



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: 4/2/2018 **VisitType:** Licensing Study **Arrival:** 10:50 AM **Departure:** 3:45 PM

CCLC-1960

Thomas Day Care Center, Inc

868 North Grand Avenue, N. W. Atlanta, GA 30318 Fulton County
 (404) 794-8776 thomasdaycare@att.net

Regional Consultant

Margarita Collier

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Mailing Address

868 North Grand Avenue N.W.
 Atlanta, GA 30318

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.
04/02/2018	Licensing Study	Good Standing	
03/19/2018	Complaint Closure	Good Standing	
02/07/2018	Complaint Investigation Follow Up	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
Front Bldg	Room A-Front	Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	2	29	C	56	C	NA	NA	Centers,Lunch,Transitioning
Total Capacity @35 sq. ft.: 56			Total Capacity @25 sq. ft.: 0							
Middle Bldg	Room B-Middle	Infants and One Year Olds	1	6	C	14	C	NA	NA	Nap,Floor Play,Free Play
Middle Bldg	Room C	One Year Olds and Two Year Olds	2	7	C	20	C	NA	NA	Lunch,Transitioning,Nap
Total Capacity @35 sq. ft.: 34			Total Capacity @25 sq. ft.: 0							
Rear Bldg	Room D		0	0	C	7	C	NA	NA	Not In Use
Rear Bldg	Room E		0	0	C	12	C	NA	NA	Not In Use
Rear Bldg	Room F		0	0	C	12	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 31			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 42			Total Capacity @35 sq. ft.: 121			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

The purpose of this visit was to conduct a licensing study visit and to follow-up on the previous visit conducted on October 5, 2017.

Consultant discussed the following information with the director on this date:

- Updated USDA menu guidelines.
- Comprehensive criminal records check due date - October 1, 2018.

Plan of Improvement: Developed This Date 04/02/2018

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).



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.

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.al.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://dec.al.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.dec.al.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@dec.al.ga.gov

Rosalyn Patrick, Program Official

Date

Margarita Collier, Consultant

Date



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Findings Report

Date: 4/2/2018 **VisitType:** Licensing Study **Arrival:** 10:50 AM **Departure:** 3:45 PM

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The following information is associated with a Licensing Study:

Activities and Equipment**591-1-1-.03 Activities****Technical Assistance****Technical Assistance**

Please ensure staff members post the current week's lesson plan.

Correction Deadline: 4/2/2018

591-1-1-.12 Equipment & Toys(CR)**Technical Assistance****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: 2**

Child # 1	Met
Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Address Missing	
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	

.08(1)(a)-Work Address Missing

Child # 5

Met

591-1-1-.08 Children's Records

Not Met

Comment

Parent agreements observed obtained/completed.

Finding

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on consultant's review of children's files two of five children's files did not have documentation of the parents' work address.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 4/2/2018

Facility

591-1-1-.06 Bathrooms

Technical Assistance

Comment

Bathrooms observed to be clean and well maintained.

Technical Assistance

Please secure cleaning tools (i.e. broom, plunger) are kept out of reach of children.

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)

Not Met

Technical Assistance

Please be mindful to keep items that pose a hazard inaccessible to children.

Finding

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on consultant's observation four brooms, two bottles of bleach, two bottles of ammonia, a bottle of "Murphy Oil," four bottles of all purpose cleaner, two bottles of bathroom cleaner, a bag of "Spectracide" bug killer, two bottles of insect spray, and a bottle of "Orthene Fire Ant Killer" powder was observed in an unlocked closet located in the back right restroom in classroom A-Front. All items were accessible to the children and contained the label "KEEP OUT OF REACH OF CHILDREN."

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: 4/2/2018

Finding

591-1-1-.25(17) requires that the Center premises be free of plants and shrubs which are poisonous or hazardous. It was determined based on consultant's observation of the center's playground areas vines were growing below the fence creating a potential tripping hazard on the front right side of the back playground area.

POI (Plan of Improvement)

The harmful item will be removed.

Correction Deadline: 4/2/2018

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on consultant's observation the back first left sink located in classroom A-Front was inoperable on this date. It was further determined based on consultant's observation the first front entrance light located in classroom D was inoperable on this date.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 4/3/2018

Recited on 4/2/2018

591-1-1-.26 Playgrounds(CR)

Not Met

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 a four inch gap was observed underneath the wooden fence located on the back right side of the back playground behind the red, yellow, and green sliding structure. It was further determined based on consultant's observation a five inch gap was observed on the front right middle side of the front playground next to the red, blue and yellow tunnel. Consultant also observed two gaps measuring approximately four inches behind the red, blue, and yellow tunnel and the back left fence measured approximately three feet 10 inches in height.

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: 4/2/2018

Food Service

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

Technical Assistance

Technical Assistance

Please ensure that bottles are covered and fully labeled with child's full name.

Technical Assistance

Please ensure that infant feeding forms are updated regularly.

Technical Assistance

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018:

- Three components for breakfast: grains, vegetables, fruits or both, and milk
- Five components for lunch grains, meat/meat alternates, fruits, vegetable, and milk or grains, meat/meat alternates, two different types of vegetables, and milk
- Two of five components for snack

Consultant provided the director with an updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers on this date. The crediting handbook for the CACFP can be located on DECAL and USDA's website:

DECAL - <http://decal.ga.gov/CACFP/Handbook.aspx> and USDA -

<http://www.fns.usda.gov/cacfp/cacfp/handbooks>

591-1-1-.18 Kitchen Operations

Not Met

Finding

591-1-1-.18(5) requires the refrigeration of all perishable and potentially hazardous foods at 40 degrees Fahrenheit or below and served promptly after cooking. Freezer temperature shall be maintained at zero (0) degrees Fahrenheit or below. It was determined based on consultant's observation of the center's kitchen the second right white refrigerator did not have a thermometer verifying the temperature in the refrigerator.

POI (Plan of Improvement)

The Center will refrigerate foods as required, will train Staff on proper refrigerator and freezer temperature settings and monitor the settings. Food will be served promptly after cooking.

Correction Deadline: 4/2/2018

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

Correction Deadline: 2/6/2018

Corrected on 4/2/2018

The previous citation was observed to be corrected on this date. Consultant observed proper handwashing throughout the center on this date.

Correction Deadline: 2/6/2018

Corrected on 4/2/2018

The previous citation was observed to be corrected on this date. Consultant observed staff members to complete the proper handwashing procedures on this date.

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

Met

Comment

Per director the center does not administer any medications at this time.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Not Met****Finding**

591-1-1-.21(1)(p) requires the Center to have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. It was determined based on consultant's review of the center's emergency documentation the center did not have evidence of a current written emergency preparedness plan on this date.

POI (Plan of Improvement)

The Center will write or revise an emergency plan that includes all of the required items.

Correction Deadline: 4/7/2018**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 consultant's review of the center's emergency drills the center did not conduct a lock down drill for the year 2017.

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: 4/7/2018

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**Technical Assistance****Technical Assistance**

Consultant discussed the reporting requirements with the director on this date.

Safety

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

Center does not keep animals on premises.

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.

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

Center does not participate in field trips at this time.

Comment

Consultant observed vehicle tag number PCT 8991 to have a working fire extinguisher on this date. Vehicle tag number PB 8657 was not available for the consultant to review due to repairs being completed on the vehicle on this date.

Technical Assistance

Please ensure all transportation paperwork (i.e. transportation agreements and vehicle emergency medical forms) are available at all times.

Finding

591-1-1-.36(4)(f)1. requires that all transported children be secured in a child passenger restraining system or seat safety belt in accordance with current state and federal laws and regulations and according to manufacturer's directions. It was determined based on consultant's observation the second brown restraint attached to the first left seat was missing a buckle on bus tag number 8991.

POI (Plan of Improvement)

The Center will ensure that manufacturer directions and state and federal laws are met when using child passenger restraining systems and seat safety belts.

Correction Deadline: 4/3/2018

Finding

591-1-1-.36(6) requires written Parental authorization for routine transportation provided by or on behalf of the Center. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined based on consultant's review of the center's transportation forms the center did not have documentation of written parental authorization for routine transportation for 31 of 45 children receiving home transportation services and 16 of 16 children receiving school transportation services.

POI (Plan of Improvement)

The Center will obtain the required written parental authorization.

Correction Deadline: 4/3/2018

Finding

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on consultant's review of the center's transportation information the center did not have evidence of a vehicle emergency medical form available for 31 of 45 children receiving home transportation services and 16 of 16 children receiving school transportation services on this date.

POI (Plan of Improvement)

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

Correction Deadline: 4/3/2018

Sleeping & Resting Equipment

Technical Assistance

Please ensure that cribs/cots are labeled for individual use.

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.

Correction Deadline: 2/16/2018

Corrected on 4/2/2018

The previous citation was observed to be corrected on this date. Consultant observed four of six infants sleeping in a safety approved crib on this date. Consultant also observed two of six infants participating in a quiet floor activity with the teacher on this date. Consultant observed six cribs available for six of six infants present on this date.

Correction Deadline: 2/6/2018

Corrected on 4/2/2018

The previous citation was observed to be corrected on this date. Consultant observed the center to provide cots for all children under the age of two years old who can climb out of a crib on this date.

Correction Deadline: 2/7/2018

Corrected on 4/2/2018

The previous citation was observed to be corrected on this date. Consultant observed four of six sleeping infants sleeping on their backs. Consultant also observed documentation above each crib stating whether or not an infant can turn on their sides on their own.

Correction Deadline: 2/7/2018

Corrected on 4/2/2018

The previous citation was observed to be corrected on this date. Consultant observed four of six infants sleeping in a safety-approved crib during nap time on this date. Consultant also observed two of six infants participating in a quiet floor activity with the teacher on this date.

Staff Records

Records Reviewed: 9

Records with Missing/Incomplete Components: 1

Staff # 1 Date of Hire: 01/31/1994	Met
Staff # 2 Date of Hire: 02/04/1986	Met
Staff # 3 Date of Hire: 03/10/1984	Met
Staff # 4 Date of Hire: 06/16/2005	Met
Staff # 5 Date of Hire: 12/15/2009	Met
Staff # 6 Date of Hire: 02/05/2009	Met
Staff # 7 Date of Hire: 05/19/1978	Met

Staff # 8

Not Met

Date of Hire: 02/05/1986

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 9

Met

Date of Hire: 11/16/1993

Staff Credentials Reviewed: 9**591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit was conducted on October 5, 2017.

Comment

Consultant reviewed nine staff files on this date. Consultant reviewed nine of nine staff members to have evidence of a satisfactory determination letter on file on this date.

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

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

Technical Assistance

Please add antibacterial ointment and insect-sting preparation to the center's first aid kit.

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 consultant's observation of vehicle tag number PCT 8991 the first aid kit did not have scissors, tweezers, adhesive tape, thermometer, antibacterial ointment, insect-sting preparation, antiseptic cleansing solution, rubber gloves, protective eye wear, protective face mask, and a 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: 4/12/2018**591-1-1-.33 Staff Training****Technical Assistance****Correction Deadline: 3/8/2018****Corrected on 4/2/2018**

The previous citation was observed to be corrected on this date. Consultant observed all required staff members to have evidence of the required health and safety orientation training on file on this date.

Technical Assistance

Please ensure all newly hired staff members complete the following training:

- Health and safety orientation training within the first 90-days of their date of hire.
- First aid and CPR training within the first 90-days of their date of hire.
- At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children.

Please ensure all staff members that provide direct care to children (supervisory staff, teachers, and substitute teachers) complete the required 10 hours of annual training for the year 2018.

Correction Deadline: 2/7/2018

Corrected on 4/2/2018

The previous citation was observed to be corrected on this date. Consultant observed nine of nine staff members to have completed the required 10 hours of annual training for the year 2017.

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

Technical Assistance

Comment

Consultant observed all staff members to comply with all laws and regulations on this date.

Technical Assistance

Please be mindful of the expiration dates of all lead teachers CDA credentials.

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)

Met

Comment

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