



**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: 11/20/2017 **VisitType:** Licensing Study

Arrival: 10:20 AM

Departure: 1:30 PM

CCLC-30994

The Little School House

124 Church Street Decatur, GA 30030 DeKalb County
(678) 528-1827 thelittleschoolhouseindecatur@gmail.com

Regional Consultant

Chrische Walker

Phone: (770) 359-5166

Fax: (678) 891-5618

chrische.walker@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.
11/20/2017	Licensing Study	Good Standing	
05/08/2017	Complaint Closure	Good Standing	
04/25/2017	Complaint Investigation Follow Up	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 - 2nd L	One Year Olds	1	4	C	6	C	NA	NA	Centers
Main	B - 3rd L	Two Year Olds	1	6	C	7	C	NA	NA	Centers
Main	C - 2nd R	Three Year Olds	1	3	C	7	C	NA	NA	Centers
Main	D - 1st R	One Year Olds	1	5	C	6	C	NA	NA	Floor Play,Nap
Main	E - 3rd R	Infants	2	4	C	5	C	NA	NA	Floor Play,Nap,Diapering

Total Capacity @35 sq. ft.: 31

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 22

Total Capacity @35 sq. ft.: 31

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	14	C

Comments

The purpose of today's visit was to conduct a Licensing Study and to follow up from previous visit on March 23, 2017. Consultant discussed more information about Emergency Preparedness and Quality Rated.

Plan of Improvement: Developed This Date 11/20/2017

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

Angelika Jagiello, Program Official

Date

Chrische Walker, Consultant

Date



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Findings Report

Date: 11/20/2017 **VisitType:** Licensing Study

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Met

Comment

Great Thanksgiving Week lesson plans.

Correction Deadline: 11/20/2017

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

Met

Comment

Observed-Variety Throughout Center

591-1-1-.35 Swimming Pools & Water-related Activities(CR)

N/A

Comment

No Swimming Activities Provided

Children's Records

Records Reviewed: 10

Records with Missing/Incomplete Components: 2

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

Child # 6	Met
Child # 7	Met
Child # 8	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Doctor, Clinic, Phone Numbers	
Child # 9	Met
Child # 10	Met

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

Not Met

Comment

Observed-Records Complete/Well Organized

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 two children's files were missing primary source of health care including doctor's information and phone numbers.

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: 11/20/2017

	Facility
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591-1-1-.06 Bathrooms

Met

Comment

Observation-Clean and Well Maintained

591-1-1-.19 License Capacity(CR)

Met

Comment

Licensed Capacity Routinely Met

591-1-1-.25 Physical Plant - Safe Environment(CR)

Met

Comment

Reminder-Keep Hazards Inaccessible

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

Technical Assistance

Comment

Discussed-Fluff/Redistribute Surface

Comment

The consultant discussed emptying any standing water on outside equipment before children use the play area.

Technical Assistance

591-1-1-.26(4) - Please ensure that all fencing measures four feet high. Great job on extending the back left side of the fence.

Correction Deadline: 11/20/2017

Food Service

591-1-1-.15 Food Service & Nutrition

Met

Comment

Great job ensuring all infant bottles are covered and fully labeled.

Comment

Per Director, children's food is catered.

591-1-1-.18 Kitchen Operations

Met

Comment

Kitchen Appears Clean/Well Organized

Health and Hygiene

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

Met

Comment

Observed-Proper Diapering

Comment

Staff Stated Proper Knowledge

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

Met

Comment

Observed-Staff Remind Children Wash Hands

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

Met

Comment

Per Assistant Director, no medication administered at this time.

Policies and Procedures

591-1-1-.27 Posted Notices

Met

Comment

Observed-All Notices Posted. Great job!

Safety

591-1-1-.05 Animals

N/A

Comment

No Animals Kept

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

Comment

Observed-Discussion/Redirection. Staff stated redirection for discipline techniques.

591-1-1-.13 Field Trips(CR) **N/A**

Comment

No Field Trips at This Time

591-1-1-.36 Transportation(CR) **N/A**

Comment

No Routine Transportation Provided

Sleeping & Resting Equipment

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

Comment

Great job labeling cribs. Consultant suggested labeling "I can roll" on cribs in infant classrooms.

Comment

Observed-Pleasant Naptime Environment

Finding

591-1-1-.30(1)(a) requires a crib that is safety approved in compliance with Consumer Product Safety Commission (CPSC) and American Society of Testing and Materials International (ASTM) safety standards be provided for each infant. It was determined based on observation that three cribs in classroom E 3rd R had three cribs dated for 2010 and one crib dated for 2008.

POI (Plan of Improvement)

The Center will provide a crib that is safety approved in compliance with CPSC and ASTM safety standards for each infant.

Correction Deadline: 1/1/2018

Staff Records

Records Reviewed: 8

Records with Missing/Incomplete Components: 0

Staff # 1	Met
Date of Hire: 08/11/2010	
Staff # 2	Met
Date of Hire: 10/09/2017	
Staff # 3	Met
Staff # 4	Met
Date of Hire: 10/09/2017	
Staff # 5	Met
Date of Hire: 11/20/2017	
Staff # 6	Met
Date of Hire: 08/13/2012	
Staff # 7	Met

Date of Hire: 08/23/2010

Staff # 8

Met

Date of Hire: 10/23/2017

Staff Credentials Reviewed: 8

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

Met

Comment

Consultant entered three new hires from March 23, 2017 visit.

Comment

Criminal Records Check complete. Consultant discussed with two directors that on January 1, 2019 is the deadline to submit fingerprints to the department.

Correction Deadline: 4/25/2017

Corrected on 11/20/2017

The previous citation has been corrected on this date. Consultant observed all employees to have satisfactory determination letters on file.

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

Met

Comment

Observed-100% Certified First Aid & CPR

Comment

Observed-Center First Aid Kit Complete

591-1-1-.33 Staff Training

Met

Comment

Observed - Documentation Of Training. Very well organized and great job!

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

Met

Comment

Lead staff education requirements met.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Met

Comment

Observed-Appropriate Staff:Child Ratios

Correction Deadline: 4/25/2017

Corrected on 11/20/2017

The previous citation was corrected on this date. Consultant observed appropriate aged children in their appropriate aged classrooms on this date.

Correction Deadline: 4/25/2017

Corrected on 11/20/2017

The previous citation was corrected on this date. Consultant observed correct aged children in their appropriate classrooms throughout the day.

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

Met

Comment

Observed-Direct Supervision/Attentive Staff