



**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:** 5/1/2018    **VisitType:** Licensing Study    **Arrival:** 9:50 AM    **Departure:** 1:05 PM

**CCLC-2983**

**The Walker Primary School**

700 North Cobb Parkway Marietta, GA 30062 Cobb County  
 (770) 427-2689 emily.tyson@thewalkerschool.org

**Regional Consultant**

Leah Klatzker

Phone: (770) 357-7038

Fax: (770) 357-7037

leah.klatzker@dec.al.gov

**Mailing Address**

700 Cobb Parkway North  
 Marietta, GA 30062

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
05/01/2018	Licensing Study	Good Standing
11/15/2017	Monitoring Visit	Good Standing
06/21/2017	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					
Main	115	Five Year Olds and Six Year Olds and Over	2	13	C	21	C	NA	NA	Outside					
Main	116	Five Year Olds and Six Year Olds and Over	2	12	C	22	C	NA	NA	Outside					
Main	117	Three Year Olds and Four Year Olds	1	8	C	22	C	NA	NA	Snack					
Main	118 Art Room	Four Year Olds and Five Year Olds	1	15	C	26	C	NA	NA	Art					
Main	121	Four Year Olds and Five Year Olds	2	12	C	15	C	NA	NA	Circle Time					
Main	122		0	0	C	15	C	NA	NA	Not In Use					
Main	123	Three Year Olds and Four Year Olds	2	10	C	15	C	NA	NA	Circle Time					
Main	MULTI PURP		0	0	C	47	C	NA	NA	Not In Use					
Total Capacity @35 sq. ft.: 183						Total Capacity @25 sq. ft.: 0									
Total # Children this Date: 70						Total Capacity @35 sq. ft.: 183					Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PRESCH. PGROUND	35	C

**Comments**

Requested all staff files on this date.

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](http://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.

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**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.

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**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.decals.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@decals.ga.gov](mailto:qualityrated@decals.ga.gov)

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Emily Tyson, Program Official

Date

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Leah Klatzker, Consultant

Date



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### Findings Report

**Date:** 5/1/2018      **VisitType:** Licensing Study      **Arrival:** 9:50 AM      **Departure:** 1:05 PM

#### CCLC-2983

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

Technical Assistance

#### Technical Assistance

Please ensure that children that are here for more than 5 hours have outside time for one and one-half hour daily.

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

#### 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: 5**

Child # 1      Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

Child # 2      Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

Child # 3      Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

Child # 4

Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)-Emergency Contact information Missing,.08(1)-Parent Names, Work Numbers

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

**Not Met**

**Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records that the children's files did not have the work address' or phone numbers. Further, one of five children's records did not have the release to person(s) address.

**POI (Plan of Improvement)**

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

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

**Finding**

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. It was determined based on a review of records that the center does not have the parent or authorized person document each time the child is dropped off or picked up.

**POI (Plan of Improvement)**

The Center will maintain arrival and departure records as required, will ensure the documentation includes all of the required information, and will provide the records to the Department when requested.

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

**Facility**

**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)** **Met**

**Comment**

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

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

**Correction Deadline: 11/25/2017**

**Corrected on 5/1/2018**

**PLEASE ensure to fluff and redistribute the wood chips in the fall zones.**

**Correction Deadline: 11/15/2017**

**Corrected on 5/1/2018**

**.26(9) - Observed the playground to be free from hazards on this date.**

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

**Comment**

There are no children requiring diapering enrolled.

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

**Comment**

Staff were observed to remind children to wash hands.

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

**Comment**

Discussed proper medication documentation and procedures.

<b>Safety</b>
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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)** **Not Met**

**Finding**

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on review of records that the emergency medical information did not include a specific medical facility the center uses.

**POI (Plan of Improvement)**

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

**Correction Deadline: 6/4/2018**

**Recited on 5/1/2018**

**Correction Deadline: 11/16/2017**

**Corrected on 5/1/2018**

**.36(7)(c)2. - Observed complete checklists on this date.**

**Finding**

591-1-1-.36(8) restricts a child's travel time to forty-five minutes on each trip between the Center and destination unless accompanied by the Parent and excluding field trips. It was determined based on a review of records that children were being picked up at a location for home transportation in Sandy Springs, Georgia at 6:30 A.M. and then dropped off at the center at 7:30 A.M.

**POI (Plan of Improvement)**

The center will ensure that the travel time is no more than forty-five minutes on each trip.

**Correction Deadline: 5/2/2018**

**Sleeping & Resting Equipment**

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

**Met**

**Comment**

Pleasant naptime environment observed.

**Staff Records**

**Records Reviewed: 28**

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

Staff # 1	Met
Date of Hire: 06/28/2016	
Staff # 2	Met
Staff # 3	Met
Staff # 4	Met
Date of Hire: 08/02/2016	
Staff # 5	Met
Date of Hire: 06/27/2016	
Staff # 6	Met
Date of Hire: 03/13/2015	
Staff # 7	Met
Date of Hire: 08/10/2017	
Staff # 8	Met
Date of Hire: 01/01/2015	
Staff # 9	Met
Date of Hire: 08/01/2016	
Staff # 10	Met
Date of Hire: 06/05/2017	
Staff # 11	Met

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 Date of Hire: 06/05/2017

Staff # 12 Met

Date of Hire: 08/01/2017

Staff # 13 Met

Date of Hire: 02/18/2015

Staff # 14 Met

Date of Hire: 08/01/2012

Staff # 15 Met

Date of Hire: 08/01/2017

Staff # 16 Met

Date of Hire: 01/01/2004

Staff # 17 Met

Date of Hire: 08/01/2001

Staff # 18 Met

Staff # 19 Met

Date of Hire: 06/05/2017

Staff # 20 Met

Date of Hire: 08/01/2007

Staff # 21 Met

Date of Hire: 08/01/2014

Staff # 22 Met

Date of Hire: 01/01/2010

Staff # 23 Met

Date of Hire: 02/02/2015

Staff # 24 Met

Date of Hire: 01/01/2987

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 25 Met

Date of Hire: 08/10/2017

Staff # 26 Met

Date of Hire: 01/26/2017

Staff # 27 Met  
Date of Hire: 08/01/2016

Staff # 28 Met  
Date of Hire: 07/01/2017

**Staff Credentials Reviewed: 28**

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

**Comment**  
Criminal records checks were observed to be complete.

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

**Correction Deadline: 12/15/2017**

**Corrected on 5/1/2018**  
**.14(2) - Observed all current staff to be certified.**

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

**Correction Deadline: 11/15/2017**

**Corrected on 5/1/2018**  
**.33(1) - Observed staff to have the documentation of orientation.**

**Correction Deadline: 12/15/2017**

**Corrected on 5/1/2018**  
**.33(3) - Observed health and safety orientation training for all staff required to have it completed.**

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

**Comment**  
Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

**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**  
Adequate supervision observed on this date.