



**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:** 1/8/2019    **VisitType:** Licensing Study    **Arrival:** 9:50 AM    **Departure:** 12:30 PM

**CCLC-32675**

**The Schoolhouse**

2466 Buford Hwy Duluth, GA 30097 Gwinnett County  
(678) 240-2507 ajones@theschoolhouse.com

**Regional Consultant**

Tasha McDonald

Phone: (770) 344-3353

Fax: (678) 891-5601

tasha.mcdonald@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
01/08/2019	Licensing Study	Good Standing	
09/17/2018	Monitoring Visit	Good Standing	
03/06/2018	Licensing Study	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	One Year Olds and Two Year Olds and Three Year Olds	2	8	C	12	C	NA	NA	Free Play
Main	1R: 3-5 years	Three Year Olds and Four Year Olds	2	15	C	18	C	NA	NA	Circle Time
Main	2L	Five Year Olds and Six Year Olds and Over	1	10	C	12	C	NA	NA	Free Play
Main	2R		0	0	C	18	C	NA	NA	
Total Capacity @35 sq. ft.:			60			Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 33			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
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**Comments**

The purpose of this visit was to conduct a licensing visit and to follow-up on the previous visit conducted on September 17, 2018.

Plan of Improvement: Developed This Date 01/08/2019

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](mailto: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](mailto:qualityrated@dec.state.ga.us)

Angilla Jones, Program Official

Date

Tasha McDonald, Consultant

Date



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### Findings Report

**Date:** 1/8/2019    **VisitType:** Licensing Study    **Arrival:** 9:50 AM    **Departure:** 12:30 PM

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Same

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.

**Facility**

**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)** **Met**

**Correction Deadline: 9/17/2018**

**Corrected on 1/8/2019**

.25(13) - The previous citation has been observed to be corrected on this date. Consultant observed all hazardous items and/or materials to be stored in a locked cabinet and/or container inaccessible to the children on this date.

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

**Correction Deadline: 3/20/2018**

**Corrected on 1/8/2019**

.26(4) - The previous citation has been observed to be corrected on this date. Consultant observed the fencing to be in good repair on this date.

**Correction Deadline: 3/20/2018**

Corrected on 1/8/2019

.26(9) - The previous citation was observed to be corrected on this date. Consultant observed the playground free of hazardous on this date.

## 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

Correction Deadline: 3/6/2018

Corrected on 1/8/2019

.17(7) - The previous citation corrected, based on observation, in that children were observed to properly wash their hands throughout the center throughout the day on this date.

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

Met

**Comment**

Documentation for medication dispensing observed complete.

## Policies and Procedures

591-1-1-.21 Operational Policies & Procedures

Technical Assistance

**Technical Assistance**

591-1-1-.21(3) - Consultant discussed with director about center updating their emergency drill log.

Correction Deadline: 1/13/2019

591-1-1-.27 Posted Notices

Met

**Comment**

Observed all required posted notices.

## Safety

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

Met

**Comment**

Age-appropriate discussion and/or redirection observed.

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

Met

**Comment**

Center does not provide routine transportation.

## Sleeping & Resting Equipment

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.

## Staff Records

**Records Reviewed: 9**

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

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Staff # 1 Date of Hire: 05/12/2016	Met
Staff # 2 Date of Hire: 04/09/2017	Met
Staff # 3 Date of Hire: 08/01/2011	Met
Staff # 4 Date of Hire: 06/04/2018	Met
Staff # 5 Date of Hire: 08/01/2011	Met
Staff # 6 Date of Hire: 08/01/2011	Met
Staff # 7 Date of Hire: 08/01/2011	Met
Staff # 8 Date of Hire: 12/01/2017	Met
Staff # 9 Date of Hire: 08/01/2013	Met

**Staff Credentials Reviewed: 9**

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

**Not 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

**Finding**

591-1-1-.09(1)(l)3. requires the Center to immediately require a new Comprehensive Records Check Determination for a Director, Employee or Provisional Employee at least once every five years. It was determined that the director was present at the center without a satisfactory records check determination. A one day letter was left on this date.

**POI (Plan of Improvement)**

The Center will ensure that each Director, Employee and Provisional Employee has a Comprehensive Records Check Determination on file that has been issued within the past five years.

**Correction Deadline: 1/8/2019**

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

**Met**

**Comment**

Evidence observed of 100% of center staff certified in First Aid and CPR.

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**591-1-1-.33 Staff Training****Not Met****Finding**

591-1-1-.33(5) requires the Director and person with primary responsibility for food preparation to have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on review of files that the director and the person primary responsible for food preparation did not have the four hour training completed as required.

**POI (Plan of Improvement)**

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

**Correction Deadline: 2/7/2019**

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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**

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