



**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: 3/12/2019 **VisitType:** Licensing Study **Arrival:** 12:30 PM **Departure:** 4:30 PM

CCLC-1536

Childtime Childcare #1107

2405 Meadowbrook Pkwy. Duluth, GA 30096 Gwinnett County
(770) 497-1433 1107@childtime.com

Regional Consultant

LaQuita Clark

Phone: (706) 497-1536

Fax: (706) 688-0418

jennifer.taylor@dec.al.ga.gov

Mailing Address

Same

Quality Rated: ★ ★

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.
03/12/2019	Licensing Study	Good Standing	
10/18/2018	Monitoring Visit	Good Standing	
06/22/2018	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
One	1L	Two Year Olds	1	10	C	22	C	NA	NA	Nap
One	1R	Infants	1	4	C	13	C	NA	NA	Nap, Floor Play
One	2L		0	0	C	25	C	NA	NA	
One	2R	One Year Olds	1	8	C	22	C	NA	NA	Nap
One	3L	Three Year Olds	1	14	C	30	C	NA	NA	Nap
One	3R	PreK	1	18	C	30	C	NA	NA	Nap

Total Capacity @35 sq. ft.: 142

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 54

Total Capacity @35 sq. ft.: 142

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
One	Playground Right	40	C
One	Right Playground	44	C

Comments

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

Plan of Improvement: Developed This Date 03/12/2019

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.

- 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

Kiticha Kelly, Program Official

Date

LaQuita Clark, Consultant

Date



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Findings Report

Date: 3/12/2019 **VisitType:** Licensing Study **Arrival:** 12:30 PM **Departure:** 4:30 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities**Met****Comment**

Current lesson plans with a variety of developmentally appropriate activities were observed on file.

Correction Deadline: 3/12/2019

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

Equipment and furniture observed to be properly secured, as applicable.

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: 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**

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**

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. Please rebluff and redistribute mulch as weather permits.

Food Service

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

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

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

Kitchen appears clean and well organized.

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**

Documentation for medication dispensing observed complete.

Policies and Procedures

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

Complete documentation of emergency drills was observed on file.

Correction Deadline: 3/17/2019**Safety**

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

Comment

Staff stated use of discussion and redirection as discipline methods.

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

Comment

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR) **Not Met**

Comment

Complete documentation of transportation observed. The vehicle was observed in good repair with an operable fire extinguisher and complete first aid kit.

Finding

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined, based on review of files, that the director and three staff participating in transportation did not have current evidence of transportation training on file.

POI (Plan of Improvement)

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 3/12/2019

Recited on 3/12/2019

Correction Deadline: 10/19/2018

Corrected on 3/12/2019

.36(7)(d)1. - Previous citation has been corrected in that complete documentation of first and second checks were observed on file.

Sleeping & Resting Equipment

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

Comment

Pleasant naptime environment observed. Staff were observed to use safe sleep procedures. Safety approved cribs and cots were available for children in care.

Staff Records

Records Reviewed: 17

Records with Missing/Incomplete Components: 4

Staff # 1 Met

Date of Hire: 09/19/2018

Staff # 2 Met

Date of Hire: 09/30/2014

Staff # 3 Met

Date of Hire: 03/11/2019

Staff # 4 Date of Hire: 06/21/2018	Met
Staff # 5 Date of Hire: 10/25/2016	Met
Staff # 6 Date of Hire: 08/24/2017 <u>"Missing/Incomplete Components"</u> .36(3)(a-b)-2 hrs. Transportation Training missing	Not Met
Staff # 7 Date of Hire: 10/11/2018	Met
Staff # 8 Date of Hire: 03/11/2019 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not Met
Staff # 9 Date of Hire: 02/11/2019 <u>"Missing/Incomplete Components"</u> .36(3)(a-b)-2 hrs. Transportation Training missing	Not Met
Staff # 10 Date of Hire: 11/09/2018	Met
Staff # 11 Date of Hire: 01/29/2019	Met
Staff # 12 Date of Hire: 02/14/2018 <u>"Missing/Incomplete Components"</u> .36(3)(a-b)-2 hrs. Transportation Training missing	Not Met
Staff # 13 Date of Hire: 07/30/2018	Met
Staff # 14 Date of Hire: 10/15/2018	Met
Staff # 15 Date of Hire: 07/27/2017	Met

Staff # 16

Met

Date of Hire: 03/01/2019

Staff # 17

Met

Date of Hire: 03/08/2019

Staff Credentials Reviewed: 17**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Comment**

Director provided 6 files for employees hired since last visit. Satisfactory comprehensive background checks were observed on file.

Finding

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined, based on review of files, that the director did not have current evidence of a satisfactory comprehensive background check within the preceding 12 months of hire.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will continue to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. 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 continue to ensure CRC rules are maintained.

Correction Deadline: 3/12/2019**591-1-1-.14 First Aid & CPR****Met****Comment**

Complete first aid kits observed in center and on vehicles.

591-1-1-.24 Personnel Records**Technical Assistance****Technical Assistance**

591-1-1-.24(1) - The consultant discussed with the director to please ensure completed documentation of orientation is maintained on file for all staff as well as a copy of the staff member's 10 year work history.

Correction Deadline: 3/17/2019**591-1-1-.33 Staff Training****Met****Comment**

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date. Consultant and director discussed plan for organizing staff files and training.

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. The consultant provided a copy of the professional development plan for the director to keep on file for anyone currently completed credential courses.

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.