



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: 8/24/2017 **VisitType:** Licensing Study **Arrival:** 9:45 AM **Departure:** 2:00 PM

CCLC-128

Sheltering Arms - Longview Drive Center

3833 Longview Drive Douglasville, GA 30135 Douglas County
 (770) 949-3717 cbanks@shelteringarmsforkids.com

Regional Consultant

Patty Malone

Phone: (912) 544-9991

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Mailing Address

Same

Compliance Zone Designation		
08/24/2017	Licensing Study	Good Standing
01/25/2017	Monitoring Visit	Good Standing
10/12/2016	Licensing Study	Good Standing

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.

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	#1	Infants	1	2	C	12	C	NA	NA	Floor Play
Main	#2	Infants	2	6	C	13	C	NA	NA	Nap, Floor Play, Feeding
Main	#3	One Year Olds	2	7	C	19	C	NA	NA	Outside
Main	#4	One Year Olds	2	6	C	20	C	NA	NA	Outside
Main	#5	Two Year Olds	3	7	C	19	C	NA	NA	Free Play
Main	#6	Two Year Olds	2	11	C	20	C	NA	NA	Music, Circle Time
Main	#7	PreK	2	21	C	26	C	NA	NA	Circle Time
Main	#8	PreK	2	21	C	27	C	NA	NA	Centers
Main	#9	Three Year Olds and Four Year Olds	2	13	C	27	C	NA	NA	Music, Circle Time
Main	1A	Infants	1	3	C	6	C	NA	NA	Nap, Feeding
Main	2A		0	0	C	6	C	NA	NA	

Total Capacity @35 sq. ft.: 195

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 97

Total Capacity @35 sq. ft.: 195


Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Back	26	C
Main	Infant/Toddler	22	C
Main	Middle	41	C

Comments

Plan of Improvement: Developed This Date 08/24/2017

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 . You are encouraged not to wait and to complete the process as soon as possible.
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 <p>Sign up Today! www.qualityrated.dec.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.ga.gov or Call: 855-800-7747</p>
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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.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.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 1/2 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)

Crystal Banks, Program Official	Date	Patty Malone, Consultant	Date
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Findings Report

Date: 8/24/2017 **VisitType:** Licensing Study **Arrival:** 9:45 AM **Departure:** 2:00 PM

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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

Observed-Variety Throughout Center

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

N/A

Comment

No Swimming Activities Provided

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

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

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

Met

Comment

Observed-Records Complete/Well Organized

Facility

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

Comment

Observation-Clean and Well Maintained

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

591-1-1-.25(3) - The consultant discussed the bolt covers on the toilets in classroom 7 and classroom 9.

Correction Deadline: 8/24/2017

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

Comment

Observation-Clean/Good Repair

Food Service

591-1-1-.15 Food Service & Nutrition **Not Met**

Comment

Menu Meets USDA Guidelines

Finding

591-1-1-.15(5) requires that the Center provide a menu listing all meals and snacks to be served during the current week except for School-age Centers where the food may be provided by the Parent(s) by agreement between the School-age Center and the Parent(s). Substitutions shall be recorded on the posted menu and menus shall be retained at the Center for six (6) months. It was determined based on observation that the center substituted green beans for zucchini for lunch on August 24, 2017, but did not post the substitution on the posted menu at the center.

POI (Plan of Improvement)

The Center will list all of the current week's meals and snacks and all substitutions on the menu and keep past menus on file for six months and will implement a system to monitor this.

Correction Deadline: 8/24/2017

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

Comment

Kitchen Appears Clean/Well Organized

Health and Hygiene

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

Comment

Observed-Proper Diapering

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

Comment

Observed-Proper Hand Washing Throughout

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

Comment

Observed-Complete Documentation

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures

Met

Comment

591-1-1-.21(3) - The consultant observed documentation of the required emergency drills.

Correction Deadline: 8/29/2017

Safety

591-1-1-.05 Animals

N/A

Comment

No Animals Kept

591-1-1-.11 Discipline(CR)

Met

Comment

Observed-Positive Learning Environment

591-1-1-.13 Field Trips(CR)

Met

Comment

Observed-Complete Documentation

591-1-1-.36 Transportation(CR)

Met

Comment

No Routine Transportation Provided

Sleeping & Resting Equipment

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

Met

Comment

Observed-Pleasant Naptime Environment. The infant cribs were observed to be compliant on this date.

Staff Records

Records Reviewed: 45

Records with Missing/Incomplete Components: 0

Staff # 1

Met

Date of Hire: 08/22/2016

Staff # 2

Met

Date of Hire: 09/21/2015

Staff # 3

Met

Date of Hire: 03/01/2017

Staff # 4

Met

Staff # 5

Met

Date of Hire: 02/03/2015

Staff # 6 Date of Hire: 08/01/2016	Met
Staff # 7 Date of Hire: 07/11/2016	Met
Staff # 8 Date of Hire: 07/22/2016	Met
Staff # 9 Date of Hire: 07/25/2017	Met
Staff # 10 Date of Hire: 07/12/2004	Met
Staff # 11 Date of Hire: 06/26/2017	Met
Staff # 12 Date of Hire: 03/14/2016	Met
Staff # 13 Date of Hire: 02/02/2015	Met
Staff # 14 Date of Hire: 07/11/2016	Met
Staff # 15 Date of Hire: 04/20/2015	Met
Staff # 16 Date of Hire: 09/14/2016	Met
Staff # 17 Date of Hire: 09/09/2013	Met
Staff # 18 Date of Hire: 09/14/2016	Met
Staff # 19 Date of Hire: 01/31/2000	Met
Staff # 20 Date of Hire: 07/29/2013	Met

Staff # 21 Date of Hire: 02/19/2016	Met
Staff # 22 Date of Hire: 07/14/2017	Met
Staff # 23 Date of Hire: 01/21/1991	Met
Staff # 24 Date of Hire: 06/26/2017	Met
Staff # 25 Date of Hire: 06/20/2016	Met
Staff # 26 Date of Hire: 08/01/2017	Met
Staff # 27 Date of Hire: 08/08/2001	Met
Staff # 28 Date of Hire: 10/21/2010	Met
Staff # 29 Date of Hire: 05/16/2016	Met
Staff # 30 Date of Hire: 02/20/2017	Met
Staff # 31 Date of Hire: 10/22/2002	Met
Staff # 32 Date of Hire: 08/07/2017	Met
Staff # 33	Met
Staff # 34 Date of Hire: 07/24/2017	Met
Staff # 35 Date of Hire: 07/02/1997	Met
Staff # 36	Met

Records Reviewed: 45

Records with Missing/Incomplete Components: 0

Date of Hire: 12/19/2016

Staff # 37 Met

Date of Hire: 11/17/2016

Staff # 38 Met

Date of Hire: 09/26/2016

Staff # 39 Met

Date of Hire: 06/26/2017

Staff # 40 Met

Date of Hire: 02/21/2017

Staff # 41 Met

Date of Hire: 02/20/2017

Staff # 42 Met

Date of Hire: 05/03/2001

Staff # 43 Met

Staff # 44 Met

Date of Hire: 06/26/2000

Staff # 45 Met

Date of Hire: 10/24/2016

Staff Credentials Reviewed: 45

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

Comment

The consultant reviewed 45 staff files. Criminal record checks were observed to be complete on this date.

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

Comment

Observed-100% Certified First Aid & CPR

591-1-1-.33 Staff Training Met

Comment

The consultant observed documentation of annual training for 2016 and health and safety training certificates for all required staff.

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

Comment

Lead staff education requirements were met.

Staffing and Supervision

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

Observed-Appropriate Staff:Child Ratios

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

Observed-Direct Supervision/Attentive Staff