



**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:** 8/16/2018    **VisitType:** Licensing Study    **Arrival:** 10:10 AM    **Departure:** 1:05 PM

**CCLC-29181**

**Montessori School at Lilburn**

1208 Rockbridge Road Stone Mountain, GA 30087 Gwinnett County  
(404) 786-1045 rahima@montessoriatlilburn.com

**Regional Consultant**

Dianne Clarke

Phone: (770) 357-4923

Fax: (770) 357-4922

dianne.clarke@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
08/16/2018	Licensing Study	Good Standing
04/25/2018	Monitoring Visit	Good Standing
12/14/2017	Licensing Study	Good Standing

**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.

**Ratios/License Capacity**

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Building A	A 3-6 Years	One Year Olds and Two Year Olds	3	15	C	19	C	NA	NA	Snack
			Total Capacity @35 sq. ft.: 19			Total Capacity @25 sq. ft.: 0				
Building B	B 4 months-3 years	Three Year Olds and Four Year Olds and Five Year Olds	2	18	C	23	C	NA	NA	Free Play
Building B	C	Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	2	20	C	22	C	NA	NA	Snack, Free Play
			Total Capacity @35 sq. ft.: 45			Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 53			Total Capacity @35 sq. ft.: 64			Total Capacity @25 sq. ft.: 0				


Building	Playground	Playground Occupancy	Playground Compliance
Building A	PG A	33	C
Building B	PG B	0	C

**Comments**

Discussed regarding submitting incident report submitted online via DECAL KOALA under the required reporting tab. Beginning October 1, 2018: No local backgrounds will be accepted. Staff transferring from another center will need to be electronically ported or it will not be accepted. All staff must have a comprehensive background check on file. USDA guideline will be assessed by the consultant.

Emailed emergency procedure and fire/tornado drill forms.

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).

	<b>Reminder:</b> All employees of child care programs must be fingerprinted before <b>January 1, 2017</b> . For instructions and to submit records check applications online, please visit <a href="http://www.decalkoala.com">www.decalkoala.com</a> . You are encouraged not to wait and to complete the process as soon as possible.
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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@decals.ga.gov](mailto:CCSRefutations@decals.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://decals.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)

	
<b>Important New Deadlines:</b>	
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: <a href="https://qualityrated.decals.ga.gov/">https://qualityrated.decals.ga.gov/</a> Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or <a href="mailto:qualityrated@decals.ga.gov">qualityrated@decals.ga.gov</a>	

Rahima Sandhya, Program Official

Date

Dianne Clarke, Consultant

Date



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### Findings Report

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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: 6**

**Records with Missing/Incomplete Components: 2**

Child # 1	Met
Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers	
Child # 4	Met
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers	
Child # 6	Met

**Technical Assistance**

591-1-1-.08(1) - Discussed regarding ensuring that the parent complete the work address for all children.

**Correction Deadline: 8/16/2018**

**Technical Assistance**

591-1-1-.08(6) - Please ensure that the parents are signing or initialing when they drop off and pick up.

**Correction Deadline: 8/16/2018**

<b>Facility</b>
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**591-1-1-.19 License Capacity(CR)****Met****Comment**

Licensed capacity observed to be routinely met by center.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)****Not Met****Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that in Building B: C classroom disinfectant wipes and Lysol spray were observed to be accessible in an unlocked closet.

**POI (Plan of Improvement)**

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items. The staff removed the items during the visit.

**Correction Deadline: 8/17/2018**

**Recited on 8/16/2018**

**Correction Deadline: 4/25/2018**

**Corrected on 8/16/2018**

**.25(3) - The previous citation was observed to be corrected in that the door was observed to shut properly.**

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

**Correction Deadline: 4/25/2018**

**Corrected on 8/16/2018**

**.26(9) - The previous citation was observed to be corrected in that the picnic table was removed and locks were observed on the AC units.**

**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 observation that the wooden fence to the right was observed to not be attached at the bottom and two nail heads were observed to be exposed.

**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. The owner removed the nails during the visit.

**Correction Deadline: 8/16/2018**

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

Staff state proper knowledge of diapering procedures.

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

Proper hand washing observed throughout the center.

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

Documentation for medication dispensing observed complete.

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**Safety**

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

Age-appropriate discussion and/or redirection observed.

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**591-1-1-.36 Transportation(CR)****Met****Comment**

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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**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.

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**Staff Records**

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**Records Reviewed: 11****Records with Missing/Incomplete Components: 0**

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Staff # 1

Met

Date of Hire: 08/04/2018

Staff # 2

Met

Date of Hire: 08/13/2010

Staff # 3

Met

Date of Hire: 04/30/2018

Staff # 4

Met

Date of Hire: 08/13/2018

Staff # 5

Met

Date of Hire: 10/02/2017

Staff # 6

Met

Date of Hire: 02/09/2018

**Records Reviewed: 11**

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

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Staff # 7	Met
Date of Hire: 08/04/2018	
Staff # 8	Met
Date of Hire: 02/26/2014	
Staff # 9	Met
Date of Hire: 08/15/2018	
Staff # 10	Met
Date of Hire: 06/09/2009	
Staff # 11	Met
Date of Hire: 08/01/2012	

**Staff Credentials Reviewed: 11**

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

**Comment**

Criminal records checks were observed to be complete.

**Comment**

Director provided five files for employees hired since last visit.

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

**Correction Deadline: 5/25/2018**

**Corrected on 8/16/2018**

**.14(2) - The previous citation was observed to be corrected in that all staff had current evidence of CPR and First Aid.**

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**591-1-1-.33 Staff Training** **Met**

**Correction Deadline: 5/25/2018**

**Corrected on 8/16/2018**

**.33(3) - The previous citation was observed to be corrected in that all eligible staff has completed Health and Safety Orientation training.**

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<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.

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

**Comment**

Adequate supervision observed on this date.