



**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:** 8/12/2020 **VisitType:** Licensing Study **Arrival:** 1:00 PM **Departure:** 2:20 PM

**CCLC-2519**

**Sugarloaf Montessori School**

2270 Meadow Church Road Duluth, GA 30097 Gwinnett County  
 (678) 473-0079 MWHLEY@MONTESSORI.COM

**Mailing Address**  
 Same

**Regional Consultant**

Jennifer Bailey

Phone: (770) 357-7024

Fax: (770) 357-7023

jennifer.bailey@decal.ga.gov

Joint with: Karyn Presley, Leena Mitchell

**Quality Rated:** No

<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.
08/12/2020	Licensing Study	Good Standing	
02/12/2020	Monitoring Visit	Good Standing	
08/22/2019	Licensing Study	Good Standing	
			<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.

**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-Left Hall-front		0	0	C	26	C	NA	NA	Not In Use
Main	B-left hall-rear		0	0	C	27	C	NA	NA	Not In Use
Main	C-right hall-1R	Three Year Olds and Four Year Olds and Five Year Olds	2	6	C	27	C	NA	NA	Nap,Free Play
Main	D-right hall-2R	Two Year Olds and Three Year Olds and Four Year Olds and Five Year Olds	1	8	C	27	C	NA	NA	Free Play,Nap
Main	E-right hall-1L	Two Year Olds and Three Year Olds	1	4	C	27	C	NA	NA	Free Play,Nap
Main	F-right hall-2L		0	0	C	27	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 156			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Fire Marshall Limitations				
Total # Children this Date: 18			Total Capacity @35 sq. ft.: 156			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	192	C

**Comments**

An Administrative Review was conducted on August 12, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on August 13, 2020 with the director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on June 16, 2020 was reviewed during the virtual inspection.

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.

#### 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)

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Michelle Whaley, Program Official	Date
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Karyn Presley, Consultant	Date
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Jennifer Bailey, Consultant	Date
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Leena Mitchell, Consultant	Date
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### Findings Report

**Date:** 8/12/2020 **VisitType:** Licensing Study

**Arrival:** 1:00 PM

**Departure:** 2:20 PM

#### CCLC-2519

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The following information is associated with a Licensing Study:

### Activities and Equipment

#### 591-1-1-.03 Activities

Met

Correction Deadline: 2/17/2020

Corrected on 8/13/2020

.03(2) - Previous citation corrected on this date in that current lesson plans were observed.

#### 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

Per the Director, the Center does not provide swimming activities.

### Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

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

**Technical Assistance**

Consultant discussed the rule with Provider: 591-1-1-.08(1)(b) requires Center Staff to maintain a file for each child that includes parental authorizations, including, but not limited to, written authorization for the Center to obtain emergency medical care for the child when the Parent is not available.

**Correction Deadline: 8/12/2020**

**Technical Assistance**

Consultant discussed the rule with the Provider: 591-1-1-.08(6) requires the Center to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request.

**Correction Deadline: 8/12/2020**

**Facility****591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

**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**

Center appears clean and well maintained.

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

Playground observed to be clean and in good repair.

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

Comment discussed the following rule with the Provider: 591-1-1-.15(1) requires that meals and snacks are served, with serving sizes dependent upon the age of the child, that meet nutritional guidelines as established by the United States Department of Agriculture Child and Adult Care Food Program. Meals and snacks shall be varied daily, and additional servings of nutritious food shall be offered to children over and above the required daily minimum, if not contraindicated by special diets. Discussed ensuring that all components are met as well as children bringing meals from home.

**Correction Deadline: 8/12/2020**

**591-1-1-.18 Kitchen Operations****Met****Comment**

Kitchen appears clean and well organized.

**Health and Hygiene**

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<b>591-1-1-.10 Diapering Areas &amp; Practices(CR)</b>	<b>Met</b>
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**Comment**

Hand washing requirements for diapering were discussed with the director on this date.

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<b>591-1-1-.17 Hygiene(CR)</b>	<b>Met</b>
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**Comment**

Proper hand washing observed throughout the center.

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<b>591-1-1-.20 Medications(CR)</b>	<b>N/A</b>
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**Comment**

Per the Director, the center does not administer medication.

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<b>Policies and Procedures</b>
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<b>591-1-1-.21 Operational Policies &amp; Procedures</b>	<b>Met</b>
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**Comment**

Program observed complete emergency drills

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<b>591-1-1-.27 Posted Notices</b>	<b>Met</b>
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**Comment**

Please make sure that all required signs are posted and up to date.

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<b>Safety</b>
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<b>591-1-1-.11 Discipline(CR)</b>	<b>Met</b>
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**Comment**

Age-appropriate discussion and/or redirection observed.

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<b>591-1-1-.13 Field Trips(CR)</b>	<b>N/A</b>
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**Comment**

Per the Director, the Center does not participate in field trips at this time.

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<b>591-1-1-.36 Transportation(CR)</b>	<b>N/A</b>
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**Comment**

Per the Director, the Center does not provide routine transportation.

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<b>Sleeping &amp; Resting Equipment</b>
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<b>591-1-1-.30 Safe Sleeping and Resting Requirements(CR)</b>	<b>Technical Assistance</b>
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**Technical Assistance**

Consultant discussed the rule with Provider: 591-1-1-.30(1)(b)4 requires that a light cover be available for each child's use on a cot or mat and shall be marked for individual use or laundered daily. If marked for individual use, they must be laundered weekly or more frequently if needed. Discussed ensuring that children who do not bring blankets from home have a cover provided.

**Correction Deadline: 8/12/2020**

**Technical Assistance**

Consultant discussed the following rule with the Provider: 591-1-1-.30(1)(d) requires that all sleeping and resting equipment shall be arranged to avoid obstructing access to exit doors, to provide the caregivers access to each child, and to prevent children's access to cords hanging from window treatments and other hazardous objects. To reduce the transfer of airborne diseases, sleeping and resting equipment shall be arranged as follows. There shall be a minimum of twenty-four inch (24") corridor between each row of sleeping or resting equipment. There shall be a minimum of twelve inches (12") between each piece of sleeping or resting equipment in each row of equipment. Children shall be placed on cots and mats so that one child's head is toward another child's feet in the same row. Discussed ensuring that children are positioned head to foot.

**Correction Deadline: 8/12/2020**

<b>Staff Records</b>
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**Records Reviewed: 8**

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

Staff # 1	Met
Date of Hire: 07/28/2017	
 Staff # 2	 Met
Date of Hire: 10/03/2019	
 Staff # 3	 Met
Date of Hire: 08/15/2019	
 Staff # 4	 Met
Date of Hire: 09/27/2006	
 Staff # 5	 Met
Date of Hire: 08/19/2019	
 Staff # 6	 Met
Date of Hire: 03/10/2006	
 Staff # 7	 Met
Date of Hire: 08/20/1999	
 Staff # 8	 Met
Date of Hire: 12/17/2007	

**Staff Credentials Reviewed: 4**

<b>591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)</b>	<b>Met</b>
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**Comment**

Criminal record checks were observed to be complete.

<b>591-1-1-.14 First Aid &amp; CPR</b>	<b>Met</b>
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**Comment**

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

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**591-1-1-.33 Staff Training****Defer****Technical Assistance**

591-1-1-.33(2) - Consultant provided a copy of the updated Staff Orientation form to the Provider.

**Correction Deadline: 8/13/2020**

**Defer**

591-1-1-.33(5)- Previous citation deferred on this date due to the center having until the end of 2020 to complete annual training.

**POI (Plan of Improvement)**

Previously Cited: The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

**Correction Deadline: 6/12/2020**

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

591-1-1-.31(13) - The COVID-19 Child Care Operations Checklist was reviewed with the Director on this date. A copy of the checklist was also given to the Provider.

**Correction Deadline: 8/12/2020**

<b>Staffing and Supervision</b>
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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.

**Comment**

Discussed combining children of mixed ages.

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

Staff observed to provide direct supervision and be attentive to children's needs.