



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: 2/6/2018 **VisitType:** Monitoring Visit **Arrival:** 9:30 AM **Departure:** 12:00 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@decal.ga.gov

Mailing Address

Same

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.
02/06/2018	Monitoring Visit	Good Standing	
08/30/2017	Licensing Study	Good Standing	
03/27/2017	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	A-1st Left	Four Year Olds and Five Year Olds	2	21	C	30	C	NA	NA	Centers
Main	B-2nd Left	One Year Olds	2	13	C	13	C	NA	NA	Outside
Main	C1-3rd left LT	Infants	1	4	C	12	C	NA	NA	Floor Play
Main	C2-3rd left RT	Infants	1	6	C	12	C	NA	NA	Floor Play
Main	D1 Rear (Left)	Two Year Olds	1	8	C	10	C	NA	NA	Floor Play
Main	D2 Rear (right)	One Year Olds and Two Year Olds	1	8	C	10	C	NA	NA	Music
Main	E-Rear Right	Three Year Olds and Four Year Olds	2	19	C	40	C	NA	NA	Outside, Transitioning
Main	F- Middle right/2nd R	PreK	2	16	C	28	C	NA	NA	Music
Main	G- Middle Left	PreK	2	20	C	21	C	NA	NA	Centers
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: 115						Total Capacity @25 sq. ft.: 0				

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

Comments

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@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

Deryl Chandler, Program Official

Date

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)

N/A

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

Correction Deadline: 8/30/2017

Corrected on 2/6/2018

.25(3) - Previous citation observed corrected.

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

Technical Assistance

Technical Assistance

Discussed adding a link to the top of the fence where the wire fence is buckling located on the far back right side of the playground.

Health and Hygiene

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

Proper diapering procedures observed.

Comment

Staff state proper knowledge of diapering procedures.

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

Staff were observed to remind children to wash hands.

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

Discussed proper medication documentation. Please ensure to add time and any adverse reactions to each medication log.

Safety

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

Staff were observed to maintain a positive learning environment on this date.

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

Complete documentation of transportation observed.

Sleeping & Resting Equipment

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

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 19**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 Met

Date of Hire: 11/30/2016

Staff # 6 Met

Records Reviewed: 19**Records with Missing/Incomplete Components: 0**

Date of Hire: 11/17/2016

Staff # 7

Met

Date of Hire: 10/07/2016

Staff # 8

Met

Date of Hire: 12/19/2016

Staff # 9

Met

Date of Hire: 04/21/2016

Staff # 10

Met

Date of Hire: 05/16/2016

Staff # 11

Met

Date of Hire: 09/14/2016

Staff # 12

Met

Date of Hire: 06/29/2016

Staff # 13

Met

Date of Hire: 11/30/2016

Staff # 14

Met

Date of Hire: 12/28/2015

Staff # 15

Met

Date of Hire: 09/18/2017

Staff # 16

Met

Date of Hire: 04/20/2015

Staff # 17

Met

Date of Hire: 01/31/2017

Staff # 18

Met

Date of Hire: 10/26/2016

Staff # 19

Met

Date of Hire: 08/12/2016

Staff Credentials Reviewed: 19

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

Comment

Director provided one file for an employee hired since the last visit.

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

Met

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

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.