



**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: 3/12/2019 **VisitType:** Licensing Study **Arrival:** 1:50 PM **Departure:** 5:10 PM

CCLC-3477

Kidstop Daycare & Learning Center

2395 Campbellton Road, SW Atlanta, GA 30311 Fulton County
(404) 629-3747 kidstopdaycare@bellsouth.net

Regional Consultant

Lajuana Williams

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Mailing Address

2395 Campbellton Road
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Quality Rated:

Compliance Zone Designation		
03/12/2019	Licensing Study	Good Standing
09/20/2018	Monitoring Visit	Good Standing
03/19/2018	Monitoring Visit	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	
Main	A L	Three Year Olds and Four Year Olds	2	26	C	37	C	NA	NA	Snack, Transitioning	
Main	B 1R		0	0	C	34	C	NA	NA	Not In Use	
Main	C 2R	Two Year Olds	2	17	C	19	C	NA	NA	Snack	
Main	D 3R	One Year Olds	1	7	C	12	C	NA	NA	Floor Play	
Main	E BACK LEFT	Infants	1	4	C	9	C	NA	NA	Floor Play, Nap	
Main	F BACK RIGHT	Six Year Olds and Over	1	19	C	17	NC	NA	NA	Transitioning, Snack	
Total Capacity @35 sq. ft.: 128						Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 73			Total Capacity @35 sq. ft.: 128			Total Capacity @25 sq. ft.: 0			Building @25 capacity limited by Fire Marshall Limitations		

Building	Playground	Playground Occupancy	Playground Compliance
Main	PGR SMALL	30	C
Main	PGR-LARGE	70	C

Comments

Plan of Improvement: Developed This Date 03/12/2019

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.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.

- 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

Tanya Robinson, Program Official

Date

Lajuana Williams, Consultant

Date



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Findings Report

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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

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: 1

Child # 1

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 2

Met

Child # 3

Met

Child # 4

Met

Child # 5

Met

Technical Assistance

591-1-1-.08(1) - Please ensure the following on file for all authorized release persons: Name, address, telephone number, relationship to the parent and child.

Correction Deadline: 3/12/2019

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**

Correction Deadline: 10/4/2018

Corrected on 3/12/2019

.25(3) - Previous cite corrected.

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

Correction Deadline: 9/20/2018

Corrected on 3/12/2019

.26(4) - Previous cite corrected.

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 were observed to remind children to wash hands.

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

The Provider currently does not routinely dispense/administer medication. Procedures were discussed.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Not Met****Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on observation that a fire drill had been conducted since August 2018, and fire drill and tornado drill had not been conducted in the last six months.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 3/17/2019

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. Please ensure list of participants is left on site.

591-1-1-.36 Transportation(CR) **Not Met**

Comment

Complete documentation of transportation observed. School transportation observed this date. Please ensure that two checks of the vehicle occur prior to leaving it unattended, i.e. if there is no monitor on the vehicle that the driver is met by someone at the center prior to bringing the children inside after unloading. The driver will conduct the first check while staff from the building either supervises the children or bring the children inside. The driver will wait with the vehicle until the person returns to conduct the second check.

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 observation that emergency medical information was not on file for three of 14 children that attended a field trip in February 2019.

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: 3/13/2019

Sleeping & Resting Equipment

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

Comment

Discussed SIDS and infant sleeping position.

Comment

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 14

Records with Missing/Incomplete Components: 6

Staff # 1 Met
Date of Hire: 08/29/2011

Staff # 2 Met
Date of Hire: 09/04/2013

Staff # 3 Date of Hire: 08/01/2017	Met
Staff # 4 Date of Hire: 03/22/2004 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 5 Date of Hire: 01/01/2007	Met
Staff # 6 Date of Hire: 02/26/2016	Met
Staff # 7 Date of Hire: 08/10/2018	Met
Staff # 8 Date of Hire: 10/14/2014 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing	Not Met
Staff # 9 Date of Hire: 07/16/2016 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing	Not Met
Staff # 10 Date of Hire: 10/22/2018 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate	Not Met
Staff # 11 Date of Hire: 03/09/1998 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 12 Date of Hire: 03/16/2017	Met
Staff # 13 Date of Hire: 11/15/2018 <u>"Missing/Incomplete Components"</u> .24(1)-Evidence of Orientation Missing	Not Met

Staff # 14

Met

Date of Hire: 06/21/2018

Staff Credentials Reviewed: 14

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**Met****Comment**

Criminal record checks were observed to be complete.

Comment

Director provided two files for employees hired since last visit.

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

591-1-1-.14(1)(a) requires, in a Center that provides transportation, that either the driver or another Staff person present on the vehicle have current evidence of successful completion of a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid offered by certified or licensed health care professionals or trainers and which dealt with the provision of emergency care to infants and children. It was determined based on observation of staff records that a driver and monitor required updated CPR and first aid as theirs had expired.

POI (Plan of Improvement)

The Center will verify proof of CPR/1st aid training and schedule Staff so that there is always a staff person on the vehicle with this training.

Correction Deadline: 3/12/2019**Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on observation that one direct care staff did not have evidence of current CPR and First Aid within 90 days of hire.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 4/11/2019

591-1-1-.33 Staff Training**Not Met****Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on observation of staff records that one staff required evidence of health and safety orientation training.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 4/11/2019

Correction Deadline: 10/27/2017

Corrected on 3/12/2019

.33(4) - Previous cite corrected.

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 the observation of staff records that ten hours of annual training was not on file for the Director and one staff.

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: 3/26/2019

Recited on 3/12/2019

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) **Not Met**

Finding

591-1-1-.32(7) requires that children be supervised at all times and that the persons supervising in the child care area be alert, able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the chaperones and Students-in-Training, and provide timely attention to the children's actions and needs. It was determined based on observation that two children from the preschool class were observed in the restrooms down the hallway off of the two year old classroom without adult supervision. Based on staff verbal statements the children were sent the restroom and the two year old staff were notified.

POI (Plan of Improvement)

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times. It was discussed that children must be escorted to the restrooms and monitored.

Correction Deadline: 3/12/2019