



**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:** 6/27/2019    **VisitType:** Licensing Study    **Arrival:** 8:50 AM    **Departure:** 12:25 PM

**CCLC-1538**

**Childtime Childcare #1102**

4050 Darling Ct. SW Lilburn, GA 30047 Gwinnett County  
(770) 381-5415 1102@childtime.com

**Regional Consultant**

Bridget Johnson

Phone: (770) 357-4913

Fax: (770) 357-4912

bridget.johnson@dec.al.gov

**Mailing Address**

Same

**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.  <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.
06/27/2019	Licensing Study	Good Standing	
06/18/2019	Incident Investigation & Follow Up	Good Standing	
11/30/2018	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
Main	A Left Front	Infants	2	5	C	14	C	NA	NA	Breakfast, Floor Play
Main	B Left Middle	One Year Olds	1	4	C	23	C	NA	NA	Floor Play
Main	C Left Rear	Six Year Olds and Over	1	9	C	31	C	NA	NA	Circle Time
Main	D right rear	Three Year Olds and Four Year Olds	1	8	C	31	C	NA	NA	Music
Main	E Right middle		0	0	C	25	C	NA	NA	
Main	F Right Front	Two Year Olds	1	5	C	22	C	NA	NA	Story

Total Capacity @35 sq. ft.: 146

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 31

Total Capacity @35 sq. ft.: 146

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG- Left Front	163	C
Main	PG- Left Rear	0	C
Main	PG- Right	0	C

**Comments**

06/27/2019: The purpose of this visit was to conduct a licensing study.

Plan of Improvement: Developed This Date 06/27/2019

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/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.

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#### 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.

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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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Arnell Fortier, Program Official

Date

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Bridget Johnson, Consultant

Date



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### Findings Report

**Date:** 6/27/2019 **VisitType:** Licensing Study **Arrival:** 8:50 AM **Departure:** 12:25 PM

#### CCLC-1538

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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)

N/A

#### 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

Parent agreements observed obtained/completed.

#### Comment

Parent authorizations obtained/completed.

**Comment**

Records were observed to be complete and well organized.

<b>Facility</b>
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**591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

**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)****Not Met****Finding**

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on consultant's observation that there were several metal stakes protruding from the black plastic mulch barrier on the preschool playground which created a hazard to the children in care.

**POI (Plan of Improvement)**

The Center will ensure that the metal stakes are flush with the top of the barrier so no hazard is created. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

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

**Technical Assistance**

591-1-1-.26(9) - Please monitor the vines that are starting to grow over and through the fence and the limbs that are beginning to grow over the fence on the infant and toddler playground and cut away from the fence and playground as needed.

**Correction Deadline: 6/27/2019**

<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition****Met****Comment**

Center menu meets USDA guidelines. Breakfast on this date was waffles, peaches and milk. Lunch on this date was cheese pizza, green beans, applesauce and sliced apples, and milk.

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

Kitchen appears clean and well organized.

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)** **Met**

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Comment**

Proper hand washing observed throughout the center.

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

**Comment**

Documentation for medication dispensing observed complete.

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**Safety**

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**591-1-1-.05 Animals** **N/A**

**Comment**

Center does not keep animals on premises.

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

**Comment**

Age-appropriate discussion and/or redirection observed.

**Comment**

Staff were observed to maintain a positive learning environment on this date.

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

**Comment**

Field trip documentation observed to be complete.

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

**Comment**

A current/completed inspection was observed for all vehicles used in transporting children this date.

**Comment**

Complete documentation of transportation observed.

**Comment**

The vehicle had an approved fire extinguisher and the vehicles had complete first aid kits.

**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 a review of records that one driver did not have documentation showing they had completed the required transportation training, and the Director's transportation training was expired.

**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: 7/7/2019**

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**Sleeping & Resting Equipment**

**Comment**

Discussed SIDS and infant sleeping position. Facility met all safe sleep rules and regulations on this date.

**Staff Records****Records Reviewed: 20****Records with Missing/Incomplete Components: 6**

Staff # 1 Not Met

Date of Hire: 05/11/2008

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 2 Met

Date of Hire: 09/10/2018

Staff # 3 Not Met

Date of Hire: 11/28/2011

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 4 Met

Date of Hire: 10/20/2014

Staff # 5 Not Met

Date of Hire: 08/06/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 6 Met

Date of Hire: 11/05/2018

Staff # 7 Not Met

Date of Hire: 11/16/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 8 Met

Date of Hire: 10/24/2011

Staff # 9 Met

Date of Hire: 01/20/2017

Staff # 10 Met

Date of Hire: 08/15/2007

Staff # 11 Met

**Records Reviewed: 20****Records with Missing/Incomplete Components: 6**

Date of Hire: 10/09/2018

Staff # 12 Met

Date of Hire: 06/04/2018

Staff # 13 Not Met

Date of Hire: 01/03/2018

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate

Staff # 14 Met

Date of Hire: 05/07/2019

Staff # 15 Not Met

Date of Hire: 04/19/2015

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 16 Met

Date of Hire: 03/21/2016

Staff # 17 Met

Date of Hire: 06/26/2019

Staff # 18 Met

Date of Hire: 02/04/2019

Staff # 19 Met

Date of Hire: 04/08/2019

Staff # 20 Met

Date of Hire: 12/17/2013

**Staff Credentials Reviewed: 20****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****Comment**

Criminal record checks were observed to be complete and satisfactory for 20 of 20 staff members on this date.

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

Complete first aid kits observed in center and on vehicles.

**Comment**

Evidence observed of 50% of center staff employed beyond 90 days to be certified in First Aid and CPR.

**Correction Deadline: 12/14/2018**



Corrected on 6/27/2019

.14(3) - On this date consultant observed correction of previous citation in that both vehicles had complete first aid kits.

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**591-1-1-.33 Staff Training**

**Not Met**

**Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on a review of records that four staff members did not have documentation that they had completed the required Health and Safety training and were employed at the facility beyond 90 days.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

**Correction Deadline: 7/27/2019**

**Finding**

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on a review of records that one staff member did not have documentation that they had completed the required 10 hours of annual training for 2018.

**POI (Plan of Improvement)**

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

**Correction Deadline: 7/27/2019**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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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.