



**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: 3/20/2018 **VisitType:** Licensing Study **Arrival:** 6:30 AM **Departure:** 10:50 AM

CCLC-1789

McGinnis Woods Country Day School, Inc.

5380 Faircroft Drive Alpharetta, GA 30005 Forsyth County
(770) 664-7764 tusher@mcginniswoods.org

Regional Consultant

Candace Gilbert

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candace.gilbert@decal.ga.gov

Mailing Address

Same

Quality Rated: No

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.
03/20/2018	Licensing Study	Good Standing	
08/21/2017	Monitoring Visit	Good Standing	
03/28/2017	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
Bldg 2	Front/Right-side	Four Year Olds	1	8	C	40	C	NA	NA	Transitioning
Bldg 2	GYM		0	0	C	26	C	NA	NA	
Total Capacity @35 sq. ft.: 66			Total Capacity @25 sq. ft.: 0							
Elem. Bldg	101		0	0	C	20	C	NA	NA	
Elem. Bldg	102		0	0	C	20	C	NA	NA	
Elem. Bldg	103		0	0	C	19	C	NA	NA	
Elem. Bldg	104		0	0	C	20	C	NA	NA	
Elem. Bldg	105		0	0	C	24	C	NA	NA	
Elem. Bldg	106 STEM		0	0	C	15	C	NA	NA	
Elem. Bldg	203		0	0	C	21	C	NA	NA	
Elem. Bldg	204		0	0	C	20	C	NA	NA	
Elem. Bldg	205		0	0	C	16	C	NA	NA	
Elem. Bldg	206		0	0	C	16	C	NA	NA	
Elem. Bldg	207		0	0	C	20	C	NA	NA	

		Total Capacity @35 sq. ft.: 211				Total Capacity @25 sq. ft.: 0				
Gym Building	Art Room		0	0	C	16	C	NA	NA	
Gym Building	Gym		0	0	C	162	C	NA	NA	
		Total Capacity @35 sq. ft.: 178				Total Capacity @25 sq. ft.: 0				
Main bldg 1	C 3R		0	0	C	13	C	NA	NA	
Main bldg 1	B 2R		0	0	C	13	C	NA	NA	
Main bldg 1	D RT Rear	One Year Olds	1	6	C	13	C	NA	NA	Free Play
Main bldg 1	E 2RT Rear		0	0	C	12	C	NA	NA	
Main bldg 1	F 3Rt Rear	Two Year Olds	1	4	C	14	C	NA	NA	Free Play
Main bldg 1	G Middle		0	0	C	21	C	NA	NA	
Main bldg 1	H LF Rear	Three Year Olds and Four Year Olds	2	11	C	16	C	NA	NA	Transitioning
Main bldg 1	I FT Rear		0	0	C	15	C	NA	NA	
Main bldg 1	J LF FT	Two Year Olds	1	6	C	27	C	NA	NA	Transitioning
		Total Capacity @35 sq. ft.: 144				Total Capacity @25 sq. ft.: 0				
Main Building 1	A 1R	Infants and One Year Olds	1	3	C	21	C	NA	NA	Nap,Feeding
		Total Capacity @35 sq. ft.: 21				Total Capacity @25 sq. ft.: 0				
Pre-k Bldg	1 LF		0	0	C	21	C	NA	NA	
Pre-k Bldg	2 LF		0	0	C	22	C	NA	NA	
Pre-k Bldg	3 LF		0	0	C	21	C	NA	NA	
Pre-k Bldg	4 LF		0	0	C	21	C	NA	NA	
		Total Capacity @35 sq. ft.: 85				Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 38		Total Capacity @35 sq. ft.: 705				Total Capacity @25 sq. ft.: 0				


Building	Playground	Playground Occupancy	Playground Compliance
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Comments

The purpose of this visit was to complete a licensing study to follow up to the previous visit conducted on August 21, 2017.

Plan of Improvement: Developed This Date 03/20/2018

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).

	<p>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.</p>
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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@decals.ga.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://decals.ga.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 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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.decals.ga.gov/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@decals.ga.gov

Tonia Usher, Program Official

Date

Candace Gilbert, 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)

Met

Comment

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

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

Met

Comment

Center does not provide swimming activities during the school year.

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 authorizations obtained/completed.

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****Correction Deadline: 8/21/2017****Corrected on 3/20/2018****.25(13) - Consultant observed hazards inaccessible to children.****591-1-1-.26 Playgrounds(CR)****Met****Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute. Unable to accurately measure resilient surface due to inclement weather the day of and day before visit.

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

Center menu meets USDA guidelines.

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

591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on consultant observation that in Classroom D and Classroom J children did not wash their hands upon arriving for care and moving from one child care group to another.

POI (Plan of Improvement)

The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

Correction Deadline: 3/20/2018

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

591-1-1-.20(1) requires Personnel to obtain specific written authorization from the child's physician or parent in order to dispense prescription or non-prescription medications, except for first aid. Such authorization will include when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent. It was determined based on consultant review of records that a parent did not sign an authorization for over the counter benadryl for allergic reaction; medication has not been dispensed. Additionally there was not a parental authorization signed for two children with epi-pens. Provider had documentation from physician regarding medication but did not have parental authorization to administer on file. Medication had not been administered.

POI (Plan of Improvement)

The Center will train Staff to obtain and review parental authorizations to ensure the authorization contains complete information. The designated person(s) will monitor daily.

Correction Deadline: 3/20/2018**Correction Deadline: 8/21/2017****Corrected on 3/20/2018****.20(4) - Consultant observed medication to be stored according to rules.**

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Technical Assistance****Technical Assistance**

591-1-1-.21(1)(a-o) - Consultant discussed with provider to ensure that current liability insurance proof is available for consultant to review.

Correction Deadline: 3/25/2018

591-1-1-.27 Posted Notices**Met****Comment**

Observed all required posted notices.

Safety

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

Animals maintained clean and appropriately caged.

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

Age-appropriate discussion and/or redirection observed.

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

Field trip documentation observed to be complete.

591-1-1-.36 Transportation(CR)**Not Met****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 consultant observation that not all staff who participated in transportation had completed the two hours of transportation training.

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: 3/30/2018**Correction Deadline: 8/22/2017****Corrected on 3/20/2018****.36(7)(c) - Consultant observed field trip documentation to be adequate.**

Sleeping & Resting Equipment

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

Discussed SIDS and infant sleeping position.

Comment

Pleasant naptime environment observed.

Staff Records

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

Criminal records checks were observed to be complete.

591-1-1-.14 First Aid & CPR**Not Met****Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on review of records that staff members employed greater than 90 days did not have current First Aid and CPR Certification Training.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 4/3/2018**Recited on 3/20/2018**

591-1-1-.33 Staff Training**Met****Correction Deadline: 9/20/2017**

Corrected on 3/20/2018

.33(3) - Consultant observed all staff to have completed Health and Safety Orientation training.

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

Not Met

Finding

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on consultant's review of records one lead teacher had an expired CDA and did not have a renewal on completed on file at the center.

POI (Plan of Improvement)

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

Correction Deadline: 3/20/2018

Staffing and Supervision

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

Met

Comment

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

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

Met

Comment

Center observed to maintain appropriate staff:child ratios.