



**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:** 3/18/2019    **VisitType:** Licensing Study    **Arrival:** 9:40 AM    **Departure:** 3:00 PM

**CCLC-33850**

**Emmanuel's Kids Early Learning Center**

1400 Hwy 212 Conyers, GA 30094 Rockdale County  
 (678) 413-3603 pastorsuddith@gmail.com

**Regional Consultant**

Ashley Cunningham  
 Phone: (866) 374-9389  
 Fax: (866) 375-0880  
 Ashley.Cunningham@decal.ga.gov

**Mailing Address**  
 Same

**Quality Rated:**

<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.
03/18/2019	Licensing Study	Good Standing	
11/14/2018	Monitoring Visit	Good Standing	
04/03/2018	Monitoring Visit	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 (Upstairs) 205		0	0	C	16	C	NA	NA	Not In Use
Main	1R (Upstairs)	Five Year Olds	1	6	C	19	C	NA	NA	Homework
Main	2R (Upstairs) 212	Six Year Olds and Over	1	6	C	17	C	NA	NA	Homework, Transitioning
Main	A/1L 101	Three Year Olds and Four Year Olds	2	21	C	29	C	NA	NA	Circle Time
Main	Activity Room (Upstairs)		0	0	C	37	C	NA	NA	Not In Use
Main	B/1R	Infants	2	3	C	21	C	NA	NA	Floor Play
Main	C/2R 103	One Year Olds and Two Year Olds	2	11	C	22	C	NA	NA	Art
Main	Left Back	Three Year Olds	1	7	C	17	C	NA	NA	Transitioning
Main	Movie Room (Upstairs)		0	0	C	51	C	NA	NA	Not In Use
Main	Right Back	Four Year Olds	1	14	C	23	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 252						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 68			Total Capacity @35 sq. ft.: 252			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A/Front	5	C
Main	B/Back	35	C

**Comments**

Plan of Improvement: Developed This Date 03/18/2019

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.al.ga.gov/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.al.ga.gov](mailto: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).

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](mailto:qualityrated@dec.al.ga.gov)

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Shaw Kimberly, Program Official

Date

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Ashley Cunningham, Consultant

Date



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### Findings Report

**Date:** 3/18/2019    **VisitType:** Licensing Study    **Arrival:** 9:40 AM    **Departure:** 3:00 PM

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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)****N/A****Comment**

Center does not provide swimming activities.

**Children's Records****Records Reviewed: 3****Records with Missing/Incomplete Components: 3**

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(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing,.08(1)-Doctor, Clinic, Phone Numbers

Child # 3

Not Met

"Missing/Incomplete Components"

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

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**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 a review of five children files that three files were incomplete.

**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: 3/18/2019**

<b>Facility</b>
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**591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

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**591-1-1-.19 License Capacity(CR)****Met****Comment**

Licensed capacity observed to be routinely met by center.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)****Technical Assistance****Correction Deadline: 11/14/2018****Corrected on 3/18/2019****.25(13) - Previous citation corrected in that there were no hazards accessible to children.****Technical Assistance**

591-1-1-.25(3) - Please ensure that the pain tin the infant room in repaired. The consultant observed light blue peeling paint on the left side of the wall in the classroom. The children in the class are currently non mobile children. The center will ensure to have the paint redone or covered up before the children began to become mobile.

**Correction Deadline: 3/18/2019**

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**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.

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Proper diapering procedures observed.

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Met**

**Comment**

Proper hand washing observed throughout the center.

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

**Met**

**Comment**

Per the director, there is no child currently on medication. Discussed proper medication documentation and procedures.

**Correction Deadline: 11/14/2018**

**Corrected on 3/18/2019**

**.20(4) - Previous citation corrected in that there was no medication housed in the children's back packs.**

<b>Safety</b>
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**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**

Center does not participate in field trips at this time.

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

**Not Met**

**Finding**

591-1-1-.36(4)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on a review of transportation forms that the center did not have evidence of an annual safety check inspection for each vehicle.

**POI (Plan of Improvement)**

The Center will obtain the annual vehicle inspection.

**Correction Deadline: 3/23/2019**

**Finding**

591-1-1-.36(4)(b) requires that the interior of a transportation vehicle be clean, in safe repair and free of hazardous items, objects and/or other non-essential items which could cause injury. It was determined based on observation that on bus 118 and 119 the arm rests had small holes with exposed foam. It was further determined that on bus 119 on drivers side that first seat was missing the arm rest. On the passenger side, the top of the first seat had a hole with exposed foam.

**POI (Plan of Improvement)**

The center will replace the missing arm rail and tape up all holes that had exposed foam. The center will maintain that all transportation vehicles are clean, in safe repair, and free from hazards.

**Correction Deadline: 3/22/2019**

**Finding**

591-1-1-.36(7)(a) requires that each vehicle contains current information including: the full names of all children to be transported, each child's pick-up location, pick-up time, delivery location, alternate delivery location if a Parent is not at home and name of person authorized to receive each child. In addition, the vehicle shall contain current information identifying the Center's name, telephone number and the name of the driver of the vehicle. It was determined based on a review of transportation records that the center did not have evidence of transportation agreements being maintained in the vehicle for each child being transported. The center was missing more than 20%.

**POI (Plan of Improvement)**

The Center will ensure that the Center's information and the children's information is included on each vehicle.

**Correction Deadline: 3/19/2019**

**Finding**

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on a review of transportation records that the center did not have evidence of emergency medical information being maintained in the vehicle for each child being transported. The center was missing more than 20%

**POI (Plan of Improvement)**

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

**Correction Deadline: 3/19/2019**

**Finding**

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on a review of transportation records that the center did not document that a second check was completed for school transportation on a PM route from South Salem Elementary, Live Oak Elementary and Oak Hill Elementary on March 15, 2019.

**POI (Plan of Improvement)**

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

**Correction Deadline: 3/18/2019**

**Recited on 3/18/2019**

**Sleeping & Resting Equipment**

**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**

**Met**

**Comment**

Discussed SIDS and infant sleeping position.

**Staff Records**

Staff # 1 Date of Hire: 01/04/2019	Met
Staff # 2 Date of Hire: 01/21/2016 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 3 Date of Hire: 01/28/2019	Met
Staff # 4 Date of Hire: 01/25/2016	Met
Staff # 5 Date of Hire: 11/12/2018 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 6 Date of Hire: 03/26/2018	Met
Staff # 7 Date of Hire: 03/18/2019 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not Met
Staff # 8 Date of Hire: 04/16/2018	Met
Staff # 9 Date of Hire: 08/01/2016 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 10 Date of Hire: 03/12/2018	Met
Staff # 11 Date of Hire: 08/07/2017	Met
Staff # 12 Date of Hire: 11/07/2016 <u>"Missing/Incomplete Components"</u>	Not Met



.33(5)-10 Hrs. Annual Training

Staff # 13

Not Met

Date of Hire: 08/01/2014

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 14

Met

Date of Hire: 01/24/2019

Staff # 15

Met

Date of Hire: 03/12/2018

Staff # 16

Not Met

Date of Hire: 08/17/2017

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 17

Not Met

Date of Hire: 02/11/2013

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

**Staff Credentials Reviewed: 17****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of staff files that staff #7 had not submit both a records check application to the department and fingerprints to an authorized fingerprinting site.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will ensure the CRC rules are maintained.

**Correction Deadline: 3/18/2019****Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of staff files that staff #7 has hired on March 18, 2019 and did not have a valid and current satisfactory comprehensive records check determination on file.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will ensure the CRC rules are maintained. A one day letter and affidavit was left.

**Correction Deadline: 3/18/2019**

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

**Met**

**Comment**

Complete first aid kits observed in center and on vehicles.

**Comment**

Please replace the first aid kit on bus 118.

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

**Not Met**

**Finding**

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on a review of staff files that staff were missing evidence of having completed ten hours of annual training for 2018.

**POI (Plan of Improvement)**

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

**Correction Deadline: 4/17/2019**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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

**Not Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

**Correction Deadline: 11/14/2018**

**Corrected on 3/18/2019**

**.32(2) - Previous citation observed to be corrected.**

**Finding**

591-1-1-.32(4) requires that children under three years old be housed in separate physical areas from older children and cannot be mixed with older children except at specified times and circumstances. It was determined based on observation that one and two year old children were housed with three year old children during morning recess.

**POI (Plan of Improvement)**

The Center will maintain separation of these children under three years old.

**Correction Deadline: 3/18/2019**

**Technical Assistance**

591-1-1-.32(4)(b) - Please ensure that you get parent agreements that allows children who turn three years old during the regular school year to remain with two year olds for the remainder of the school year. The consultant left an agreement form on this date.

**Correction Deadline: 3/18/2019**

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

**Met**

**Comment**

Adequate supervision observed on this date.