



**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:** 6/13/2019    **VisitType:** Licensing Study    **Arrival:** 9:45 AM    **Departure:** 2:00 PM

**CCLC-3331**

**The Learning Tree Day School, Inc.**

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

**Regional Consultant**

Octavia Humphrey

Phone: (770) 357-3234

Fax: (770) 357-3278

octavia.humphrey@decal.ga.gov

**Mailing Address**

11 Highway 138 SE  
 Riverdale, GA 30274

**Quality Rated:** ★ ★ ★

<b>Compliance Zone Designation</b>		
06/13/2019	Licensing Study	Good Standing
09/05/2018	Monitoring Visit	Good Standing
05/23/2018	Licensing Study	Good Standing

**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.

**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	13	C	23	C	32	C	Free Play
II	Pre-K B	PreK	2	16	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		0	0	C	18	C	NA	NA	
Main	Pre-K #3	Six Year Olds and Over	1	14	C	25	C	NA	NA	Outside
Main	Private Pre-K	Four Year Olds	1	8	C	17	C	NA	NA	Free Play
Main	Three's	Three Year Olds	1	9	C	16	C	NA	NA	Free Play
Main	Two's	One Year Olds and Two Year Olds	2	10	C	23	C	NA	NA	Outside
Total Capacity @35 sq. ft.:			110		Total Capacity @25 sq. ft.: 151					
Total # Children this Date: 70			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 conduct a LS and to follow-up from the previous visit conducted on September 5, 2018. Consultant left business card.

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).



Please refer to the website, <http://www.dec.state.ga.us/CCS/RulesAndRegulations.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)

---

Lisa Haynes, Program Official

Date

---

Octavia Humphrey, 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:** 6/13/2019 **VisitType:** Licensing Study **Arrival:** 9:45 AM **Departure:** 2:00 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

Octavia Humphrey

Phone: (770) 357-3234

Fax: (770) 357-3278

octavia.humphrey@decal.ga.gov

The following information is associated with a Licensing Study:

### Activities and Equipment

#### 591-1-1-.03 Activities

Technical Assistance

#### Technical Assistance

591-1-1-.03(2) - Consultant discussed with Director to ensure that the Center will keep current lesson plans on site that include appropriate instruction practices and activities.

**Correction Deadline: 6/13/2019**

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

Met

#### Comment

A variety of equipment and toys were observed throughout the center.

#### Comment

Equipment and furniture observed to be properly secured, as applicable.

#### 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 agreements observed obtained/completed.

**Comment**

Records were observed to be complete and well organized.

**Facility**

---

**591-1-1-.06 Bathrooms**

**Met**

**Comment**

Bathrooms observed to be clean and well maintained.

---

**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.

**Comment**

No hazards observed accessible to children on this date.

---

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

**Met**

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Comment**

Playground observed to be clean and in good repair.

**Food Service**

---

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

**Met**

**Comment**

Center menu meets USDA guidelines.

---

**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 stated proper knowledge of diapering procedures.

---

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

**Met**

**Comment**

Staff were observed to remind children to wash hands.

---

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

Documentation for medication dispensing observed complete.

---

**Policies and Procedures**

---

---

**591-1-1-.21 Operational Policies & Procedures****Met****Comment**

Program observed complete emergency drills

---

**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)****Not Met****Comment**

A current/completed inspection was observed for all vehicles used in transporting children this date.

**Comment**

Complete documentation of transportation observed.

**Comment**

One of two vehicles had an approved fire extinguisher and first aid kit on this date. Vehicle Tag no# RKC8261 Fayette was in compliance.

**Finding**

591-1-1-.36(4)(c) requires that each vehicle be equipped with a fire extinguisher maintained in working order and kept inaccessible to children. It was determined based on observation that vehicle tag no# APG 4003 Fayette did not have a fire extinguisher as required by the Department on this date.

**POI (Plan of Improvement)**

The center will ensure that each vehicle has a working fire extinguisher and that the fire extinguisher is kept out of reach of children.

**Correction Deadline: 6/13/2019**

---

**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: 11**

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

Staff # 1 Date of Hire: 07/31/2018	Met
Staff # 2 Date of Hire: 07/23/2004	Met
Staff # 3 Date of Hire: 11/17/2008	Met
Staff # 4 Date of Hire: 10/13/2015	Met
Staff # 5 Date of Hire: 08/01/2014	Met
Staff # 6 Date of Hire: 03/09/2011	Met
Staff # 7 Date of Hire: 07/02/2014	Met
Staff # 8 Date of Hire: 08/25/2014	Met
Staff # 9 Date of Hire: 08/01/2016	Met
Staff # 10 Date of Hire: 08/15/2008	Met
Staff # 11 Date of Hire: 08/14/2014	Met

**Staff Credentials Reviewed: 11**

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

**Comment**

Criminal record checks were observed to be complete.

---

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

Complete first aid kits observed in center.

**Comment**

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

**Finding**

591-1-1-.14(3) requires the Center to have a first aid kit in each building of the Center and in any vehicle used by the Center for transportation of children, that contains scissors, tweezers, gauze pads, adhesive tape, thermometer, band-aids, assorted sizes, antibacterial ointment, insect-sting preparation, an antiseptic cleansing solution, triangular bandages, rubber gloves, protective eye wear, a protective face mask, and a cold pack. The first aid kit, together with a first aid instruction manual which must be kept with the kit at all times, shall be stored so that it is not accessible to children but is easily accessible to Staff. It was determined based on observation that vehicle tag no# APG 4003 Fayette did not have a fist aid kit as required by the Department on this date.

**POI (Plan of Improvement)**

Center Staff will provide any missing first aid kits, add any missing items to each first aid kit and will develop and use a plan for checking the kits and replacing missing items in each kit in the future. First aid kits and instruction manuals will be stored so that they kits are not accessible to children but are easily accessible to Center Staff.

**Correction Deadline: 6/23/2019**

---

**591-1-1-.33 Staff Training****Met****Comment**

Documentation observed of required staff training.

---

**591-1-1-.31 Staff(CR)****Met****Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
---------------------------------

---

**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.