



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: 5/23/2018 **VisitType:** Licensing Study **Arrival:** 10:05 AM **Departure:** 2:20 PM

CCLC-3331

The Learning Tree Day School, Inc.

11 Hwy 138 SE Riverdale, GA 30274 Clayton County
 (770) 471-8740 mclincy@tltds.com

Mailing Address

11 Highway 138 SE
 Riverdale, GA 30274

Regional Consultant

Keshia Hayward

Phone: (678) 717-5129

Fax: (770) 359-5697

carrie.spangler@decal.ga.gov

Joint with: Melissa Herndon

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.
05/23/2018	Licensing Study	Good Standing	
11/30/2017	Monitoring Visit	Good Standing	
05/01/2017	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
II	Pre-K A	PreK	2	10	C	23	C	32	C	Free Play
II	Pre-K B	PreK	2	6	C	18	C	NA	NA	Free Play
Total Capacity @35 sq. ft.:			41		Total Capacity @25 sq. ft.: 151					
Main	Home School		0	0	C	11	C	NA	NA	
Main	One's	One Year Olds and Two Year Olds	1	7	C	18	C	NA	NA	Free Play
Main	Pre-K #3	PreK	2	12	C	25	C	NA	NA	TV
Main	Private Pre-K	PreK	1	14	C	17	C	NA	NA	TV
Main	Three's	Three Year Olds	1	13	C	16	C	NA	NA	Story
Main	Two's		0	0	C	23	C	NA	NA	
Total Capacity @35 sq. ft.:			110		Total Capacity @25 sq. ft.: 151					
Total # Children this Date: 62			Total Capacity @35 sq. ft.: 151			Total Capacity @25 sq. ft.: 151				


Building	Playground	Playground Occupancy	Playground Compliance

Comments

The purpose of today's visit was to complete a license study visit.

Plan of Improvement: No Plan Developed

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	

_____ Lisa Haynes, Program Official	Date	_____ Keshia Hayward, Consultant	Date
_____ Melissa Herndon, Consultant	Date		



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

Findings Report

Date: 5/23/2018 VisitType: Licensing Study

Arrival: 10:05 AM

Departure: 2:20 PM

CCLC-3331

The Learning Tree Day School, Inc.

11 Hwy 138 SE Riverdale, GA 30274 Clayton County
(770) 471-8740 mclincy@tltds.com

Mailing Address

11 Highway 138 SE
Riverdale, GA 30274

Regional Consultant

Keshia Hayward

Phone: (678) 717-5129

Fax: (770) 359-5697

carrie.spangler@decal.ga.gov

Joint with: Melissa Herndon

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. Please be reminded to remove the two cracked toy storage containers. One clear plastic is located in the private Pre-K classroom and the other container is located in the Pre-K classroom labeled -- A.

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

Met

Comment

Per the director the 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

Records were observed to be complete and well organized.

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****Comment**

Center appears clean and well maintained.

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

591-1-1-.26(4) Per our discussion please add a closure to the far left back side of the playground to eliminate children access to the back of the storage building.

Correction Deadline: 5/23/2018**Food Service****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**

Staff stated proper knowledge of the hand washing procedures.

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

Documentation for medication dispensing observed complete.

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)**Met****Comment**

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 12**Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 08/01/2017	
Staff # 2	Met
Date of Hire: 07/23/2004	
Staff # 3	Met
Date of Hire: 11/17/2008	
Staff # 4	Met
Date of Hire: 10/13/2015	
Staff # 5	Met
Date of Hire: 08/01/2014	
Staff # 6	Met
Date of Hire: 03/09/2011	
Staff # 7	Met
Date of Hire: 07/02/2014	
Staff # 8	Met
Date of Hire: 08/25/2014	
Staff # 9	Met
Date of Hire: 08/01/2016	
Staff # 10	Met
Date of Hire: 08/15/2008	
Staff # 11	Met
Date of Hire: 08/01/2016	
Staff # 12	Met

Records Reviewed: 12

Records with Missing/Incomplete Components: 0

Date of Hire: 08/14/2014

Staff Credentials Reviewed: 12

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

Met

Comment

Criminal records checks were observed to be complete.

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

Adequate supervision observed on this date.