (Downstairs) 1st Classroom from Staircase-Pre-K		0	0	C	31	C	NA	NA	Not In Use
Main	B (Downstairs) 1st Left on Hallway		0	0	C	21	C	NA	NA	Not In Use
Main	B (Downstairs) 1st Left on Hallway	Three Year Olds and Four Year Olds	2	14	C	21	C	NA	NA	Transitioning
Main	C (Downstairs)		0	0	C	16	C	NA	NA	Not In Use
Main	D (Downstairs) 1st Right on Hallway		0	0	C	9	C	NA	NA	Not In Use
Main	D (Downstairs) 1st Right on Hallway		0	0	C	9	C	NA	NA	Not In Use
Main	E (Upstairs) 1R		0	0	C	15	C	NA	NA	Not In Use
Main	E (Upstairs) 1R		0	0	C	15	C	NA	NA	Not In Use
Main	F (Upstairs) 1L	One Year Olds and Two Year Olds	2	11	C	16	C	NA	NA	Art
Main	F (Upstairs) 1L		0	0	C	16	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 200						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 44			Total Capacity @35 sq. ft.: 200			Total Capacity @25 sq. ft.: 0				

Comments

The purpose of this visit was to complete a licensing study and follow up to the previous visit on December 13, 2017.

Plan of Improvement: No Plan Developed

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. 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@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). 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

Rita DiPenti, Program Official

Date

Twylah Tyner, 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: 5

Records with Missing/Incomplete Components: 4

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

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

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 student files by consultant that four children's files did not contain the address, relationship to child and to parent for person(s) to whom the child may be released.

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: 5/18/2018

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

Please be mindful to keep items that pose a hazard inaccessible to children.

Correction Deadline: 12/13/2017

Corrected on 5/4/2018

Previous citation observed to be corrected on this date. The window in the A-Pre-K classroom was replaced and was no longer a hazard.

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

Technical Assistance

Technical Assistance

Ensure all foods are properly labeled.
Ensure refrigerator is cleaned regularly.

Health and Hygiene

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 were observed to remind children to wash hands.

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

Director stated the center is not currently administering medication.

Safety

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

Age-appropriate discussion and/or redirection observed.

591-1-1-.36 Transportation(CR)**Met****Correction Deadline: 12/23/2017****Corrected on 5/4/2018****Previous citation observed to be corrected on this date. All staff participating in transportation had obtained two (2) hours of state-approved or state-accepted transportation training, biannually.****Correction Deadline: 12/14/2017****Corrected on 5/4/2018****Previous citation observed to be corrected on this date. Review of transportation checklists show that first checks were completed for routine transportation.****Correction Deadline: 12/13/2017****Corrected on 5/4/2018****Previous citation observed to be corrected on this date. Review of transportation checklists show that second checks were completed for routine transportation.**

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**Met****Comment**The center not currently serving infants or children that sleep in cribs.
Observed adequate number of mats and cots for children enrolled.

Staff Records

Records Reviewed: 9**Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Staff # 2

Met

Date of Hire: 03/01/2018

Staff # 3

Met

Date of Hire: 01/23/2017

Records Reviewed: 9

Records with Missing/Incomplete Components: 0

Staff # 4 Date of Hire: 04/23/2018	Met
Staff # 5 Date of Hire: 03/08/2018	Met
Staff # 6 Date of Hire: 10/18/2017	Met
Staff # 7 Date of Hire: 04/20/2013	Met
Staff # 8 Date of Hire: 02/07/2005	Met
Staff # 9 Date of Hire: 08/01/2016	Met

Staff Credentials Reviewed: 9

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

Not Met

Finding

591-1-1-.09(1)(a) requires the Center to ensure that every Director, Employee and Provisional Employee of the Child Care Learning Center has a satisfactory records check determination before the individual is present at the Center or before the individual resides in a Center. It was determined based on review of staff records by consultant that one staff member was present without a satisfactory records check determination.

POI (Plan of Improvement)

The Center will obtain the Required Satisfactory Records Check Determination before an individual is present at the Center while any child is present for care or before residing in a Center.

Correction Deadline: 5/4/2018

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.

Staffing and Supervision

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

Met

Comment

Center observed to maintain appropriate staff:child ratios.

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

Met

Comment

Adequate supervision observed on this date.