



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: 3/7/2018 **VisitType:** Licensing Study **Arrival:** 12:20 PM **Departure:** 3:30 PM

CCLC-33841

The Children's Campus at Georgia Tech

251 10th Street, Building F Atlanta, GA 30332 Fulton County
 (404) 385-2250 erica.watson@brighthorizons.com

Regional Consultant

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@decal.ga.gov

Mailing Address

Same

Quality Rated: No

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.
03/07/2018	Licensing Study	Good Standing	
10/19/2017	Monitoring Visit	Good Standing	
07/18/2017	Complaint 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	Rm. A134 Toddlers-1st left	Infants	1	1	C	14	C	NA	NA	Floor Play,Free Play	
Main	Rm. E156 Preschool A 5th left	Three Year Olds	1	15	C	23	C	NA	NA	Nap	
Main	Rm. F160 Preschool B 6th left	Three Year Olds and Four Year Olds	1	16	C	23	C	NA	NA	Nap	
Main	Rm. G164 PreK 7th left	PreK	2	20	C	25	C	NA	NA	Nap,Transitioning	
Main	Rm. H167- The Common-NL		0	0	C	0	C	NA	NA	Not In Use	
Main	Rm.B 140 Infants-2nd left	Infants	2	4	C	8	C	NA	NA	Nap,Free Play,Floor Play	
Main	Rm.C142 One's 3rd left	One Year Olds	1	9	NC	14	C	NA	NA	Nap	
Main	Rm.D146 Early Preschool B (Older 2's) 4th left	Two Year Olds	1	9	C	14	C	NA	NA	Nap	
Total Capacity @35 sq. ft.:						121	Total Capacity @25 sq. ft.:				0
Total # Children this Date: 74			Total Capacity @35 sq. ft.:			121	Total Capacity @25 sq. ft.:				0

Building	Playground	Playground Occupancy	Playground Compliance
Main	A- Infants	9	C
Main	B- 2's	10	C

Comments

The purpose of this visit was to conduct a licensing study visit and to follow-up on the previous visit conducted on October 19, 2017.

Consultant reviewed the following information with the director on this date:

- Updated USDA menu guidelines.
- Comprehensive criminal records check due date - October 1, 2018.

Plan of Improvement: Developed This Date 03/07/2018

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).



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.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.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.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.ga.gov

Erica Watson-Grier, Program Official

Date

Margarita Collier, Consultant

Date



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Findings Report

Date: 3/7/2018 **VisitType:** Licensing Study **Arrival:** 12:20 PM **Departure:** 3:30 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Technical Assistance

Technical Assistance

Please ensure staff members post the current week's lesson plan.

Correction Deadline: 3/7/2018

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.

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 restroom vents located in classrooms A134 Toddlers-1st Left, E156-Preschool A 5th Left, F160-Preschool B 6th Left, G164-Pre-K 7th Left, B140 Infants-2nd Left, C142-One's 3rd Left, and D146-Early Preschool B 4th Left were inoperable on this date.

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: 4/6/2018

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****Comment**

No hazards observed accessible to children 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 following items need to be repaired:

- The light fixture on the back right side of classroom 156-Preschool A 5th Left wasn't secured to the ceiling.
- Four lights were in operable on the back left side of classroom G164-Pre-K 7th Left.

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: 3/7/2018

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

Playground observed to be clean and in good repair.

Food Service

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

Please ensure that infant feeding forms are updated regularly.

Technical Assistance

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018:

- Three components for breakfast: grains, vegetables, fruits or both, and milk
- Five components for lunch grains, meat/meat alternates, fruits, vegetable, and milk or grains, meat/meat alternates, two different types of vegetables, and milk
- Two of five components for snack

Consultant provided the director with an updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers on this date. The crediting handbook for the CACFP can be located on DECAL and USDA's website:

DECAL - <http://decal.ga.gov/CACFP/Handbook.aspx> and USDA -

<http://www.fns.usda.gov/cacfp/cacfp/handbooks>

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)

Not Met

Comment

Staff state proper knowledge of diapering procedures.

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 consultant's observation the diaper changing table in classroom E156-Preschool A 5th Left was not equipped with a guard or rails to prevent falls during diapering.

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: 3/7/2018

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)

Met

Comment

Per director the center does not administer medications at this time.

Policies and Procedures

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

Met

Comment

Consultant observed complete documentation of emergency drills on this date.

Correction Deadline: 3/12/2018

Safety

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

Comment

Animals maintained clean and appropriately caged.

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

Center does not participate in field trips at this time.

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) **Technical Assistance**

Technical Assistance

Consultant discussed arrangement of cribs with the director on this date.

Comment

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 18

Records with Missing/Incomplete Components: 3

Staff # 1 Met

Date of Hire: 06/06/2011

Staff # 2 Met

Date of Hire: 01/30/2017

Staff # 3 Met

Date of Hire: 01/03/2017

Staff # 4 Met

Date of Hire: 12/14/2015

Staff # 5 Met

Date of Hire: 09/04/2017

Staff # 6 Not Met

Date of Hire: 07/19/2017

"Missing/Incomplete Components"

.33(4)-1st Yr. Training 2 Hrs. (Abuse) Missing,.33(4)-1st Yr. Training 4 Hrs. Missing,.14(2)-First Aid Missing,.14(2)-CPR missing

Records Reviewed: 18**Records with Missing/Incomplete Components: 3**

Staff # 7 Date of Hire: 07/24/2017	Met
Staff # 8 Date of Hire: 08/09/2016	Met
Staff # 9 Date of Hire: 05/29/2017	Met
Staff # 10 Date of Hire: 01/30/2018	Met
Staff # 11 Date of Hire: 10/09/2017 <u>"Missing/Incomplete Components"</u> .33(4)-1st Yr. Training 4 Hrs. Missing	Not Met
Staff # 12 Date of Hire: 02/05/2016	Met
Staff # 13 Date of Hire: 01/15/2018	Met
Staff # 14 Date of Hire: 09/20/2016 <u>"Missing/Incomplete Components"</u> .33(4)-1st Yr. Training 4 Hrs. Missing,.33(4)-1st Yr. Training 2 Hrs. (Abuse) Missing	Not Met
Staff # 15	Met
Staff # 16 Date of Hire: 05/12/2012	Met
Staff # 17 Date of Hire: 03/06/2017	Met
Staff # 18 Date of Hire: 07/23/2012	Met

Staff Credentials Reviewed: 18

591-1-1-.09 Criminal Records Check(CR)**Technical Assistance**

Comment

Consultant reviewed 17 staff files on this date. Consultant observed 17 of 17 staff members to have evidence of a satisfactory determination letter on file on this date.

Technical Assistance

Please be mindful of the expiration dates of all staff members satisfactory determination letters.

Comment

The director provided two files for staff members hired since the previous visit was conducted on October 19, 2017. Consultant observed two of two newly hired staff members to have evidence of a satisfactory determination letter on this date.

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

Met

Correction Deadline: 3/23/2018

Corrected on 3/7/2018

The previous citation was observed to be corrected on this date. Consultant observed all staff members to have evidence of first aid and CPR training on file on this date.

591-1-1-.33 Staff Training

Met

Comment

Documentation observed of required staff training.

Technical Assistance

Please ensure all newly hired staff members complete the following training:

- Health and safety orientation training within the first 90-days of their date of hire.
- First aid and CPR training within the first 90-days of their date of hire.
- 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.

Please ensure all staff members that provide direct care to children (supervisory staff, teachers, and substitute teachers) complete the required 10 hours of annual training for the year 2018.

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

Met

Comment

Consultant observed all staff members to comply with all laws and regulations on this date.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Not Met

Technical Assistance

Consultant discussed naptime ratios on this date.

Finding

591-1-1-.32(5) requires that during day-time rest or sleeping periods, at least one Staff person is in each room providing direct supervision of the children and all Staff required by these rules relating to Staff: child ratios are in the Center and available to assure safe evacuation in an emergency. Staff: child ratios may be doubled for children three (3) years and older provided these requirements are met. It was determined based on consultant's observation a ratio of 1:9 one-year-olds was observed during naptime in classroom C142-One's 3rd Left. A ratio of 2:9 was required for one-year-olds during naptime.

POI (Plan of Improvement)

The Center will rearrange staff schedules to ensure the required number of staff are in each room and available.

Correction Deadline: 3/7/2018

591-1-1-.32 Supervision(CR)

Met

Comment

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