



**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:** 11/30/2018 **VisitType:** Monitoring Visit

**Arrival:** 10:30 AM

**Departure:** 2:30 PM

**CCLC-1538**

**Childtime Childcare #1102**

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

**Regional Consultant**

Tasha McDonald

Phone: (770) 344-3353

Fax: (678) 891-5601

tasha.mcdonald@decal.ga.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.
11/30/2018	Monitoring Visit	Good Standing	
04/02/2018	Licensing Study	Good Standing	
11/30/2017	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	Diapering, Nap, Floor Play
Main	B Left Middle	One Year Olds	1	7	C	23	C	NA	NA	Feeding
Main	C Left Rear	PreK	2	18	C	31	C	NA	NA	Story
Main	D right rear	Three Year Olds and Four Year Olds	2	15	C	31	C	NA	NA	Free Play
Main	E Right middle	PreK	2	18	C	25	C	NA	NA	Free Play
Main	F Right Front	Two Year Olds	2	12	C	22	C	NA	NA	Free Play
Total Capacity @35 sq. ft.: 146			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 75			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**

The purpose of this visit was to conduct a monitoring visit and to follow-up on the previous visit conducted on April 02, 2018.

Plan of Improvement: Developed This Date 11/30/2018

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/RuleAndRegulations.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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Tasha McDonald, Consultant

Date



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### Findings Report

**Date:** 11/30/2018 **VisitType:** Monitoring Visit

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**Departure:** 2:30 PM

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The following information is associated with a Monitoring Visit:

<b>Activities and Equipment</b>
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**591-1-1-.03 Activities**

**Technical Assistance**

**Technical Assistance**

591-1-1-.03(7)(a) - Discussed with director that the infants should spend at least one hour outdoors daily.

**Correction Deadline: 11/30/2018**

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

**Not Met**

**Comment**

Consultant discussed rotating toys to support the procedures of daily disinfecting with the director on this date.

**Finding**

591-1-1-.12(3) requires that equipment and furniture be placed so as to permit the children's freedom of movement and to minimize danger of accident and collision. It was determined, based on observation, that blue children's chairs were observed stacked in D Right Rear. It was further determined that adult chairs were observed stacked against the wall in the classroom on this date. The stacked chairs posed as a hazard, as they could fall or be tipped over.

**POI (Plan of Improvement)**

Center staff will re-position the identified equipment and/or furniture and the director will view each classroom to verify appropriate make changes, as needed, and have a system to monitor these items.

**Correction Deadline: 11/30/2018**

**Finding**

591-1-1-.12(4) requires that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. It was determined based on an observation that the television located in classroom D Right Rear was not secured to the wall creating a potential tipping hazard.

**POI (Plan of Improvement)**

The Center will ensure that the identified equipment or furniture and any other such existing or future items are secured adequately and will have a system for checking these for stability.

**Correction Deadline: 11/30/2018**

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<b>591-1-1-.35 Swimming Pools &amp; Water-related Activities(CR)</b>	<b>Met</b>
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**Comment**

Center does not provide swimming activities.

<b>Facility</b>
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<b>591-1-1-.19 License Capacity(CR)</b>	<b>Met</b>
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**Comment**

Licensed capacity observed to be routinely met by center.

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<b>591-1-1-.25 Physical Plant - Safe Environment(CR)</b>	<b>Met</b>
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**Comment**

No hazards observed accessible to children on this date.

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<b>591-1-1-.26 Playgrounds(CR)</b>	<b>Not Met</b>
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**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Comment**

Trees located on the site or that encroach onto the site from adjacent properties may have structural issues that present an elevated level of risk. Consider having these trees inspected by a certified arborist to determine their structural integrity and associated levels of risk.

**Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on consultant's observation that the wooden fencing on the rear and front playgrounds contained several broken boards throughout the fence creating a potential entrapment hazard.

**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: 12/14/2018**

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

Proper diapering procedures observed.

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<b>591-1-1-.17 Hygiene(CR)</b>	<b>Met</b>
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**Comment**

Staff were observed to remind children to wash hands.

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<b>591-1-1-.20 Medications(CR)</b>	<b>Met</b>
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**Comment**

Documentation for medication dispensing observed complete.

<b>Policies and Procedures</b>
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**591-1-1-.21 Operational Policies & Procedures****Not Met****Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined, based on review of records, that the center did not have documentation of completing tornado drills or lockdown drills thus far in 2018, when it is required for these drills to be conducted every six months.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

**Correction Deadline: 12/14/2018****Recited on 11/30/2018**

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**591-1-1-.27 Posted Notices****Met****Correction Deadline: 4/2/2018****Corrected on 11/30/2018**

.27 - The previous citation was observed to be corrected on this date. Consultant observed have all required signs posted on this date.

**Safety**

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

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

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**591-1-1-.36 Transportation(CR)****Met****Correction Deadline: 4/7/2018****Corrected on 11/30/2018**

.36(4)(a) -The previous citation was observed to be corrected on this date. Consultant observed the center's vehicle to have evidence of a current vehicle inspection report on this date.

**Sleeping & Resting Equipment**

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

Discussed SIDS and infant sleeping position.

**Staff Records**

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**Records Reviewed: 13****Records with Missing/Incomplete Components: 0**

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Staff # 1

Met

Date of Hire: 09/10/2018

Staff # 2

Met

Date of Hire: 11/28/2011

Staff # 3

Met

Date of Hire: 10/20/2014

Staff # 4

Met

**Records Reviewed: 13****Records with Missing/Incomplete Components: 0**

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Date of Hire: 11/05/2018

Staff # 5

Met

Date of Hire: 11/16/2018

Staff # 6

Met

Date of Hire: 10/24/2011

Staff # 7

Met

Date of Hire: 01/20/2017

Staff # 8

Met

Date of Hire: 08/15/2007

Staff # 9

Met

Date of Hire: 10/09/2018

Staff # 10

Met

Date of Hire: 01/03/2018

Staff # 11

Met

Date of Hire: 04/19/2015

Staff # 12

Met

Date of Hire: 03/21/2016

Staff # 13

Met

Date of Hire: 12/17/2013

**Staff Credentials Reviewed: 13**

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

Consultant reviewed four files for staff members hired since the previous visit was conducted on April 2, 2018. Consultant observed four of four newly hired staff members to have evidence of a satisfactory determination letter on file on this date.

**591-1-1-.09 Criminal Records Check(CR)****Met****Correction Deadline: 4/2/2018****Corrected on 11/30/2018**

**.09(1)(c) - The previous citation was observed to be corrected on this date. Consultant observed all staff members to have evidence of a satisfactory determination letter on file on this date.**

**591-1-1-.14 First Aid & CPR****Not Met****Correction Deadline: 5/2/2018**

**Corrected on 11/30/2018**

**.14(1) - The previous citation was observed to be corrected on this date. Consultant observed the center staff to have evidence of 100% of CPR and First Aid training complete on this date.**

**Correction Deadline: 5/2/2018**

**Corrected on 11/30/2018**

**.14(2) - The previous citation was observed to be corrected on this date. Consultant observed the center staff to have evidence of CPR and First Aid training complete on this date.**

**Finding**

591-1-1-.14(3) requires the Center to have a first aid kit in each building of the Center and in any vehicle used by the Center for transportation of children, that contains scissors, tweezers, gauze pads, adhesive tape, thermometer, band-aids, assorted sizes, antibacterial ointment, insect-sting preparation, an antiseptic cleansing solution, triangular bandages, rubber gloves, protective eye wear, a protective face mask, and a cold pack. The first aid kit, together with a first aid instruction manual which must be kept with the kit at all times, shall be stored so that it is not accessible to children but is easily accessible to Staff. It was determined based on a review of records that the first aid kit in the following areas were missing items:

Vehicle tag number BSZ 1992: Triangular bandage, tweezers, antiseptic cleansing solution and thermometer.

Vehicle tag number BZV 8404: triangular bandage and cold pack.

**POI (Plan of Improvement)**

Center Staff will provide any missing first aid kits, add any missing items to each first aid kit and will develop and use a plan for checking the kits and replacing missing items in each kit in the future. First aid kits and instruction manuals will be stored so that they kits are not accessible to children but are easily accessible to Center Staff.

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

**Recited on 11/30/2018**

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

**Not Met**

**Correction Deadline: 4/2/2018**

**Corrected on 11/30/2018**

**.33(1) - The previous citation corrected, based on review of records, in that the Center had evidence of orientation on file on this date.**

**Correction Deadline: 5/2/2018**

**Corrected on 11/30/2018**

**.33(3) - The previous citation corrected, based on review of records, in that the Center had evidence of all staff completing the Health and Safety Orientation Training on this date.**

**Finding**

591-1-1-.33(5) requires the Director and person with primary responsibility for food preparation to have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on a review of records that there was no evidence of nutrition training for the cook being completed and the director had three hours of training.

**POI (Plan of Improvement)**

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

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

**Recited on 11/30/2018**

**Defer**

591-1-1-.33(6)- The previous citation was deferred due to the center having until the end of December 31, 2018 to complete the required 10 hours of annual training.

**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.

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

Center observed to maintain appropriate staff:child ratios.

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

Staff observed to provide direct supervision and be attentive to children's needs.