



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: 1/29/2018 **VisitType:** Licensing Study **Arrival:** 8:35 AM **Departure:** 1:45 PM

CCLC-36027

Stepping Stones Academy

9835 Old Dogwood Rd. Roswell, GA 30075 Fulton County
 (770) 518-8333 kidslovesa@gmail.com

Regional Consultant

Shannon Curtis

Phone: (770) 342-7802
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 shannon.curtis@decal.ga.gov

Mailing Address
 Same

Quality Rated: No

Compliance Zone Designation		
01/29/2018	Licensing Study	Good Standing
07/13/2017	Monitoring Visit	Good Standing
01/30/2017	Licensing Study	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 Upstairs: Back Left	One Year Olds	3	7	C	12	C	NA	NA	Transitioning
Main	B:Upstairs R Hall 1R		0	0	C	14	C	NA	NA	Not In Use
Main	C: Upstairs R Hall 2R	Infants	4	10	C	13	C	NA	NA	Floor Play,Diapering,F eeding
Main	D: Upstairs R Hall 1L	One Year Olds	3	14	C	17	C	NA	NA	Feeding,Transitio ning
Main	E: Upstairs R Hall 2L	Three Year Olds	2	16	C	18	C	NA	NA	Centers
Main	F: Downstairs 1L	Three Year Olds	2	19	C	20	C	NA	NA	Circle Time
Main	G: Downstairs 1R- Right Hall	PreK	1	12	C	14	C	NA	NA	Circle Time
Main	H: Downstairs R Hall Back L		0	0	C	22	C	NA	NA	Not In Use
Main	I: Downstaris 1R	Three Year Olds	2	13	C	23	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 153						Total Capacity @25 sq. ft.: 0				
Main Left	1L- Bunnies	Infants	3	8	C	14	C	NA	NA	Floor Play
Main Left	1R- Lions	Three Year Olds	3	16	C	19	C	NA	NA	Story
Main Left	2L- Rhino	Three Year Olds	2	15	C	18	C	NA	NA	Story
Main Left	2R- Zebras	Two Year Olds	2	12	C	18	C	NA	NA	Outside

Main Left	3L- Hippos	Two Year Olds	3	13	C	17	C	NA	NA	Lunch, Transitioning
Main Left	3R- Giraffes	Three Year Olds	2	19	C	20	C	NA	NA	Circle Time
Main Left	4L-Penguins	One Year Olds	3	15	C	18	C	NA	NA	Lunch, Transitioning
Main Left	4R- Turtles	Two Year Olds	3	16	C	18	C	NA	NA	Transitioning, Lunch
Total Capacity @35 sq. ft.: 142						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 205			Total Capacity @35 sq. ft.: 295			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG C: Upstairs Infant	5	C
Main	PG: A Downstairs	6	C
Main	PG: B Right Front	45	C
Main Left	Left PG A	14	C
Main Left	Left PG B	15	C
Main Left	Left PG C	16	C


Comments

The purpose of this visit was to conduct a licensing study visit and to follow up to the previous visit conducted on July 13, 2017.

Consultant provided Emergency Plan Template on this date.

Plan of Improvement: Developed This Date 01/29/2018

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@decals.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://decals.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.decal.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@decal.ga.gov

Jessica Nahay, Program Official

Date

Shannon Curtis, 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)

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

Records were observed to be complete and well organized.

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) **Technical Assistance**

Technical Assistance

Discussed with the Director on this date to be mindful to keep items that pose a hazard inaccessible to children.

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 **Met**

Comment

Center menu meets USDA guidelines.

Comment

Please ensure that infant feeding forms are updated regularly.

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) **Met**

Comment

Proper diapering procedures observed.

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

Comment

Proper hand washing observed throughout the center.

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

Comment

Documentation for medication dispensing observed complete.

Policies and Procedures

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

Comment

Consultant observed evidence of monthly fire drills conducted as of December 28, 2017 on this date.

Correction Deadline: 2/3/2018

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

Comment

Observed all required posted notices.

Safety

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)**Met****Comment**

Complete documentation of transportation observed.

Sleeping & Resting Equipment

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

Discussed SIDS and infant sleeping position.

Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Staff Records

Records Reviewed: 48**Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 02/08/2017

Staff # 2

Met

Date of Hire: 01/03/2017

Staff # 3

Met

Date of Hire: 03/06/2014

Staff # 4

Met

Date of Hire: 05/05/2015

Staff # 5

Met

Date of Hire: 01/15/2018

Staff # 6

Met

Date of Hire: 02/16/2018

Staff # 7

Met

Date of Hire: 03/17/2017

Staff # 8

Met

Date of Hire: 07/24/2017

Staff # 9

Met

Date of Hire: 08/26/2015

Staff # 10 Met

Date of Hire: 10/05/2017

Staff # 11 Met

Date of Hire: 01/15/2018

Staff # 12 Met

Date of Hire: 10/02/2017

Staff # 13 Met

Date of Hire: 10/01/2015

Staff # 14 Met

Staff # 15 Met

Date of Hire: 07/31/2017

Staff # 16 Met

Staff # 17 Met

Date of Hire: 05/04/2016

Staff # 18 Met

Date of Hire: 10/01/2013

Staff # 19 Met

Date of Hire: 12/01/2017

Staff # 20 Met

Date of Hire: 02/24/2015

Staff # 21 Met

Date of Hire: 04/18/2016

Staff # 22 Met

Date of Hire: 02/28/2016

Staff # 23 Met

Date of Hire: 01/15/2018

Staff # 24 Met

Date of Hire: 09/14/2015

Staff # 25 Met

Date of Hire: 05/01/2016

Staff # 26 Met

Date of Hire: 10/01/2013

Staff # 27 Met

Date of Hire: 10/26/2015

Staff # 28 Met

Date of Hire: 10/16/2017

Staff # 29 Met

Staff # 30 Met

Date of Hire: 07/08/2015

Staff # 31 Met

Date of Hire: 02/19/2015

Staff # 32 Met

Date of Hire: 01/19/2016

Staff # 33 Met

Date of Hire: 04/02/2016

Staff # 34 Met

Date of Hire: 10/16/2017

Staff # 35 Met

Date of Hire: 06/23/2015

Staff # 36 Met

Date of Hire: 08/08/2016

Staff # 37 Met

Date of Hire: 10/01/2013

Staff # 38 Met

Staff # 39 Met

Date of Hire: 10/01/2013

Staff # 40 Met

Date of Hire: 01/01/2015

Staff # 41 Met

Records Reviewed: 48

Records with Missing/Incomplete Components: 0

Date of Hire: 08/31/2016

Staff # 42 Met

Date of Hire: 05/11/2016

Staff # 43 Met

Date of Hire: 04/11/2016

Staff # 44 Met

Date of Hire: 01/02/2017

Staff # 45 Met

Date of Hire: 08/22/2016

Staff # 46 Met

Date of Hire: 08/26/2013

Staff # 47 Met

Date of Hire: 12/28/2016

Staff # 48 Met

Date of Hire: 01/17/2016

Staff Credentials Reviewed: 48

591-1-1-.09 Criminal Records Check(CR) Met

Comment

Criminal records checks were observed to be complete for all staff on this date.

Comment

Director provided eleven files for employees hired since last visit on this date.

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

Comment

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

591-1-1-.33 Staff Training Met

Comment

Documentation observed of required staff training for 2017 on this date.

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

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

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)

Met

Comment

Adequate supervision observed on this date.