



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: 5/19/2020 **VisitType:** Licensing Study **Arrival:** 11:40 AM **Departure:** 3:05 PM

CCLC-1536

Childtime Childcare #1107

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

Regional Consultant

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@decal.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.
05/19/2020	Licensing Study	Good Standing	
09/03/2019	Complaint Closure	Good Standing	
08/20/2019	Complaint Investigation & Monitoring Visit	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	2	C	22	C	NA	NA	Nap
One	1R	One Year Olds	1	4	C	13	C	NA	NA	Nap
One	2L		0	0	C	25	C	NA	NA	
One	2R	Infants	1	2	C	22	C	NA	NA	Diapering
One	3L	Three Year Olds	1	11	C	30	C	NA	NA	Nap
One	3R	Five Year Olds and Six Year Olds and Over	1	10	C	30	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 142						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 29			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

An Administrative Review was conducted on May 19, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on June 24, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 12, 2020 was reviewed during the virtual inspection.

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).



Please refer to the website, <http://www.dec.state.ga.us/CCS/RulesAndRegulations.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

Margarita Collier, 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)

Technical Assistance

Comment

A variety of equipment and toys were observed throughout the center.

Technical Assistance

Discussed rotating toys to support the procedures of daily disinfecting.

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

Technical Assistance

Comment

Parent authorizations obtained/completed.

Technical Assistance

Please ensure that the parents and/or guardians update the following information in the children's records as needed:

- Parents personal and work contact information (i.e. address and telephone number)
- Release to persons' names and contact information (i.e. address and telephone number)
- Emergency contact persons' names and contact information (i.e. address and telephone number)
- Known allergies/medical conditions
- Immunization Certificates

Comment

Records were observed to be complete and well organized.

Facility

591-1-1-.06 Bathrooms**Technical Assistance****Comment**

Bathrooms observed to be clean and well maintained.

Technical Assistance

Please monitor bathrooms for necessary supplies.

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)**Defer****Comment**

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

Defer

A Virtual Visit was conducted due to the COVID-19 pandemic. This citation is deferred until the next regulatory visit when the rule correction can be observed in person.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 8/20/2019

591-1-1-.26 Playgrounds(CR)**Defer****Technical Assistance**

Please ensure to monitor the playground areas for the following hazards:

- Normal wear and tear of playground equipment and toys.
- Potential entrapment hazards in the fence surrounding the playground area.
- Biting and/or stinging insects (i.e. ants, bees, etc.)
- Loose and/or weak tree branches surrounding the playground area.
- Standing water in and around playground equipment after inclement weather.

Defer

A Virtual Visit was conducted due to the COVID-19 pandemic. This citation is deferred until the next regulatory visit when the rule correction can be observed in person.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 8/20/2019

Food Service

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

Comment

Center menu meets USDA guidelines.

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 stated proper handwashing procedures for staff and children.

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

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures **Not Evaluated**

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

591-1-1-.27 Posted Notices **Technical Assistance**

Technical Assistance

Please make sure that all required signs are posted and up to date.

591-1-1-.29 Required Reporting **Met**

Comment

Thank you for reporting as required.

Safety

591-1-1-.05 Animals **Met**

Comment

Center does not keep animals on premises.

591-1-1-.11 Discipline(CR) **Technical Assistance**

Technical Assistance

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date.

591-1-1-.13 Field Trips(CR) **Technical Assistance**

Comment

Center does not participate in field trips at this time.

Technical Assistance

Proper field trip documentation and regulations regarding checklists, name tags and permission forms was discussed on this date.

Technical Assistance

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

Correction Deadline: 8/21/2019

Corrected on 5/19/2020

The previous citation was observed to be corrected on this date. Review of the center's transportation forms revealed that the center documented with a mark/symbol to account for the load and unloading of each child receiving school transportation services.

Correction Deadline: 8/21/2019

Corrected on 5/19/2020

The previous citation was observed to be corrected on this date. Review of the center's school transportation forms revealed complete documentation of the departure, arrival, and return times of the vehicle.

Correction Deadline: 8/20/2019

Corrected on 5/19/2020

The previous citation was observed to be corrected on this date. Review of the center's school transportation forms confirmed complete documentation of the second check of the vehicle for school transportation routes completed.

Sleeping & Resting Equipment

Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Staff Records

Records Reviewed: 7

Records with Missing/Incomplete Components: 0

Staff # 1	Met
Date of Hire: 09/19/2018	
Staff # 2	Met
Date of Hire: 11/11/2019	
Staff # 3	Met
Date of Hire: 08/29/2017	
Staff # 4	Met
Date of Hire: 09/23/2014	
Staff # 5	Met
Date of Hire: 01/29/2010	
Staff # 6	Met
Date of Hire: 05/13/2019	

Staff # 7

Met

Date of Hire: 10/10/2018

Staff Credentials Reviewed: 2

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)

Technical Assistance

Technical Assistance

The consultant discussed the following information regarding criminal record checks with the director:

- Monitor the expiration dates of all staff members' criminal record check letters.
- Submit a portability request via DECAL KOALA for newly hired staff members that have a previous satisfactory comprehensive criminal record check letter issued by the department.
- Ensure that all newly hired staff members have evidence of a satisfactory comprehensive criminal record check letter prior to providing services to children present for care.
- Ensure that all newly hired and/or seasonal staff members with a six-month break of employment from child care submit an updated criminal record check application and complete the fingerprinting process prior to rendering services for child care services.

Comment

The consultant reviewed seven staff files on this date. The consultant observed seven of seven staff members to have evidence of satisfactory comprehensive criminal record check letter on file.

Comment

The director provided one file for a staff member hired since the previous visit was conducted on August 20, 2019. The consultant observed one of one newly hired staff member to have evidence of a satisfactory comprehensive criminal record check letter on file.

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

Technical Assistance

Comment

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

Technical Assistance

Please be mindful of training expiration dates.

591-1-1-.33 Staff Training

Technical Assistance

Comment

Documentation observed of required staff training.

Technical Assistance

Please ensure that all newly hired staff members complete the required health and safety orientation training and first aid and CPR training within 90-days of their date of hire.

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

Technical Assistance

Comment

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on May 12, 2020.

Technical Assistance

Please ensure to monitor the expiration dates of the lead teachers' Child Development Associate (CDA) and ensure that all staff members submit the required documents to receive an updated certificate as needed.

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)

Technical Assistance

Technical Assistance

Proper supervision of children, including being prompt to children's needs, was discussed with the director on this date.