



**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:** 5/21/2020    **VisitType:** Licensing Study    **Arrival:** 1:55 PM    **Departure:** 2:15 PM

**CCLC-23064**

**The Carpenter's Shop**

367 Green Drive Canton, GA 30114 Cherokee County  
(770) 720-2333 dharris.thecarpentershop@hotmail.com

**Regional Consultant**

Sarah Ward

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**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.
05/21/2020	Licensing Study	Good Standing	
10/21/2019	Monitoring Visit	Good Standing	
06/12/2019	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- 3's	Four Year Olds and Five Year Olds and Six Year Olds and Over	1	9	C	15	C	NA	NA	Circle Time
Main	B- 3's	Four Year Olds	1	10	C	15	C	NA	NA	Transitioning
Main	C- 2's	Two Year Olds	2	6	C	15	C	NA	NA	Outside
Main	D- 18m-24m	Two Year Olds	2	9	C	11	C	NA	NA	Outside
Main	E- 2's	Four Year Olds and Five Year Olds	1	7	C	18	C	NA	NA	Circle Time
Main	F- 5's		0	0	C	18	C	NA	NA	Not In Use
Main	G-	Infants	3	9	C	19	C	NA	NA	Floor Play,Nap
Main	H- 4's	Four Year Olds	2	13	C	19	C	NA	NA	Circle Time
Main	I-	One Year Olds	3	8	C	14	C	NA	NA	Snack
Main	J- Kindergarten		0	0	C	20	C	NA	NA	Not In Use

Total Capacity @35 sq. ft.: 164

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 71

Total Capacity @35 sq. ft.: 164

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	A- Playground	113	C

**Comments**

CRC cited during administrative review on 5-22-2020.

Plan of Improvement: Developed This Date 06/22/2020

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.al.ga.gov/CCS/RulesAndRegulations.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.al.ga.gov](mailto: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.

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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.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](mailto:qualityrated@dec.al.ga.gov)

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Donna Harris, Program Official

Date

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Sarah Ward, Consultant

Date



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### Findings Report

**Date:** 5/21/2020 **VisitType:** Licensing Study **Arrival:** 1:55 PM **Departure:** 2:15 PM

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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**

Staff stated correct procedures of 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.

### Facility

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

**Correction Deadline: 10/21/2019**

**Corrected on 5/21/2020**

It was determined based on observation during the virtual walk through that nine children were observed to be present in room A, ten children were observed to be present in room B and nine children were observed to be present in room D.

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

**Comment**

Center appears clean and well maintained. Stop sign beside the door outside to keep parents and unnecessary visitors outside of the program.

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

**Comment**

Please fluff and redistribute resilient surfacing.

### Health and Hygiene

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

**Comment**

Staff state proper knowledge of diapering procedures during the virtual walk through.

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

**Comment**

Proper hand washing observed throughout the center during the virtual walk through.

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

**Comment**

The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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

**Comment**

Observed all required posted notices per the COVID-19 operations checklist during the virtual walk through.

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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 during the virtual walk through.

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

**Comment**

Center does not participate in field trips at this time.

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

**Comment**

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

**Defer**

Consultant will follow up on the next regulatory visit.

**POI (Plan of Improvement)**

The Center will ensure that cots and mats are of sound construction and of sufficient size to accommodate the size and weight of the child and mats are in good repair, washable, covered with a waterproof material and is at least two inches thick.

**Correction Deadline: 10/21/2019**

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**Staff Records**

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**Records Reviewed: 22**

**Records with Missing/Incomplete Components: 1**

Staff # 1

Met

Date of Hire: 10/01/2008

Staff # 2 Date of Hire: 02/11/2008	Met
Staff # 3 Date of Hire: 09/20/2019	Met
Staff # 4 Date of Hire: 10/01/2012	Met
Staff # 5 Date of Hire: 01/01/2013	Met
Staff # 6 Date of Hire: 08/09/2008	Met
Staff # 7 Date of Hire: 08/01/2019	Met
Staff # 8	Met
Staff # 9 Date of Hire: 07/01/2015	Met
Staff # 10 Date of Hire: 03/12/2019	Met
Staff # 11 Date of Hire: 12/20/2017	Met
Staff # 12 Date of Hire: 11/01/2008	Met
Staff # 13 Date of Hire: 02/28/2019	Met
Staff # 14 Date of Hire: 06/25/2017	Met
Staff # 15 Date of Hire: 02/07/2020	Met
Staff # 16 Date of Hire: 08/13/2019	Met
Staff # 17	Met

Date of Hire: 08/01/2008

Staff # 18 Met

Date of Hire: 08/01/2008

Staff # 19 Met

Date of Hire: 09/21/2017

Staff # 20 Met

Date of Hire: 03/17/2011

Staff # 21 Met

Date of Hire: 03/01/2019

Staff # 22 Not Met

Date of Hire: 10/01/2008

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

**Staff Credentials Reviewed: 7****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined that staff member #35 did not have a current satisfactory Comprehensive Records Check Determination on file prior to being present at the center while any child is present for care.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will review staff records monthly to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will review staff records monthly to ensure the CRC rules are maintained.

**Correction Deadline: 5/21/2020****Finding**

591-1-1-.09(1)(l)3. requires the Center to immediately require a new Comprehensive Records Check Determination for a Director, Employee or Provisional Employee at least once every five years. It was determined that staff member #35 did not have a new Comprehensive Records Check Determination at least once every five years.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will check staff records monthly to ensure that each Director, Employee and Provisional Employee has a Comprehensive Records Check Determination on file that has been issued within the past five years. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will check staff records monthly to ensure CRC rules are maintained.

**Correction Deadline: 5/21/2020**

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**591-1-1-.14 First Aid & CPR** **Met**

**Comment**

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

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

**Comment**

Documentation observed of required staff training.

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)** **Defer**

**Defer**

Consultant will follow up on the next regulatory visit.

**POI (Plan of Improvement)**

The Center will maintain separation of these children under three years old.

**Correction Deadline: 10/21/2019**

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

**Comment**

Staff were observed to provide direct supervision and be attentive to children's needs during the virtual walk through.