



**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:** 12/18/2020 **VisitType:** Licensing Study

**Arrival:** 3:30 PM

**Departure:** 4:15 PM

**CCLC-2097**

**Prime Time - Northwood**

10200 Wooten Road Roswell, GA 30076 Fulton County  
(000) 000-0000 sarahf@ymcaatlanta.org

**Regional Consultant**

Emma Smith

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emma.smith@decal.ga.gov

**Mailing Address**

3655 PRESTON RIDGE ROAD  
ALPHARETTA, GA 30005

**Quality Rated:** ★ ★

<u>Compliance Zone Designation</u>			<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.
12/18/2020	Licensing Study	Good Standing	
10/17/2019	Licensing Study	Good Standing	
03/19/2019	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-Cafateria	Six Year Olds and Over	2	13	C	101	C	NA	NA	Art,Centers
Main	B-Gymnasium		0	0	C	126	C	NA	NA	
Total Capacity @35 sq. ft.: 227			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 13			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	playground	217	C

**Comments**

An Administrative Review was conducted on December 1, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on December 17, 2020 with the Provider. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on June 11, 2020 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 12/18/2020

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/Regulations.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.

#### 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://www.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.

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)

Kellen Starks, Program Official

Date

Emma Smith, Consultant

Date



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### Findings Report

**Date:** 12/18/2020 **VisitType:** Licensing Study

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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 Virtual Visit was conducted due to the COVID-19 pandemic. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. A variety of equipment and toys were observed throughout the center.

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

N/A

##### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through there was no pool observed on the property. Per the provider no swimming activities were 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

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**591-1-1-.08 Children's Records****Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Records were observed to be complete and well organized.

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**Facility**

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Licensed capacity observed to be routinely met by center.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)****Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through storage of cleaning supplies and possible hazards were discussed. There were no hazards observed to be accessible to the children this date.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the courtyard and field area was observed and appeared to be in good repair. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

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**Food Service**

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Center menu meets USDA guidelines.

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**Health and Hygiene**

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**591-1-1-.10 Diapering Areas & Practices(CR)****N/A****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. No children enrolled who require diapering. School age children attend only for after school hours.

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

591-1-1-.17 - A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements were discussed with the Director on this date. Liquid soap and paper towels were observed accessible in the restroom area.

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**591-1-1-.20 Medications(CR)****N/A****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Per the provider medication was not dispensed.

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**Policies and Procedures**

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**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 conduct tornado and other emergency situation drills within the last six months. The consultant observed the last fire drill to be conducted in December. The director could not recall the last time a tornado drill was conducted.

**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: 12/31/2020**

**Recited on 12/18/2020**

<b>Safety</b>
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**591-1-1-.11 Discipline(CR)**

Technical Assistance

**Technical Assistance**

591-1-1-.11 - A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date.

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

N/A

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Per the provider there was no routine transportation provided.

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**

N/A

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Sleeping/Naps are not required for this program. School age children attend only for after school hours.

<b>Staff Records</b>
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<b>Records Reviewed: 2</b>	<b>Records with Missing/Incomplete Components: 0</b>
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Staff # 1

Met

Date of Hire: 07/29/2019

Staff # 2

Met

Date of Hire: 08/29/2017

<b>Staff Credentials Reviewed: 1</b>
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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**

Met

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Criminal record checks were observed to be complete.

**Technical Assistance**

591-1-1-.14 - A Virtual Visit was conducted due to the COVID-19 pandemic. Discussed staff with CPR/First Aid that expired during the COVID-19 pandemic.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Documentation observed of required staff training.

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

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on August 15, 2020.

**Technical Assistance**

591-1-1-.31(1)(c) - Discussed Director credential on this date and to maintain credential in Director's file.

**Correction Deadline: 12/18/2020**

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through appropriate ratio was observed.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through adequate supervision was observed.