



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: 4/26/2018 **VisitType:** Licensing Study **Arrival:** 10:20 AM **Departure:** 1:00 PM

CCLC-28881

Carlisle Montessori School

1036 Lindbergh Drive Atlanta, GA 30324 Fulton County
 (404) 949-0053 ginaward@carlislemontessori.com

Regional Consultant

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@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.
04/26/2018	Licensing Study	Good Standing	
10/18/2017	Monitoring Visit	Good Standing	
04/20/2017	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	Room A	Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	3	21	C	24	C	NA	NA	Lunch,Outside,Transitioning,Story, Circle Time
Total Capacity @35 sq. ft.: 24			Total Capacity @25 sq. ft.: 0							
Modular	Modular	One Year Olds and Two Year Olds and Three Year Olds	3	10	C	11	C	NA	NA	Lunch,Transitioning,Nap
Total Capacity @35 sq. ft.: 11			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 31			Total Capacity @35 sq. ft.: 35			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	41	C

Comments

The purpose of this visit was to conduct a licensing study visit and to follow-up on the previous visit conducted on October 18, 2017.

Consultant reviewed the following information with the director on this date:

- Updated USDA menu guidelines.
- Comprehensive criminal records check due date - October 1, 2018.

Plan of Improvement: Developed This Date 04/26/2018

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).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.

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.al.ga.gov.

- 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.al.ga.gov/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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.ga.gov/>
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.al.ga.gov

Gina Ward, Program Official

Date

Margarita Collier, Consultant

Date



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Findings Report

Date: 4/26/2018 **VisitType:** Licensing Study

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The following information is associated with a Licensing Study:

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: 5

Records with Missing/Incomplete Components: 0

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

591-1-1-.08 Children's Records

Technical Assistance

Comment

Parent authorizations obtained/completed.

Technical Assistance

Please ensure parents update the following information as needed:

- Parents' contact information (home and work).
- Parents' work address.
- Emergency contact persons' name and contact information.
- Release to persons' names, address, contact information, and relationship to the parents and children.
- Known allergies and/or medical needs.

Comment

Records were observed to be complete and well organized.

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)**Technical Assistance****Comment**

Center appears clean and well maintained.

Technical Assistance

Please be mindful to keep items that pose a hazard inaccessible to children.

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

Discussed maintenance of resilient surface. Please fluff and redistribute.

Technical Assistance

Trees located on the site or that encroach onto the site from adjacent properties may have structural issues that present an elevated level of risk. Consider having these trees inspected by a certified arborist to determine their structural integrity and associated levels of risk.

Finding

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on consultant's observation of the center's playground area the green slide did not have the adequate amount of resilient surface around the fall zone. At least six inches of resilient surface was required, but approximately two inches of resilient surface was observed around the fall zones on this date.

POI (Plan of Improvement)

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

Correction Deadline: 5/6/2018**Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on consultant's observation of the center's playground area exposed tree roots were observed on the back left side of the playground between the wooden benches and the green "Lifetime" picnic table creating a potential tripping hazard. It was further determined based on consultant's observation an exposed black tarp was observed at the front entrance leading to classroom A creating a potential tripping hazard.

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

Correction Deadline: 4/26/2018

Food Service**591-1-1-.15 Food Service & Nutrition****Technical Assistance****Technical Assistance**

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018:

- Three components for breakfast: grains, vegetables, fruits or both, and milk
- Five components for lunch grains, meat/meat alternates, fruits, vegetable, and milk or grains, meat/meat alternates, two different types of vegetables, and milk
- Two of five components for snack

Consultant provided the director with an updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers on this date. The crediting handbook for the CACFP can be located on DECAL and USDA's website:

DECAL - <http://decalfga.gov/CACFP/Handbook.aspx> and USDA -

<http://www.fns.usda.gov/cacfp/cacfp/handbooks>

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

Kitchen appears clean and well organized.

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

Staff state proper knowledge of diapering procedures.

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

Proper hand washing observed throughout the center.

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

Per director the center does not administer any medications.

Policies and Procedures**591-1-1-.21 Operational Policies & Procedures****Not Met****Finding**

591-1-1-.21(1)(p) requires the Center to have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. It was determined based on consultant's review of the center's emergency preparedness documents the center did not have evidence of a current written emergency preparedness plan.

POI (Plan of Improvement)

The Center will write or revise an emergency plan that includes all of the required items.

Correction Deadline: 5/1/2018**Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on consultant's review of the center's emergency preparedness documents the center did not complete a fire drill for the month of May 2017.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 5/1/2018**591-1-1-.27 Posted Notices****Technical Assistance****Technical Assistance**

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

591-1-1-.29 Required Reporting**Met****Comment**

Discussed reporting requirements.

Safety**591-1-1-.05 Animals****Met****Comment**

Animals maintained clean and appropriately caged.

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-.13 Field Trips(CR)**Met****Comment**

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)**Met****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: 12****Records with Missing/Incomplete Components: 3**

Staff # 1

Met

Date of Hire: 02/17/2015

Records Reviewed: 12**Records with Missing/Incomplete Components: 3**

Staff # 2 Met
Date of Hire: 08/01/2015

Staff # 3 Not Met
Date of Hire: 10/02/2017

"Missing/Incomplete Components"
.24(1)-Evidence of Orientation Missing

Staff # 4 Met
Date of Hire: 08/03/2015

Staff # 5 Met
Date of Hire: 09/01/2008

Staff # 6 Not Met
Date of Hire: 01/09/2018

"Missing/Incomplete Components"
.24(1)-Evidence of Orientation Missing,.33(3)-Health & Safety Certificate

Staff # 7 Met
Date of Hire: 03/18/2015

Staff # 8 Met
Date of Hire: 08/01/2016

Staff # 9 Not Met
Date of Hire: 08/15/2016

"Missing/Incomplete Components"
.33(4)-1st Yr. Training 2 Hrs. (Abuse) Missing,.33(4)-1st Yr. Training 4 Hrs. Missing

Staff # 10 Met
Date of Hire: 05/27/2009

Staff # 11 Met
Date of Hire: 08/22/2016

Staff # 12 Met
Date of Hire: 06/16/2010

Staff Credentials Reviewed: 12

591-1-1-.09 Criminal Records Check(CR)**Met**

Comment

Consultant reviewed 12 staff files on this date. Consultant observed 12 of 12 staff members to have evidence of a satisfactory determination letter on file on this date.

Comment

Consultant reviewed one file for a staff member hired since the previous visit was conducted on October 18, 2017. Consultant observed one of one newly hired staff member to have evidence of a satisfactory determination letter on file.

591-1-1-.14 First Aid & CPR**Met****Comment**

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

591-1-1-.33 Staff Training**Not Met****Technical Assistance**

Please ensure completed orientation checklists are documented and signed by each staff member.

Finding

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined based on consultant's review of staff files two of 12 staff members did not have evidence of orientation on file.

POI (Plan of Improvement)

The Center will develop and provide orientation for all new Staff prior to their staff's assignment to children or task.

Correction Deadline: 4/26/2018

Finding

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on consultant's review of staff files one of 12 staff members hired after September 30, 2016 did not complete the required health and safety orientation training within 90-days of their date of hire.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 5/26/2018

Technical Assistance

Please ensure all newly hired staff members complete the following training:

- Health and safety orientation training within the first 90-days of their date of hire.
- First aid and CPR training within the first 90-days of their date of hire.
- At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children.

Please ensure all staff members that provide direct care to children (supervisory staff, teachers, and substitute teachers) complete the required 10 hours of annual training for the year 2018.

Finding

591-1-1-.33(4) requires all Staff who provide any direct care to children, except independent contractors, Students-in-Training and volunteers, to obtain ten (10) clock hours of training or instruction in child care issues from an accredited school or Department-approved source. At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children. It was determined based on consultant's review of staff files one of 12 staff members did not complete the required first year basic six clock hours of training by their one year employment anniversary date.

POI (Plan of Improvement)

The Center will plan and schedule training and follow up to ensure that direct care Staff complete the required hours of training in the required subjects.

Correction Deadline: 5/26/2018

Correction Deadline: 5/20/2017

Corrected on 4/26/2018

The previous citation was observed to be corrected on this date. Consultant observed all required staff members to have completed the required 10 hours of annual training for the year 2017.

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

Met

Comment

Consultant observed all staff members to comply with all laws and regulations on this date.

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.