



**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: 10/26/2017 **VisitType:** Licensing Study

Arrival: 9:25 AM

Departure: 1:00 PM

CCLC-1578

The Goddard School

11250 State Bridge Road Alpharetta, GA 30022 Fulton County
(770) 754-4796 dalpharetta1ga@goddardschools.com

Regional Consultant

LaQuita Clark

Phone: (706) 497-1536

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jennifer.taylor@decal.ga.gov

Mailing Address

Same

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.
10/26/2017	Licensing Study	Good Standing	
04/10/2017	Monitoring Visit	Good Standing	
11/21/2016	Licensing Study	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	1Left Infant	Infants and One Year Olds	2	11	C	14	C	NA	NA	Diapering, Nap, Floor Play
Main	1R	Three Year Olds	2	16	C	25	C	NA	NA	Centers
Main	2 Left 1 Yr.	One Year Olds	2	6	C	11	C	NA	NA	Circle Time
Main	2R	Three Year Olds and Four Year Olds	2	18	C	21	C	NA	NA	Centers
Main	3 Left	One Year Olds	3	7	C	17	C	NA	NA	Circle Time
Main	4L	Two Year Olds	1	7	C	19	C	NA	NA	Circle Time
Main	Back Left Private Kindergarten	Two Year Olds	2	7	C	20	C	NA	NA	Outside, Transitioning
Main	Back Right GA Pre-K	Four Year Olds and Five Year Olds	1	9	C	21	C	NA	NA	Circle Time
			Total Capacity @35 sq. ft.: 148			Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 81			Total Capacity @35 sq. ft.: 148			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Infant/Toddler	34	C
Main	Preschool/School Age	61	C

Comments

The purpose of this visit was to conduct a licensing study.

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).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.



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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@decga.gov.

- 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://decga.gov/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 1/2 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)

Debbie Kohout, Program Official

Date

LaQuita Clark, 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-.03 Activities

Met

Comment

A variety of developmentally appropriate activities were observed to be provided on this date. Current lesson plans were observed on file.

Correction Deadline: 10/26/2017

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

Met

Comment

Observed-Variety Throughout Center. Equipment and furniture was observed to be appropriately secured on this date.

591-1-1-.35 Swimming Pools & Water-related Activities(CR)

Met

Comment

No Swimming Activities Provided

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**

Observed-Records Complete/Well Organized

Facility

591-1-1-.19 License Capacity(CR)**Met****Comment**

Licensed Capacity Routinely Met

591-1-1-.25 Physical Plant - Safe Environment(CR)**Technical Assistance****Technical Assistance**

591-1-1-.25 - Please ensure brooms are safely stored. All other hazards were observed to be inaccessible to children in care.

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

Observation-Clean/Good Repair

Food Service

591-1-1-.15 Food Service & Nutrition**Not Met****Comment**

Menu Meets USDA Guidelines

Finding

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined, based on review of infant feeding plans that current plans were not on file for 8 of 11 children present on this date.

POI (Plan of Improvement)

The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis (at least once every two to three months) that will include center staff involved with enrollment and those working in the infant classrooms.

Correction Deadline: 10/26/2017

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

Kitchen Appears Clean/Well Organized

Health and Hygiene

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

Observed-Proper Diapering

591-1-1-.17 Hygiene(CR)**Technical Assistance****Technical Assistance**

591-1-1-.17 - Discussed with administrative personnel to please ensure that the temperature is adjusted and monitored for the water in all classrooms so that warm water is provided for hand washing.

591-1-1-.20 Medications(CR)**Not Met****Technical Assistance**

591-1-1-.20 - Discussed with administrative personnel appropriate medication dispensation procedures. Consultant suggested use of timer or alarm to remind staff to administer medication as necessary. If a child is absent, please note that the child was absent on applicable date to be administered; if the medication was not provided, please note that the medication was not provided; further, if a child is picked up prior to the time medication should be administered, please document that the child was picked up at the particular time.

Finding

591-1-1-.20(3) requires the Center to maintain a record of medication dispensed that includes the date, time and amount of medication, any noticeable adverse reaction, and the signature or initials of the person administering the medication. It was determined, based on review of medication documentation, that medication authorized to be dispensed twice a day during the week of October 23-27, 2017, was not administered on October 25, 2017. It was further determined, that medication authorized to be dispensed October 12-17, 2017 was not documented as being administered on October 16-17, 2017.

POI (Plan of Improvement)

The Center will train Staff responsible for dispensing medication in the accurate completion and storage of the records and will implement a plan to monitor this. Discussed with administrative personnel to document medication dispensation as required.

Correction Deadline: 10/26/2017

Policies and Procedures

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

Complete documentation of emergency drills were observed on file. Discussed with administrative personnel to incorporate lock down drills into the emergency drills every six months.

Correction Deadline: 10/31/2017

Safety

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

Staff stated use of appropriate discipline methods such as discussion and redirection on this date.

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

Observed-Complete Documentation

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

Observed-Complete Documentation. Vehicles were observed to be in good repair with operable fire extinguishers and complete first aid kits.

Sleeping & Resting Equipment

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

Observed-Pleasant Naptime Environment. Safety approved cribs were observed. Staff were observed to use safe sleep procedures. Mats were observed to be appropriately stored and in good repair. Staff mentioned mats were being replaced as needed.

Staff Records

Staff # 1 Date of Hire: 08/22/2017	Met
Staff # 2 Date of Hire: 03/01/2017	Met
Staff # 3 Date of Hire: 11/29/2010	Met
Staff # 4 Date of Hire: 10/29/2012	Met
Staff # 5 Date of Hire: 04/13/2012	Met
Staff # 6 Date of Hire: 03/24/2013	Met
Staff # 7 Date of Hire: 05/27/2015	Met
Staff # 8 Date of Hire: 02/13/2017	Met
Staff # 9 Date of Hire: 08/08/2016	Met
Staff # 10 Date of Hire: 11/25/2010	Met
Staff # 11 Date of Hire: 05/01/2007	Met
Staff # 12 Date of Hire: 10/24/2016	Met
Staff # 13 Date of Hire: 09/06/2016	Met
Staff # 14 Date of Hire: 12/02/2016	Met
Staff # 15 Date of Hire: 09/26/2016	Met

Records Reviewed: 20

Records with Missing/Incomplete Components: 0

Staff # 16 Date of Hire: 08/15/2017	Met
Staff # 17 Date of Hire: 09/20/2016	Met
Staff # 18 Date of Hire: 07/13/2011	Met
Staff # 19 Date of Hire: 12/27/2016	Met
Staff # 20 Date of Hire: 03/23/2015	Met

Staff Credentials Reviewed: 20

591-1-1-.09 Criminal Records Check(CR) Met

Comment

Criminal Records Checks were observed to be complete. The director provided two files for new staff hired since the previous visit.

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

Comment

Observed over 50% Certified First Aid & CPR. Please ensure new staff obtain first aid and CPR within 90 days of hire.

Comment

Observed-Center/Vehicle Kits Complete

591-1-1-.33 Staff Training Met

Comment

Observed complete documentation of annual training. Please ensure that new staff obtain health and safety orientation training within 90 days of hire.

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

Comment

Staff were observed to comply with applicable regulations on this date.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR) Met

Comment

Observed-Appropriate Staff:Child Ratios

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

Comment

Observed-Adequate Supervision