



**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:** 10/4/2018 **VisitType:** Monitoring Visit **Arrival:** 12:20 PM **Departure:** 2:50 PM

**CCLC-2519**

**Sugarloaf Montessori School**

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

**Regional Consultant**

Tasha McDonald

Phone: (770) 344-3353

Fax: (678) 891-5601

tasha.mcdonald@decal.ga.gov

**Mailing Address**

Same

**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.<br><br><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|------------------------------------|------------------|---------------|--|
| 10/04/2018                         | Monitoring Visit | Good Standing |  |
| 05/08/2018                         | Licensing Study  | Good Standing |  |
| 10/12/2017                         | Monitoring Visit | 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 and Two Year Olds           | 2     | 10       | C                             | 26         | C            | NA   | NA           | Diapering,Transitioning,Nap |
| Main                           | B-left hall-rear  | Three Year Olds                           | 2     | 20       | C                             | 27         | C            | NA   | NA           | Nap,Transitioning           |
| Main                           | C-right hall-1R   | Five Year Olds                            | 1     | 7        | C                             | 27         | C            | NA   | NA           | Transitioning,Nap           |
| Main                           | D-right hall-2R   | Five Year Olds                            | 1     | 3        | C                             | 27         | C            | NA   | NA           | Nap,Transitioning           |
| Main                           | E-right hall-1L   | Three Year Olds and Four Year Olds        | 2     | 14       | C                             | 27         | C            | NA   | NA           | Nap,Transitioning           |
| Main                           | F-right hall-2L   | Five Year Olds and Six Year Olds and Over | 2     | 6        | C                             | 27         | C            | NA   | NA           | Lunch,Transitioning         |
|                                |                   | Total Capacity @35 sq. ft.: 156           |       |          | Total Capacity @25 sq. ft.: 0 |            |              | Building @35 capacity limited by Fire Marshall Limitations |              |                             |
| Total # Children this Date: 60 |                   | Total Capacity @35 sq. ft.: 156           |       |          | Total Capacity @25 sq. ft.: 0 |            |              |  |              |                             |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------|----------------------|-----------------------|
| Main     | Playground | 192                  | C                     |

## Comments

The purpose of this visit was to conduct a monitoring visit and to follow-up on the previous visit conducted on May 08, 2018.

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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Tasha McDonald, Consultant

Date



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### Findings Report

**Date:** 10/4/2018 **VisitType:** Monitoring Visit

**Arrival:** 12:20 PM

**Departure:** 2:50 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.

#### 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**

No hazards observed accessible to children on this date.

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

**Met**

**Comment**

Playground is under construction on this date.

#### Health and Hygiene

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

**Met**

**Comment**

Proper diapering procedures observed.

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

**Comment**

Staff were observed to remind children to wash hands.

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|                                    |            |
|------------------------------------|------------|
| <b>591-1-1-.20 Medications(CR)</b> | <b>Met</b> |
|------------------------------------|------------|

**Comment**

Documentation for medication dispensing observed complete.

|  |               |
|--|---------------|
|  | <b>Safety</b> |
|--|---------------|

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|                                   |            |
|-----------------------------------|------------|
| <b>591-1-1-.11 Discipline(CR)</b> | <b>Met</b> |
|-----------------------------------|------------|

**Comment**

Age-appropriate discussion and/or redirection observed.

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|                                       |            |
|---------------------------------------|------------|
| <b>591-1-1-.36 Transportation(CR)</b> | <b>Met</b> |
|---------------------------------------|------------|

**Comment**

Center does not provide routine transportation.

|  |   |
|--|---|
|  | <b>Sleeping &amp; Resting Equipment</b> |
|--|---|

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|   |            |
|---|------------|
| <b>591-1-1-.30 Safe Sleeping and Resting Requirements(CR)</b> | <b>Met</b> |
|---|------------|

**Comment**

Pleasant naptime environment observed.

|  |                      |
|--|----------------------|
|  | <b>Staff Records</b> |
|--|----------------------|

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**Records Reviewed: 15**

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

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|           |     |
|-----------|-----|
| Staff # 1 | Met |
|-----------|-----|

Date of Hire: 07/28/2017

|           |     |
|-----------|-----|
| Staff # 2 | Met |
|-----------|-----|

Date of Hire: 01/09/2017

|           |     |
|-----------|-----|
| Staff # 3 | Met |
|-----------|-----|

Date of Hire: 04/26/1999

|           |     |
|-----------|-----|
| Staff # 4 | Met |
|-----------|-----|

Date of Hire: 09/27/2006

|           |     |
|-----------|-----|
| Staff # 5 | Met |
|-----------|-----|

Date of Hire: 02/13/2017

|           |     |
|-----------|-----|
| Staff # 6 | Met |
|-----------|-----|

Date of Hire: 08/28/2013

|           |     |
|-----------|-----|
| Staff # 7 | Met |
|-----------|-----|

Date of Hire: 09/05/2013

**Records Reviewed: 15****Records with Missing/Incomplete Components: 0**

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|                          |     |
|--------------------------|-----|
| Staff # 8                | Met |
| Date of Hire: 07/30/2018 |     |
| Staff # 9                | Met |
| Date of Hire: 12/17/2007 |     |
| Staff # 10               | Met |
| Date of Hire: 12/17/2007 |     |
| Staff # 11               | Met |
| Date of Hire: 07/28/2014 |     |
| Staff # 12               | Met |
| Date of Hire: 07/24/2018 |     |
| Staff # 13               | Met |
| Date of Hire: 06/18/2013 |     |
| Staff # 14               | Met |
| Date of Hire: 07/29/2013 |     |
| Staff # 15               | Met |
| Date of Hire: 03/10/2006 |     |

**Staff Credentials Reviewed: 15**

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

**Comment**

Criminal record checks were observed to be complete.

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|                                   |              |
|-----------------------------------|--------------|
| <b>591-1-1-.33 Staff Training</b> | <b>Defer</b> |
|-----------------------------------|--------------|

**Correction Deadline: 6/7/2018****Corrected on 10/4/2018**

**.33(3) - The previous citation corrected, based on review of records, in that the Center had evidence of all staff completing the Health and Safety Orientation Training on this date.**

**Defer**

591-1-1-.33(6)-The previous citation was deferred due to the provider having until December 31, 2018 to complete the required 10 hour of annual training for the year 2018.

**POI (Plan of Improvement)**

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: 12/31/2018**

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|                              |            |
|------------------------------|------------|
| <b>591-1-1-.31 Staff(CR)</b> | <b>Met</b> |
|------------------------------|------------|

**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.