



**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:** Monitoring Visit    **Arrival:** 12:45 PM    **Departure:** 4:45 PM

**CCLC-35301**

**Excellent Montessori**

1828 Stephenson Road Lithonia, GA 30058 DeKalb County  
(678) 526-0160 excellentmontessori@hotmail.com

**Regional Consultant**

Roslyn Williams

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roslyn.williams@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
03/18/2019	Monitoring Visit	Good Standing
09/26/2018	Licensing Study	Good Standing
07/12/2018	Complaint Closure	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-Infants	Infants	1	4	C	6	C	NA	NA	Floor Play
Main	B- Toddler C		0	0	C	15	C	NA	NA	Not In Use
Main	C-Elem. A/AS	Six Year Olds and Over	1	9	C	22	C	NA	NA	Lunch
Main	D-Elem. D/AS		0	0	C	22	C	NA	NA	Not In Use
Main	F- Primary A		0	0	C	21	C	NA	NA	Not In Use
Main	G-Primary A		0	0	C	21	C	NA	NA	Not In Use
Main	H-Toddler B	Two Year Olds	2	22	NC	23	C	NA	NA	Nap
Main	I-Toddler A	Four Year Olds	1	20	NC	15	NC	NA	NA	Nap
Main	J-Crawlers		0	0	C	16	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 138						Total Capacity @25 sq. ft.: 0	Building @35 capacity limited by Centers Request			
Total # Children this Date: 55			Total Capacity @35 sq. ft.: 138			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance

**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.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

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](mailto: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](mailto:qualityrated@dec.state.ga.us)

Joy Sanders, Program Official

Date

Roslyn Williams, Consultant

Date



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### Findings Report

**Date:** 3/18/2019    **VisitType:** Monitoring Visit    **Arrival:** 12:45 PM    **Departure:** 4:45 PM

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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)**

**Met**

**Comment**

Center does not provide swimming activities at this time.

### Children's Records

**591-1-1-.08 Children's Records**

**Met**

**Correction Deadline: 9/28/2018**

**Corrected on 3/18/2019**

.08(1) - Previous citation corrected. Complete documentation was observed in three of three records reviewed.

### Facility

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

**Not Met**

**Finding**

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on observation that in room I, the Center cared for 20 children in a space that was licensed for 15 children.

**POI (Plan of Improvement)**

The Center will limit the number of children in this space to the licensed capacity.

Correction Deadline: 3/18/2019

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

**Not Met**

**Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that a teacher's purse was in a chair and accessible to children in room I.

**POI (Plan of Improvement)**

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 3/18/2019

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

**Met**

**Comment**

Routine playground maintenance discussed.

**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**

Proper hand washing observed throughout the center.

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

**Met**

**Comment**

No medication administered at this time.

**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-.36 Transportation(CR)**

**Met**

Correction Deadline: 9/27/2018

Corrected on 3/18/2019

.36(7)(b) - Previous citation corrected. The Center had documentation of emergency medical information for three of three records reviewed.

**Sleeping & Resting Equipment**

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

**Met**

**Comment**

Pleasant naptime environment observed.

**Staff Records**

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Staff # 1	Not Met
Date of Hire: 10/05/2018	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 2	Met
Date of Hire: 10/02/2017	
Staff # 3	Met
Date of Hire: 08/23/2005	
Staff # 4	Met
Date of Hire: 06/01/2014	
Staff # 5	Met
Date of Hire: 10/25/2018	
Staff # 6	Met
Staff # 7	Not Met
Date of Hire: 11/02/2012	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 8	Met
Date of Hire: 09/08/2016	
Staff # 9	Not Met
Date of Hire: 02/27/2019	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 10	Met
Date of Hire: 04/18/2016	
Staff # 11	Met
Staff # 12	Not Met
Date of Hire: 04/22/2013	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 13	Met
Date of Hire: 08/29/2017	

Staff # 14

Met

Date of Hire: 04/24/2014

**Staff Credentials Reviewed: 14**

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**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 review of records that the Center had not submitted a records check application to the Department and staff #6 and staff #1 did not complete fingerprinting. A one day letter was left.

**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 review of records that the Center did not have evidence of a valid and current satisfactory Comprehensive Records Check Determination on file for staff person #6 hired on February 27, 2019 and staff person #1 hired on October 5, 2018. A one day letter was left.

**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.

**Correction Deadline: 3/18/2019****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 review of records that health and safety orientation training was not documented for two staff persons.

**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: 4/5/2019**

**Recited on 3/18/2019**

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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**

**Finding**

591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20;and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined based on observation that the Staff:Child ratio for two-year-old children was 1:11 in room H. A Staff:Child ratio of 2:11 was required.

**POI (Plan of Improvement)**

The Center will hire additional Staff or reschedule current Staff to meet required Staff:child ratios and will organize children into groups that meet requirements.

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

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

**Met**

**Comment**

Adequate supervision observed on this date.