



**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:** 10/10/2018 **VisitType:** Licensing Study

**Arrival:** 9:00 AM

**Departure:** 12:30 PM

**CCLC-24436**

**Kids Come First Early Learning Centers #1**

495 Scenic Hwy Lawrenceville, GA 30046 Gwinnett County  
 (800) 880-8849 info@kidscomefirstelc.com

**Regional Consultant**

LaQuita Clark

Phone: (706) 497-1536

Fax: (706) 688-0418

jennifer.taylor@dec.al.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
10/10/2018	Licensing Study	Good Standing
03/22/2018	Monitoring Visit	Good Standing
11/15/2017	Licensing Study	Good Standing

**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.

**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 (Far Back)		0	0	C	8	C	NA	NA	
Main	B (Back Right)	Infants and One Year Olds	1	6	C	7	C	NA	NA	Floor Play, Feeding
Main	C (2R)	PreK	2	18	C	10	NC	NA	NA	Circle Time
Main	D (1R)	Two Year Olds	1	6	C	25	C	NA	NA	Circle Time
Main	E (1L)	Three Year Olds	1	9	C	13	C	NA	NA	Circle Time
Main	F (Back Left)		0	0	C	6	C	NA	NA	
Total Capacity @35 sq. ft.: 69						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 39			Total Capacity @35 sq. ft.: 69			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	114	C

**Comments**

The purpose of the visit was to conduct a licensing study. A one-day letter was left on this date.

Plan of Improvement: Developed This Date 10/10/2018

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).



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://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)

Vicky King, Program Official

Date

LaQuita Clark, Consultant

Date



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### Findings Report

**Date:** 10/10/2018 **VisitType:** Licensing Study

**Arrival:** 9:00 AM

**Departure:** 12:30 PM

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The following information is associated with a Licensing Study:

### Activities and Equipment

**591-1-1-.03 Activities**

**Met**

**Comment**

A variety of developmentally appropriate activities were observed to be provided. Current lessons plans were available.

**Correction Deadline: 10/10/2018**

**591-1-1-.12 Equipment & Toys(CR)**

**Met**

**Comment**

Equipment and furniture observed to be properly secured, as applicable.

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

**Met**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 6**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met

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

Records were observed to be complete and well organized.

**Facility**

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

Licensed capacity observed to be routinely met by center.

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

No hazards observed accessible to children on this date.

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

591-1-1-.26 - Discussed maintenance of resilient surface. Please fluff and redistribute.

**Correction Deadline: 3/22/2018****Corrected on 10/10/2018****.26(4) - Previous citation has been corrected in that the front gate was observed to be closed on this date.****Food Service**

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

Center menu meets USDA guidelines. Current infant feeding plans were observed on file.

**Health and Hygiene**

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**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****Correction Deadline: 3/22/2018****Corrected on 10/10/2018****.17(7) - Previous citation has been corrected in that children were observed to wash their hands as required.**

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

The director stated medication is not administered or dispensed within the center.

**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures****Met****Comment**

A complete emergency plan and current documentation of emergency drills were observed on file.

Correction Deadline: 10/15/2018

**Safety**

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

**Comment**

Age-appropriate discussion and/or redirection observed.

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

**Comment**

Field trip documentation observed to be complete.

**591-1-1-.36 Transportation(CR)** **Not Met**

**Comment**

The vehicle had an approved fire extinguisher and complete first aid kit on this date. Transportation checklists were observed to be appropriately completed.

**Finding**

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined, based on review of transportation documentation, that two staff participating in transportation did not have current evidence of transportation training on file.

**POI (Plan of Improvement)**

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 10/20/2018

**Sleeping & Resting Equipment**

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

**Technical Assistance**

591-1-1-.30 - The consultant discussed with the director that loose crib sheets were observed on unoccupied cribs on this date. Please replace sheets with ones that are tight-fitting.

**Staff Records**

**Records Reviewed: 8**

**Records with Missing/Incomplete Components: 2**

Staff # 1 Not Met

Date of Hire: 11/16/2009

"Missing/Incomplete Components"

.09-Criminal Records Check Missing,.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 2 Met

Date of Hire: 09/03/2015

Staff # 3 Met

Date of Hire: 09/25/2018

**Records Reviewed: 8**

**Records with Missing/Incomplete Components: 2**

Staff # 4 Date of Hire: 07/27/2009	Met
Staff # 5 Date of Hire: 11/28/2017	Met
Staff # 6 Date of Hire: 02/12/2018 <u>"Missing/Incomplete Components"</u> .36(3)(a-b)-2 hrs. Transportation Training missing	Not Met
Staff # 7 Date of Hire: 10/10/2010	Met
Staff # 8 Date of Hire: 03/04/2009	Met

**Staff Credentials Reviewed: 8**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)** **Not Met**

**Comment**

Remaining staff were observed to have comprehensive satisfactory background checks on file as required.

**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, based on review of files, that a staff member was solely responsible for children and a comprehensive background check authorization had not been submitted.

**POI (Plan of Improvement)**

The Center will 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.

**Correction Deadline: 10/11/2018**

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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 annual training for 2017.

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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)**

**Met**

**Correction Deadline: 3/22/2018**

**Corrected on 10/10/2018**

**.32(1) - Previous citation has been corrected in that appropriate staff:child ratios were observed on this date.**

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

**Met**

**Comment**

Adequate supervision observed on this date.