



**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: 2/14/2019 **VisitType:** Licensing Study **Arrival:** 8:40 AM **Departure:** 2:20 PM

CCLC-30955

Discovery Point #67

5085 Post Rd. Cumming, GA 30040 Forsyth County
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Regional Consultant

Mandi Sloan

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Same

Quality Rated:

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.
02/14/2019	Licensing Study	Good Standing	
10/18/2018	Monitoring Visit	Good Standing	
04/20/2018	Complaint Closure	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	1L Infant	Infants	1	6	C	19	C	NA	NA	Nap, Floor Play, Feeding
Main	1R Preschool 1	Two Year Olds	2	19	C	21	C	NA	NA	Music
Main	2L Beginners	One Year Olds	1	6	C	16	C	NA	NA	Snack
Main	2R Preschool 2	Three Year Olds	2	22	C	24	C	NA	NA	Music
Main	3L Toddlers	Two Year Olds	1	8	C	19	C	NA	NA	Story
Main	3R Preschol 3	Three Year Olds and Four Year Olds	2	24	C	24	C	NA	NA	Music
Main	4R Pre-Kgtn	PreK	2	21	C	26	C	36	C	Circle Time
Main	5R Schoolage	PreK	2	21	C	36	C	50	C	Circle Time
Main	Cafeteria		0	0	C	41	C	NA	NA	
Total Capacity @35 sq. ft.: 226						Total Capacity @25 sq. ft.: 250				
Total # Children this Date: 127			Total Capacity @35 sq. ft.: 226			Total Capacity @25 sq. ft.: 250				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Infant/Toddler LS	18	C
Main	Preschool Right Side	57	C
Main	School Age/Back Middle	61	C

Comments

The purpose of today's visit is to conduct at Licensing Study.

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/Regulations.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

Heather Wilson, Program Official

Date

Mandi Sloan, Consultant

Date



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Findings Report

Date: 2/14/2019 **VisitType:** Licensing Study **Arrival:** 8:40 AM **Departure:** 2:20 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.12 Equipment & Toys(CR)

Technical Assistance

Technical Assistance

591-1-1-.12(2) - Consultant discussed with provider to ensure that equipment and furniture are free from hazardous conditions and in good repair.

Correction Deadline: 2/14/2019

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: 2

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Doctor, Clinic, Phone Numbers	
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Doctor, Clinic, Phone Numbers	
Child # 3	Met
Child # 4	Met
Child # 5	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 review of records that the following information is missing:

-One out of five children's records did not include telephone number of child's primary source of health care (physician)

-One out of five children's records did not include name or telephone number of child's primary source of health care

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: 2/14/2019

	Facility
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591-1-1-.06 Bathrooms**Met****Comment**

Please monitor bathrooms for necessary supplies.

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)**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 the following hazards were present:

-Room 2L (two year old): One tape dispenser and one stapler were found in an unlocked cabinet under the diaper changing table accessible to children

-Room 4R (pre-kindergarten): Two pairs of adult scissors were found in an unlocked cabinet under the mounted television screen accessible to children

-Room 5R (pre-kindergarten): One staff member's purse and two containers of disinfecting wipes were found in an unlocked closet accessible to children

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.

Correction Deadline: 2/14/2019**Technical Assistance**

591-1-1-.25(3) - Consultant discussed with provider to ensure that center and surrounding premises are kept clean, free of debris and in good repair.

Correction Deadline: 2/14/2019

Finding

591-1-1-.25(7) requires that doors to rooms not approved for child care, other than the kitchen doors, be latched or locked so children cannot wander into those areas. Except in School-age Centers, interior Center door locks shall permit Personnel to open the locked room from outside of the room in an emergency. It was determined based on observation that the laundry room door off of the cafeteria was unlocked as children were in transition from the cafeteria back to their classroom.

POI (Plan of Improvement)

The Center will routinely check that doors to unapproved rooms remain latched or locked and that Staff can open the locked rooms in an emergency.

Correction Deadline: 2/14/2019

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

591-1-1-.26 - Consultant discussed with provider maintenance of resilient surface to ensure the "turf" is maintained to be flush with the cement pad on the school age/ back middle playground to prevent a tripping hazard.

Food Service**591-1-1-.15 Food Service & Nutrition****Met****Comment**

Please ensure that infant feeding forms are updated regularly.

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

Please ensure that all food items are stored in airtight containers and expiration dates are monitored.

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**

Staff stated proper knowledge of handwashing.

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

Documentation for medication dispensing observed complete.

Policies and Procedures**591-1-1-.27 Posted Notices****Met****Comment**

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

591-1-1-.29 Required Reporting**Technical Assistance****Technical Assistance**

591-1-1-.29 - Consultant discussed with provider to ensure knowledge of required reporting procedures.

Safety

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

Comment

Center does not keep animals on premises.

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

Comment

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

591-1-1-.13 Field Trips(CR) **Met**

Comment

Field trip documentation observed to be complete.

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

Comment

Complete documentation of transportation observed.

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR) **Not Met**

Finding

591-1-1-.30(1)(a)3 requires that each crib shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. It was determined based on observation that four out of twelve cribs with an infant asleep in the one of the cribs, lacked a tight-fitting sheet on this date.

POI (Plan of Improvement)

The center will ensure that each crib has an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. The owner ordered sheet straps on this date to ensure the sheets are tight-fitting.

Correction Deadline: 2/14/2019

Recited on 2/14/2019

Staff Records

Records Reviewed: 23

Records with Missing/Incomplete Components: 0

Staff # 1 Met

Date of Hire: 11/05/2018

Staff # 2 Met

Date of Hire: 05/03/2018

Staff # 3 Met

Date of Hire: 02/19/2018

Staff # 4 Met

Date of Hire: 01/04/2016

Staff # 5 Met

Date of Hire: 04/02/2018

Staff # 6 Met

Date of Hire: 06/07/2010

Staff # 7 Met

Date of Hire: 10/09/2017

Staff # 8 Met

Date of Hire: 08/22/2016

Staff # 9 Met

Date of Hire: 05/02/2018

Staff # 10 Met

Date of Hire: 10/05/2017

Staff # 11 Met

Date of Hire: 08/01/2018

Staff # 12 Met

Date of Hire: 08/01/2018

Staff # 13 Met

Date of Hire: 11/15/2010

Staff # 14 Met

Date of Hire: 01/30/2019

Staff # 15 Met

Date of Hire: 10/05/2017

Staff # 16 Met

Date of Hire: 01/23/2017

Staff # 17 Met

Date of Hire: 03/03/2014

Staff # 18 Met

Date of Hire: 01/09/2012

Staff # 19 Met

Date of Hire: 07/24/2018

Staff # 20 Met

Date of Hire: 08/15/2018

Staff # 21 Met

Date of Hire: 06/21/2013

Records Reviewed: 23

Records with Missing/Incomplete Components: 0

Staff # 22 Met
Date of Hire: 05/23/2012

Staff # 23 Met
Date of Hire: 09/12/2017

Staff Credentials Reviewed: 23

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

Comment
Criminal record checks were observed to be complete.

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 Met

Comment
Documentation observed of required staff training.

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