



**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:** 10/5/2022 **VisitType:** Monitoring Visit **Arrival:** 1:30 PM **Departure:** 5:15 PM

**CCLC-33320**

**SoulShine**

2052 Hosea Williams Drive Atlanta, GA 30317 DeKalb County  
 (404) 377-3560 ladesha.jenkins@makeyoursoulshine.com

**Regional Consultant**

Verlyn Gant

Phone: (404) 591-6059  
 Fax: (404) 591-6060  
 verlyn.gant@dec.al.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.
10/05/2022	Monitoring Visit	Good Standing	
03/29/2022	Licensing Study	Good Standing	
12/07/2021	Incident Investigation Closure	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	Down 1st Rt	Two Year Olds	1	8	C	8	C	NA	NA	Nap
Main	Down 2nd Rt	Three Year Olds	1	3	C	7	C	NA	NA	Nap
Main	Down Left	Two Year Olds	2	12	C	12	C	NA	NA	Nap
Main	Up 1st Left		0	0	C	7	C	NA	NA	
Main	Up 2nd Left	Three Year Olds and Four Year Olds	1	14	C	14	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 48			Total Capacity @25 sq. ft.: 0							
Two	Back Left	One Year Olds	2	11	C	11	C	NA	NA	Nap
Two	Back Right	Infants	2	9	C	13	C	NA	NA	Diapering, Transitioning, Nap
Two	Left	Infants	1	3	C	15	C	NA	NA	Free Play, Nap
Two	Right	One Year Olds and Two Year Olds	2	11	C	15	C	NA	NA	Story, Diapering
Total Capacity @35 sq. ft.: 49			Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Fire Marshall Limitations					
Total # Children this Date: 71			Total Capacity @35 sq. ft.: 97		Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	9	C
Main	Playground B	18	C

### Comments

An in-person inspection was conducted on October 05, 2022 with the Director. Background checks were all reviewed on October 05, 2022.

An Administrative Review was conducted on October 05, 2022. Staff files, children's files, and training documentation were all reviewed.

The Consultant completed the exit conference, and a copy of the Licensing Study Visit report was given to the Director on October 05, 2022.

Plan of Improvement: Developed This Date 10/05/2022

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



### Important Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

**Contact the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.state.ga.us](mailto:qualityrated@dec.state.ga.us) for more information. Free technical assistance is available!**

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), do the following:

- 1) Log into DECAL KOALA [www.decalkoala.com](http://www.decalkoala.com) with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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)

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Ladesha Jenkins, Program Official

Date

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Verlyn Gant, Consultant

Date



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### Findings Report

Date: 10/5/2022 VisitType: Monitoring Visit

Arrival: 1:30 PM

Departure: 5:15 PM

CCLC-33320

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The following information is associated with a Monitoring Visit:

### 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)

N/A

#### Comment

Center does not provide swimming activities.

### Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 4

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing,.08(3)-Address of Release Person Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 3

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(3)-Name of Release Person Missing,.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing,.08(1)-Doctor, Clinic, Phone Numbers

Child # 4

Met

Child # 5

Not Met

"Missing/Incomplete Components"

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

**591-1-1-.08 Children's Records****Not Met****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 consultant's review of records that the children's enrollment files were missing the following:

- Two of five children's files were missing the child's primary source of health care.
- Three of five children's files were missing the parent's work details.
- One of five children's files was missing the name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached.
- Three of five children's files were missing the release person's address.

**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: 10/7/2022****Recited on 10/5/2022****Correction Deadline: 3/29/2022****Corrected on 10/5/2022**

.08(6) - Previous citation was observed to be corrected during this visit, in that based on a review of records the Center maintains record' of the children's daily arrival and departure times as required.

**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)****Not Met****Correction Deadline: 3/29/2022**

Corrected on 10/5/2022

.25(13) - Previous citation was observed to be corrected during this visit, in that based on observation

- The plastic bags stored at love level in the Main Down 2nd Rt. two-year-old classroom had been removed.
- The plastic bags stored in an unlocked cupboard in the children's restroom, and a spray bottle of the bleach water solution stored at low level accessible to children in the Main Down Left two-year-old-classroom had been removed.
- The plastic bags stored at low level and the bottle of Clorox bleach and the toilet brush accessible to the children in the restroom of the Main Up 2nd Left three-year-old classroom had been removed.
- The plastic bags stored in the unlocked diaper change station in Building Two Back Right one- and two-year-old-classroom had been removed.

Correction Deadline: 3/29/2022

Corrected on 10/5/2022

.25(17) - Previous citation was observed to be corrected during this visit, in that based on observation the growing vines had been removed.

Correction Deadline: 3/29/2022

Corrected on 10/5/2022

.25(3) - Previous citation was observed to be corrected during this visit, in that based on observation the sliding wooden door in the Back L classroom in Building Two that was coming of the top track had been removed.

#### Finding

591-1-1-.25(8) requires protective caps on all unused electrical outlets within children's reach and requires that electrical outlets in use be made inaccessible to children. It was determined based on observation that there were multiple unused outlets with missing protective caps in the following classrooms:

- Main Building Down first right classroom.
- Main Building Down left classroom.

#### POI (Plan of Improvement)

The Center will train Staff to check outlets and replace protective caps when needed and identify and monitor how outlets in use are inaccessible to children.

Correction Deadline: 10/5/2022

Recited on 10/5/2022

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591-1-1-.25 Physical Plant-Structural/Mechanical	Met
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Correction Deadline: 3/29/2022

Corrected on 10/5/2022

.25(19) - Previous citation was observed to be corrected during this visit, in that based on observation the front playground area in Building two was not in use.

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591-1-1-.26 Playgrounds(CR)	Met
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Correction Deadline: 3/29/2022

Corrected on 10/5/2022

.26(4) - Previous citation was observed to be corrected during this visit, in that based on observation the splintering wood on the panels in playground A and playground B had been replaced.

Health and Hygiene
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**591-1-1-.10 Diapering Areas & Practices(CR)****Not Met****Finding**

591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. It was determined based on observation that the diaper changing surface was not cleaned with a disinfectant and dried with a single-use disposable towel as required.

**POI (Plan of Improvement)**

The Center will ensure there is a smooth, nonporous changing surface that has a guard or rails for safety in each classroom that houses children wearing diapers. Center Staff will be trained and have adequate supplies to properly clean the diaper changing surface between each diaper change.

**Correction Deadline: 10/5/2022****Correction Deadline: 3/29/2022****Corrected on 10/5/2022**

**.10(9) - Previous citation was observed to be corrected during this visit, in that based on observation the diapering station was not being used for food preparation or storage of children's bottles.**

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**591-1-1-.17 Hygiene(CR)****Not Met****Finding**

591-1-1-.17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on observation that a child in the Back Right classroom did not have their hands wiped or washed after diapering as required.

**POI (Plan of Improvement)**

The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

**Correction Deadline: 10/5/2022**

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**591-1-1-.20 Medications(CR)****N/A****Comment**

The Provider currently does not dispense/administer medication.

<b>Policies and Procedures</b>
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**591-1-1-.21 Operational Policies & Procedures****Met****Correction Deadline: 4/3/2022****Corrected on 10/5/2022**

**.21(p) - Previous citation was observed to be corrected during this visit, in that based on a review of documentation the Center had a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operation as required.**

**Correction Deadline: 4/3/2022****Corrected on 10/5/2022**

**.21(3) - Previous citation was observed to be corrected during this visit, in that based on a review of records the Center provided evidence that fire, tornado and other emergency situations drill are conducted monthly and every six months as required.**

## Safety

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

Met

#### Comment

Age-appropriate discussion and/or redirection observed.

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

N/A

#### Comment

Center does not provide routine transportation.

## 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: 17

### Records with Missing/Incomplete Components: 1

Staff # 1	Met
Date of Hire: 09/19/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 2	Met
Date of Hire: 09/19/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 3	Met
Date of Hire: 07/13/2021	
Staff # 4	Not Met
Date of Hire: 08/08/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 5	Met
Date of Hire: 05/11/2022	
Staff # 6	Met
Date of Hire: 08/20/2020	
Staff # 7	Met
Date of Hire: 07/25/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>



**Records Reviewed: 17****Records with Missing/Incomplete Components: 1**

Staff # 8	Met
Staff # 9	Met
Date of Hire: 09/12/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 10	Met
Date of Hire: 07/26/2017	
Staff # 11	Met
Date of Hire: 02/21/2022	
Staff # 12	Met
Staff # 13	Met
Staff # 14	Met
Staff # 15	Met
Date of Hire: 10/12/2021	
Staff # 16	Met
Staff # 17	Met
Date of Hire: 06/08/2018	

**Staff Credentials Reviewed: 2****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met****Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of records that the most recently issued determination letter eligible for portability for staff member # 4 was not electronically ported as required.

**POI (Plan of Improvement)**

most recently issued determination letter is eligible for portability

**Correction Deadline: 10/5/2022**

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

**Correction Deadline: 4/28/2022**

**Corrected on 10/5/2022**

**.33(3) - Previous citation was observed to be corrected during this visit, in that based on a review of records all staff had completed the health and safety orientation training within the first 90 days of employment as required.**

Correction Deadline: 4/5/2022

Corrected on 10/5/2022

.33(5) - Previous citation was observed to be corrected during this visit, in that based on a review of records staff members had completed ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source for the calendar year 2021 as required.

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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**

Adequate supervision observed on this date.