



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: 2/12/2020 **VisitType:** Monitoring Visit **Arrival:** 8:25 AM **Departure:** 10:30 AM

CCLC-2519

Sugarloaf Montessori School

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

Regional Consultant

Bridget Johnson

Phone: (770) 357-4913

Fax: (770) 357-4912

bridget.johnson@decal.ga.gov

Mailing Address
 Same

Quality Rated: No

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.
02/12/2020	Monitoring Visit	Good Standing	
08/22/2019	Licensing Study	Good Standing	
01/08/2019	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-Left Hall-front	One Year Olds	1	3	C	26	C	NA	NA	Transitioning
Main	B-left hall-rear	Two Year Olds	1	1	C	27	C	NA	NA	Free Play
Main	C-right hall-1R	Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	2	15	C	27	C	NA	NA	Free Play
Main	D-right hall-2R	Three Year Olds and Four Year Olds and Five Year Olds	1	11	C	27	C	NA	NA	Free Play
Main	E-right hall-1L	Two Year Olds and Three Year Olds	2	12	C	27	C	NA	NA	Free Play
Main	F-right hall-2L	Three Year Olds and Four Year Olds and Five Year Olds	2	13	C	27	C	NA	NA	Free Play
Total Capacity @35 sq. ft.: 156			Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Fire Marshall Limitations					
Total # Children this Date: 55			Total Capacity @35 sq. ft.: 156		Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	192	C

Comments

02/12/2020: The purpose of this visit was to conduct a monitoring visit and follow up on any previous citations.

Plan of Improvement: Developed This Date 02/12/2020

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.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.

- 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

Michelle Whaley, Program Official

Date

Bridget Johnson, 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-.03 Activities

Not Met

Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development. The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on observation that the current lesson plans were not posted in classrooms A and B on this date.

POI (Plan of Improvement)

The Center will post the current lesson plans in each classroom that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

Correction Deadline: 2/17/2020

Recited on 2/12/2020

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**

Comment

Center appears clean and well maintained.

Comment

No hazards observed accessible to children on this date.

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

Comment

Playground observed to be clean and in good repair.

Health and Hygiene

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

Comment

Proper diapering procedures observed.

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

Comment

Proper hand washing observed throughout the center.

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

Comment

Documentation for medication dispensing observed complete.

Policies and Procedures

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

Correction Deadline: 8/27/2019

Corrected on 2/12/2020

.21(3) - On this date consultant observed correction of previous citation in that a lockdown drill had been conducted as required.

Safety

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

Comment

Age-appropriate discussion and/or redirection observed.

Comment

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

591-1-1-.36 Transportation(CR) **N/A**

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Staff Records

Records Reviewed: 8

Records with Missing/Incomplete Components: 1

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	Not Met
Date of Hire: 03/10/2006	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 7	Met
Date of Hire: 08/20/1999	
Staff # 8	Met
Date of Hire: 12/17/2007	

Staff Credentials Reviewed: 4

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)	Met
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Comment

Director provided two files for employees hired since last visit. Background checks were observed to be complete and satisfactory for both staff members on this date.

591-1-1-.14 First Aid & CPR	Met
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Correction Deadline: 9/21/2019

Corrected on 2/12/2020

.14(2) - On this date consultant observed correction of previous citation in that the staff had obtained current training in CPR and First Aid as required.

591-1-1-.33 Staff Training	Not Met
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Correction Deadline: 9/21/2019

Corrected on 2/12/2020

.33(3) - On this date consultant observed correction of previous citation in that all staff who were missing the health and safety training at the last site visit had obtained the training.

Finding

Previously Cited: 591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined, based on review of records, that two of sixteen staff did not complete all ten hours of annual training as required for 2018.

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on a review of records that staff #13 had only completed seven of the ten hours of required annual training for 2019.

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

Recited on 2/12/2020

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

Center observed to maintain appropriate staff:child ratios.

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

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