



**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:** 3/4/2020 **VisitType:** Licensing Study **Arrival:** 12:45 PM **Departure:** 3:30 PM

**CCLC-129**

**Sheltering Arms - Elaine P. Draeger Model Teaching Center**

385 Centennial Olympic Park Drive Atlanta, GA 30313 Fulton County  
 (404) 523-4831 fhurst@shelteringarmsforkids.com

**Mailing Address**  
 Same

**Regional Consultant**

Emma Smith

Phone: (770) 357-5106

Fax: (770) 357-5107

emma.smith@decal.ga.gov

**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.
03/04/2020	Licensing Study	Good Standing	
07/24/2019	Monitoring Visit	Good Standing	
02/28/2019	Licensing Study	Good Standing	
			<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.

**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	Room 1	Infants	1	6	C	18	C	NA	NA	Nap
Main	Room 10	PreK	1	12	C	28	C	NA	NA	Nap
Main	Room 2	Infants	2	5	C	18	C	NA	NA	Nap
Main	Room 3	One Year Olds and Two Year Olds	2	4	C	17	C	NA	NA	Nap
Main	Room 4	One Year Olds and Two Year Olds	2	12	C	17	C	NA	NA	Nap
Main	Room 5	Two Year Olds and Three Year Olds	2	7	C	17	C	NA	NA	Nap
Main	Room 6	Three Year Olds	1	10	C	17	C	NA	NA	Nap
Main	Room 7	Three Year Olds	1	13	C	28	C	NA	NA	Nap
Main	Room 8	Three Year Olds and Four Year Olds	1	15	C	28	C	NA	NA	Nap
Main	Room 9	PreK	1	13	C	28	C	NA	NA	Nap

Total Capacity @35 sq. ft.: 216

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 97

Total Capacity @35 sq. ft.: 216

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Infant Playground	14	C
Main	Pre-school Playground	72	C
Main	Toddler Playground	28	C

### Comments

The purpose of this visit was to conduct a licensing study and follow up to the previous visit on July 24, 2019.

The consultant left a one-day letter, read the consultant script, and left the A to Z video affidavit with the director on this date due to staff member #24 having an expired criminal record check letter.

Plan of Improvement: Developed This Date 03/04/2020

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).



Please refer to the website, <http://www.dec.state.ga.us/CCS/Regulations.aspx>, for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

- New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry
- New clearance is required at least once every five years
- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
- All staff members are required to have completed at least a national fingerprint based clearance check
- Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance
- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee

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.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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.state.ga.us/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).

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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Felicia Hurst, Program Official

Date

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Emma Smith, Consultant

Date



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### Findings Report

**Date:** 3/4/2020 **VisitType:** Licensing Study **Arrival:** 12:45 PM **Departure:** 3:30 PM

#### CCLC-129

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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

Parent agreements observed obtained/completed.

**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**

Center appears clean and well maintained.

**Comment**

No hazards observed accessible to children on this date.

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

Playground observed to be clean and in good repair.

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

Center menu meets USDA guidelines.

**Comment**

Please ensure that infant feeding forms are updated regularly.

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

Proper diapering procedures observed.

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

Proper hand washing observed throughout the center.

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

The Provider currently is not dispensing medication at this time.

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

Program observed complete emergency drills with last fire drill conducted on February 21, 2020 and last tornado drill conducted on December 31, 2019.

**Safety**

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

Age-appropriate discussion and/or redirection observed.

**591-1-1-.13 Field Trips(CR)****Met****Comment**

Field trip documentation observed to be complete for the field trip taken on February 24, 2020 to the Children's Museum.

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

Center does not provide routine transportation.

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

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed.

**Staff Records****Records Reviewed: 23****Records with Missing/Incomplete Components: 1**

Staff # 1

Met

Date of Hire: 02/01/2198

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 2

Met

Date of Hire: 04/18/1988

Staff # 3

Met

Date of Hire: 11/01/2006

Staff # 4

Met

Date of Hire: 02/22/2016

Staff # 5

Met

Staff # 6

Met

Date of Hire: 02/17/2020

Staff # 7

Met

Date of Hire: 02/03/2020

Staff # 8

Met

Date of Hire: 02/17/2020

Staff # 9

Met

**Records Reviewed: 23****Records with Missing/Incomplete Components: 1**

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Staff # 10	Met
Date of Hire: 07/30/2013	
Staff # 11	Met
Date of Hire: 09/18/2017	
Staff # 12	Met
Date of Hire: 08/08/2014	
Staff # 13	Met
Date of Hire: 08/27/2018	
Staff # 14	Not Met
Date of Hire: 01/14/1980	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Dissatisfied	
Staff # 15	Met
Date of Hire: 01/27/2003	
Staff # 16	Met
Date of Hire: 10/23/2018	
Staff # 17	Met
Date of Hire: 01/27/2020	
Staff # 18	Met
Staff # 19	Met
Date of Hire: 10/23/2018	
Staff # 20	Met
Date of Hire: 01/23/1995	
Staff # 21	Met
Date of Hire: 02/27/1998	
Staff # 22	Met
Date of Hire: 04/29/2019	
Staff # 23	Met
Date of Hire: 04/29/2019	

**Staff Credentials Reviewed: 14**

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**Comment**

Director provided 8 files for employees hired since last visit.

**Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on review of records that staff member #24, that was hired on January 14, 1980, had an expired criminal record check letter as of February 25, 2020. Staff member #24 was observed to be supervised in Room 5 on this date. The consultant left a one-day letter, read the consultant script, and left the A to Z video affidavit with the director on this date.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will watch the A to Z videos to ensure the CRC rules are maintained.

**Correction Deadline: 3/4/2020**

**Correction Deadline: 7/24/2019**

**Corrected on 3/4/2020**

**.09(1)(j) - The previous citation was corrected on this date.**

**Finding**

591-1-1-.09(1)(l)3. requires the Center to immediately require a new Comprehensive Records Check Determination for a Director, Employee or Provisional Employee at least once every five years. It was determined based on review of records that staff member #24, that was hired on January 14, 1980, had an expired criminal record check letter as of February 25, 2020. Staff member #24 was observed to be supervised in Room 5 on this date. The consultant left a one-day letter, read the consultant script, and left the A to Z video affidavit with the director on this date.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure that each Director, Employee and Provisional Employee has a Comprehensive Records Check Determination on file that has been issued within the past five years. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will watch the A to Z videos to ensure CRC rules are maintained.

**Correction Deadline: 3/4/2020**

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

Complete first aid kits observed in center.

**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.



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

Staff observed to be compliant with 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.