



**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: 10/28/2019 **VisitType:** Complaint Investigation & Monitoring Visit **Arrival:** 10:05 AM **Departure:** 12:45 PM

CCLC-24637

The Chestnut Treehouse

474 South Deshon Rd. Lithonia, GA 30058 DeKalb County
(770) 879-2021 nnasgh5@aol.com

Regional Consultant

Roslyn Williams

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roslyn.williams@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. |
|------------------------------------|--|---------------|--|
| 10/28/2019 | Complaint Closure | Good Standing | |
| 10/28/2019 | Complaint Investigation & Monitoring Visit | Good Standing | |
| 09/18/2019 | 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-1st Right- | Two Year Olds | 2 | 12 | C | 16 | C | NA | NA | Outside |
| Main | B-2nd rt- 0-12 mos | Infants | 2 | 5 | C | 11 | C | NA | NA | Nap,Floor Play |
| Main | C- 1st Left -New- 2 y/o | One Year Olds | 2 | 12 | C | 16 | C | NA | NA | Transitioning,Free e Play,Diapering |
| Main | D-3rd right- 3 y/o | | 0 | 0 | C | 14 | C | NA | NA | Not In Use |
| Main | E-4th Right- 4 y/o | Three Year Olds and Four Year Olds | 2 | 19 | C | 24 | C | NA | NA | Circle Time |
| Main | F-3rd Left- End- 5+ | | 0 | 0 | C | 33 | C | NA | NA | Not In Use |
| Main | G- Pre-K | PreK | 2 | 16 | C | 25 | C | NA | NA | Centers |
| Main | H-new room | | 0 | 0 | C | 9 | C | NA | NA | Not In Use |

Total Capacity @35 sq. ft.: 148

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 64

Total Capacity @35 sq. ft.: 148

Total Capacity @25 sq. ft.: 0

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|----------------|----------------------|-----------------------|
| Main | A-6wks-3 years | 28 | C |
| Main | B 3-12 years | 95 | C |

Comments

Plan of Improvement: Developed This Date 10/28/2019

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/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.

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.

- 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

Vernancy Asghar, Program Official

Date

Roslyn Williams, Consultant

Date



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Findings Report

Date: 10/28/2019 **VisitType:** Complaint Investigation & Monitoring Visit **Arrival:** 10:05 AM **Departure:** 12:45 PM

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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.

Children's Records

Records Reviewed: 3

Records with Missing/Incomplete Components: 1

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)-Emergency Contact information Missing

Child # 3

Met

Finding

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on review of records that Center Staff did not document the names and phone numbers to contact in emergencies and the phone number of the child's primary source of health care in one of three records reviewed.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 11/15/2019**Recited on 10/28/2019**

| |
|-----------------|
| 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)**Not Met****Correction Deadline: 9/18/2019****Corrected on 10/28/2019**

.25(13) - Previous citation was corrected. The consultant did not observe any potential hazards accessible to children on this date.

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that the light cover in the one-year-old bathroom was missing. It was further determined that six screens were missing from windows near the large playground.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 11/15/2019**Recited on 10/28/2019**

591-1-1-.26 Playgrounds(CR)**Not Met****Finding**

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation that on the large playground, the plastic board was missing from the art easel.

POI (Plan of Improvement)

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

Correction Deadline: 11/15/2019**Recited on 10/28/2019**

| |
|---------------------|
| Food Service |
|---------------------|

591-1-1-.15 Food Service & Nutrition**Met****Correction Deadline: 9/18/2019****Corrected on 10/28/2019**

.15(5) - Previous citation was corrected. The consultant observed the Center to record substitutions on the posted menu as required.

591-1-1-.18 Kitchen Operations**Not Met****Finding**

591-1-1-.18(5) requires the refrigeration of all perishable and potentially hazardous foods at 40 degrees Fahrenheit or below and served promptly after cooking. Freezer temperature shall be maintained at zero (0) degrees Fahrenheit or below. It was determined based on observation that the temperature gauge on the refrigerator read 60 degrees.

POI (Plan of Improvement)

The Center will refrigerate foods as required, will train Staff on proper refrigerator and freezer temperature settings and monitor the settings. Food will be served promptly after cooking.

Correction Deadline: 11/15/2019**Recited on 10/28/2019**

| |
|---------------------------|
| Health and Hygiene |
|---------------------------|

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

Proper diapering procedures observed.

591-1-1-.17 Hygiene(CR)**Met****Correction Deadline: 9/18/2019****Corrected on 10/28/2019**

.17(8) - Previous citation was corrected. The consultant observed staff to wash their hands with liquid soap and warm running water.

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

No medication dispensed.

Safety

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

Age-appropriate discussion and/or redirection observed.

591-1-1-.36 Transportation(CR)**Not Met****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 records that the Center did not have evidence of current transportation training for the Director and the two drivers.

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: 11/15/2019**Recited on 10/28/2019****Correction Deadline: 9/18/2019****Corrected on 10/28/2019**

.36(5)(a) - Previous citation was corrected. The consultant observed a valid driver's license on file for the driver.

Sleeping & Resting Equipment

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

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 9**Records with Missing/Incomplete Components: 1**

Staff # 1

Not Met

Date of Hire: 10/28/2019

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 2

Met

Staff # 3

Met

Date of Hire: 02/23/2008

Records Reviewed: 9**Records with Missing/Incomplete Components: 1**

| | |
|--------------------------|-----|
| Staff # 4 | Met |
| Date of Hire: 01/03/2011 | |
| Staff # 5 | Met |
| Staff # 6 | Met |
| Date of Hire: 05/26/2012 | |
| Staff # 7 | Met |
| Date of Hire: 04/25/2011 | |
| Staff # 8 | Met |
| Staff # 9 | Met |
| Date of Hire: 03/22/2011 | |

Staff Credentials Reviewed: 2**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on review of records that the Center lacked evidence that staff person #1, hired on October 28, 2019 submitted both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. A one day letter was left.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will to ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as 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 to ensure the CRC rules are maintained.

Correction Deadline: 10/28/2019**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 records that the Center lacked evidence of a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child was present for staff person #1, hired on October 28, 2019. A one day letter was left.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - 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. 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 ensure the CRC rules are maintained.

Correction Deadline: 10/28/2019

591-1-1-.24 Personnel Records **Met**

Correction Deadline: 9/23/2019

Corrected on 10/28/2019

.24(1) - Previous citation was corrected.

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

Comment

Staff observed to be compliant with applicable laws and regulations.

| |
|---------------------------------|
| 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.