



**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:** 10/22/2019 **VisitType:** Licensing Study

**Arrival:** 9:15 AM

**Departure:** 1:50 PM

**CCLC-34994**

**Rollins Child Development Center**

676 Henderson Dr. Cartersville, GA 30120 Bartow County  
 (678) 535-5200 mhenry@rollinscdc.com

**Regional Consultant**

Rachael Brown

Phone: (770) 342-7795

Fax: (678) 891-5887

rachael.brown@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★ ★

<b>Compliance Zone Designation</b>		
10/22/2019	Licensing Study	Good Standing
05/17/2019	Licensing Study	Good Standing
10/31/2018	POI Follow Up	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	108 A	Infants	2	6	C	8	C	NA	NA	Nap
Main	110 B	One Year Olds	2	6	C	12	C	NA	NA	Free Play, Snack, Transitioning
Main	115 C	One Year Olds	2	7	C	12	C	NA	NA	Snack
Main	119 D	Two Year Olds	3	7	C	10	C	NA	NA	Snack
Main	122 E	Two Year Olds and Three Year Olds	3	7	C	10	C	NA	NA	Snack
Main	125 K	Three Year Olds	2	6	C	12	C	NA	NA	Transitioning, Snack
Main	130 F		0	0	C	9	C	NA	NA	Not In Use
Main	134 J	Three Year Olds and Four Year Olds	2	10	C	12	C	NA	NA	Free Play
Main	136 G	Three Year Olds and Four Year Olds	1	6	C	9	C	NA	NA	Transitioning
Main	141 H	Five Year Olds	2	7	C	14	C	NA	NA	Transitioning
Main	145 I	Five Year Olds	1	7	C	14	C	NA	NA	Transitioning
<b>Total Capacity @35 sq. ft.: 122</b>						<b>Total Capacity @25 sq. ft.: 0</b>				
Total # Children this Date: 69			Total Capacity @35 sq. ft.: 122			Total Capacity @25 sq. ft.: 0				


Building	Playground	Playground Occupancy	Playground Compliance
Main	1st Left Infant	16	C

Main	2nd Left Toddler	7	C
Main	Rear Preschool	48	C
Main	Rear Toddler	26	C

**Comments**

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.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.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)

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Melissa Henry, Program Official

Date

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Rachael Brown, 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**

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: 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**

Records were observed to be complete and well organized.

### Facility

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

**Comment**

Licensed capacity observed to be met by center on this date.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)** **Met**

**Comment**

No hazards observed accessible to children on this date.

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

**Comment**

Playground observed to be clean and in good repair.

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**Food Service**

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

**Comment**

Center menu meets USDA guidelines.

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**591-1-1-.18 Kitchen Operations** **Met**

**Comment**

Kitchen appears clean and well organized.

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**Health and Hygiene**

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**591-1-1-.10 Diapering Areas & Practices(CR)** **Met**

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Comment**

Staff were observed to remind children to wash hands.

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

**Comment**

Discussed proper medication documentation and procedures.

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**Policies and Procedures**

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

**Comment**

Program observed complete emergency drills

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**591-1-1-.27 Posted Notices** **Met**

**Comment**

Observed all required posted notices.

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**Safety**

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**591-1-1-.11 Discipline(CR)** **Met**

**Comment**

Staff were observed to maintain a positive learning environment on this date.

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**591-1-1-.13 Field Trips(CR)****N/A****Comment**

Center does not participate in field trips at this time.

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**591-1-1-.36 Transportation(CR)****N/A****Comment**

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

Pleasant naptime environment observed.

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**Staff Records**

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**Records Reviewed: 38****Records with Missing/Incomplete Components: 0**

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Staff # 1	Met
Date of Hire: 03/03/2018	
Staff # 2	Met
Date of Hire: 02/08/2019	
Staff # 3	Met
Date of Hire: 07/15/2019	
Staff # 4	Met
Date of Hire: 02/03/2013	
Staff # 5	Met
Date of Hire: 12/07/2012	
Staff # 6	Met
Date of Hire: 09/21/2016	
Staff # 7	Met
Date of Hire: 10/13/2016	
Staff # 8	Met
Date of Hire: 05/13/2013	
Staff # 9	Met
Date of Hire: 09/30/2019	
Staff # 10	Met
Date of Hire: 12/03/2012	

Staff # 11 Date of Hire: 06/19/2017	Met
Staff # 12 Date of Hire: 04/10/2013	Met
Staff # 13 Date of Hire: 02/27/2018	Met
Staff # 14 Date of Hire: 05/04/2018	Met
Staff # 15 Date of Hire: 08/07/2012	Met
Staff # 16 Date of Hire: 07/02/2018	Met
Staff # 17 Date of Hire: 10/23/2017	Met
Staff # 18 Date of Hire: 06/25/2012	Met
Staff # 19 Date of Hire: 03/27/2017	Met
Staff # 20 Date of Hire: 09/01/2011	Met
Staff # 21 Date of Hire: 03/13/2019	Met
Staff # 22 Date of Hire: 07/31/2017	Met
Staff # 23 Date of Hire: 02/12/2018	Met
Staff # 24 Date of Hire: 04/01/2014	Met
Staff # 25 Date of Hire: 04/22/2014	Met

Staff # 26 Date of Hire: 06/06/2017	Met
Staff # 27 Date of Hire: 03/22/2013	Met
Staff # 28 Date of Hire: 10/14/2019	Met
Staff # 29 Date of Hire: 08/15/2016	Met
Staff # 30 Date of Hire: 09/09/2016	Met
Staff # 31 Date of Hire: 07/01/2019	Met
Staff # 32 Date of Hire: 07/30/2018	Met
Staff # 33 Date of Hire: 08/07/2012	Met
Staff # 34 Date of Hire: 08/16/2012	Met
Staff # 35 Date of Hire: 06/06/2017	Met
Staff # 36 Date of Hire: 08/20/2018	Met
Staff # 37 Date of Hire: 09/21/2013	Met
Staff # 38 Date of Hire: 02/14/2013	Met

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**Staff Credentials Reviewed: 24**

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

Criminal record checks were observed to be complete.

**Comment**

Director provided four files for employees hired since last visit.



**Technical Assistance**

591-1-1-.09(1)(j) - Ensure all all criminal record checks are ported electronically.

**Correction Deadline: 10/22/2019**

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

**Met**

**Comment**

Complete first aid kits observed in center.

**Comment**

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

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

**Met**

**Comment**

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

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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)**

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

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