



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: 9/25/2018 **VisitType:** Incident Investigation/Licensing Study **Arrival:** 9:40 AM **Departure:** 4:00 PM

CCLC-32403

Sheltering Arms - Buford Drive Center

1470 Buford Drive Lawrenceville, GA 30043-3720 Gwinnett County
 (678) 376-7479 luvasquez@shelteringarmsforkids.com

Regional Consultant

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@dec.al.ga.gov

Mailing Address
 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.
09/25/2018	Incident Investigation/Licensing Study	Good Standing	
09/25/2018	Incident Investigation Closure	Good Standing	
05/08/2018	Monitoring Visit	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 #1- Left Front	Infants	2	8	C	13	C	NA	NA	Floor Play,Lunch,Free Play,Nap
Main	Room #2- 2L	One Year Olds	2	8	C	16	C	NA	NA	Transitioning,Nap
Main	Room #3- 3L	Two Year Olds	2	11	C	18	C	NA	NA	Lunch,Transitioning
Main	Room #4 -1R	Three Year Olds and Four Year Olds	2	16	C	21	C	NA	NA	Circle Time,Story
Main	Room #5 - 2R	PreK	2	15	C	24	C	NA	NA	Outside,Transitioning
Main	Room #6- 3R	PreK	2	18	C	26	C	NA	NA	Centers
Main	Room #7- 4R	PreK	2	19	C	29	C	NA	NA	Outside,Circle Time,Transitioning
Main	Room #8- Center Back	Three Year Olds and Four Year Olds	2	17	C	26	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 173			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 112			Total Capacity @35 sq. ft.: 173							
			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	A infant	31	C
Main	B Preschool	95	C
Main	C School Age	105	C

Comments

The purpose of this visit was to conduct an incident investigation/licensing study visit and to follow-up on the previous visit conducted on May 8, 2018.

Plan of Improvement: Developed This Date 09/25/2018

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).



Please refer to the website, <http://www.dec.state.ga.us/CCS/RuleAndRegulations.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.decal.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@decal.ga.gov

Luisa Vasquez, Program Official

Date

Margarita Collier, Consultant

Date



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Findings Report

Date: 9/25/2018 **VisitType:** Incident
Investigation/Licensing
Study

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Departure: 4:00 PM

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The following information is associated with a Licensing Study Visit:

Activities and Equipment

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

Technical Assistance

Technical Assistance

Please ensure to monitor toys and equipment for normal wear and tear.

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

Met

Comment

Parent authorizations obtained/completed.

Comment

Records were observed to be complete and well organized.

Facility**591-1-1-.06 Bathrooms****Not Met****Finding**

591-1-1-.06(4) requires a Center first licensed after March 1, 1991, and Centers that remodel or add to existing plumbing facilities, to have the bathroom area fully enclosed and ventilated to the outside of the building with either an open screened window or functioning exhaust fan and duct system and requires Centers without fully enclosed bathrooms to ensure there is adequate ventilation to control odors and adequate sanitation measures to prevent the spread of contagious diseases. It was determined based on consultant's observation the ventilation was inoperable in the second right restroom located in classroom 6.

POI (Plan of Improvement)

The Center will fully enclose and ventilate bathroom areas, as required, and will provide adequate ventilation and sanitation in bathrooms that are not fully enclosed.

Correction Deadline: 10/25/2018

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**

Correction Deadline: 5/8/2018

Corrected on 9/25/2018

The previous citation was observed to be corrected on this date. Consultant observed all hazardous items and/or materials stored in a locked container and/or cabinet inaccessible to the children receiving care on this date.

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on consultant's observation the fourth light fixture located on the second row was inoperable in classroom four. It was further determined based on consultant's observation the light fixture located in the first right restroom was inoperable in classroom 6.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 9/25/2018

591-1-1-.26 Playgrounds(CR)**Not Met****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 an active spider web was observed on the back left side of the school-age playground. It was further determined based on consultant's observation that an active wasp nest was observed underneath the wood canopy picnic area located on the back left side of the school-age playground.

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: 9/25/2018

Food Service

591-1-1-.15 Food Service & Nutrition**Not Met****Technical Assistance**

Please ensure that bottles are covered and fully labeled with child's full name.

Technical Assistance

Please ensure that infant feeding forms are updated regularly.

Finding

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined based on consultant's review of the center's infant feeding plans the center did not have evidence of a current infant feeding plan for one infant in classroom 1. The infant feeding plan was dated for March 9, 2018.

POI (Plan of Improvement)

The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis that will include center staff involved with enrollment and those working in the infant classrooms.

Correction Deadline: 9/25/2018

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.

Comment

Staff were observed to remind children to wash hands.

591-1-1-.20 Medications(CR)**Technical Assistance****Technical Assistance**

Please document N/A or none if no adverse reaction is observed.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Not Met****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 drills the center did not have evidence of completing a second tornado drill and two other emergency situation drills for the year 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: 9/30/2018

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

Thank you for reporting as required.

Safety

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

Center does not keep animals on premises.

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**

Field trip documentation observed to be complete.

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

The vehicle used for transportation services are not housed at the center.

Sleeping & Resting Equipment

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

Pleasant naptime environment observed.

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: 22**Records with Missing/Incomplete Components: 8**

Staff # 1

Not Met

Date of Hire: 09/15/2014

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 2

Met

Date of Hire: 11/12/2002

Staff # 3

Not Met

Date of Hire: 08/08/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 4

Met

Date of Hire: 04/26/2004

Staff # 5 Met

Date of Hire: 06/21/1993

Staff # 6 Met

Date of Hire: 09/13/2013

Staff # 7 Met

Date of Hire: 05/26/2000

Staff # 8 Not Met

Date of Hire: 08/07/2015

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 9 Met

Date of Hire: 11/01/1999

Staff # 10 Met

Date of Hire: 08/07/2015

Staff # 11 Met

Date of Hire: 07/25/2016

Staff # 12 Not Met

Date of Hire: 10/06/2014

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 13 Not Met

Date of Hire: 11/18/2013

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 14 Met

Date of Hire: 08/01/2011

Staff # 15 Not Met

Date of Hire: 02/02/2017

"Missing/Incomplete Components"

.33(4)-1st Yr. Training 4 Hrs. Missing

Staff # 16 Met

Date of Hire: 02/28/2017

Records Reviewed: 22**Records with Missing/Incomplete Components: 8**

Staff # 17 Not Met

Date of Hire: 07/25/2016

"Missing/Incomplete Components"

.14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 18 Met

Date of Hire: 09/02/1982

Staff # 19 Met

Date of Hire: 04/22/2012

Staff # 20 Not Met

Date of Hire: 07/11/2012

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 21 Met

Date of Hire: 10/08/2001

Staff # 22 Met

Date of Hire: 09/10/2001

Staff Credentials Reviewed: 22

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

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit was conducted on May 8, 2018.

Comment

Consultant reviewed 22 staff files on this date. Consultant observed 22 of 22 staff members to have evidence of a satisfactory determination letter on file.

591-1-1-.14 First Aid & CPR**Not Met****Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR.

Finding

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on consultant's review of staff files two of 22 staff members did not have evidence of a current first aid and CPR training card on file on this date.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 10/9/2018

Recited on 9/25/2018

591-1-1-.33 Staff Training

Not Met

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 22 staff members completed only six hours of the required 10 hours of their first year 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: 10/25/2018

Finding

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on consultant's review of staff files six of 22 staff members completed less than 10 hours of their annual training for the year 2017.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 10/25/2018

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

Met

Comment

Staff observed to be compliant with applicable laws and regulations.

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.