



**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:** 9/13/2018    **VisitType:** Complaint Investigation & Monitoring Visit    **Arrival:** 9:20 AM    **Departure:** 2:00 PM

**CCLC-22082**

**Tutor Time Child Care Learning Center**

3620 South Cobb Drive Smyrna, GA 30080 Cobb County  
(770) 319-9050 6038@tutortime.com

**Regional Consultant**

Courtney Moody

Phone: (800) 796-7861

Fax: (800) 798-6764

courtney.moody@dec.al.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.
09/13/2018	Complaint Investigation & Monitoring Visit	Good Standing	
06/26/2018	Complaint Investigation Follow Up	Good Standing	
06/26/2018	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
Main	A-1st Left	PreK	2	20	C	30	C	NA	NA	Circle Time
Main	B-2nd Left	One Year Olds	2	12	C	13	C	NA	NA	Transitioning
Main	C1-3rd left LT	Infants	1	4	C	12	C	NA	NA	Feeding,Nap
Main	C2-3rd left RT	Infants	1	5	C	12	C	NA	NA	Floor Play
Main	D1 Rear (Left)	Two Year Olds	1	8	C	10	C	NA	NA	Centers
Main	D2 Rear (right)	Two Year Olds	1	10	C	10	C	NA	NA	Centers
Main	E-Rear Right		0	0	C	40	C	NA	NA	Centers
Main	F- Middle right/2nd R	PreK	2	21	C	28	C	NA	NA	Free Play
Main	G- Middle Left		0	0	C	21	C	NA	NA	
Main	H-Front R/ Village		0	0	C	30	C	NA	NA	

Total Capacity @35 sq. ft.: 206

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 80

Total Capacity @35 sq. ft.: 206

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Front infant	22	C
Main	Left Rear	59	C

**Comments**

Plan of Improvement: No Plan Developed

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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Deryl Chandler, Program Official

Date

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Courtney Moody, Consultant

Date



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### Findings Report

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The following information is associated with a Monitoring Visit:

### 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.

### 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**

**Comment**

No hazards observed accessible to children on this date.

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

**Met**

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

### Health and Hygiene

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

**Met**

**Comment**

Staff state proper knowledge of diapering procedures.

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**591-1-1-.17 Hygiene(CR)****Met****Comment**

Staff were observed to remind children to wash hands.

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**591-1-1-.20 Medications(CR)****Met****Comment**

The Provider currently does not dispense/administer medication.

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

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on review of records that the center did not have documentation to show that a first check signature was conducted from Smyrna Elementary to the center on September 12, 2018.

**POI (Plan of Improvement)**

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

**Correction Deadline: 9/14/2018**

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**Sleeping & Resting Equipment**

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

Pleasant naptime environment observed.

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**Staff Records**

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**Records Reviewed: 23****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 07/19/2016	
Staff # 2	Met
Date of Hire: 03/29/2017	
Staff # 3	Met
Date of Hire: 11/30/2016	
Staff # 4	Met
Date of Hire: 01/19/2017	

Staff # 5 Date of Hire: 11/30/2016	Met
Staff # 6 Date of Hire: 11/17/2016	Met
Staff # 7 Date of Hire: 10/07/2016	Met
Staff # 8 Date of Hire: 12/19/2016	Met
Staff # 9 Date of Hire: 04/21/2016	Met
Staff # 10 Date of Hire: 07/23/2018	Met
Staff # 11 Date of Hire: 05/16/2016	Met
Staff # 12 Date of Hire: 09/14/2016	Met
Staff # 13 Date of Hire: 06/29/2016	Met
Staff # 14 Date of Hire: 11/30/2016	Met
Staff # 15 Date of Hire: 12/28/2015	Met
Staff # 16 Date of Hire: 08/20/2018	Met
Staff # 17 Date of Hire: 09/18/2017	Met
Staff # 18 Date of Hire: 06/29/2019	Met
Staff # 19 Date of Hire: 04/20/2015	Met

**Records Reviewed: 23**

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

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Staff # 20	Met
Date of Hire: 08/29/2018	
Staff # 21	Met
Date of Hire: 01/31/2017	
Staff # 22	Met
Date of Hire: 10/26/2016	
Staff # 23	Met
Date of Hire: 08/12/2016	

**Staff Credentials Reviewed: 23**

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

**Comment**

Director provided four files for employees hired since last visit.

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

**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**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Comment**

Adequate supervision observed on this date.