



**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:** 7/28/2020    **VisitType:** Licensing Study    **Arrival:** 2:15 PM    **Departure:** 3:15 PM

**CCLC-36027**

**Stepping Stones Academy**

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

**Regional Consultant**

Coty Cummings

Phone: (770) 357-4919

Fax: (770) 357-4918

coty.cummings@dec.al.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<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.
07/28/2020	Licensing Study	Good Standing	
03/03/2020	Monitoring Visit	Good Standing	
09/27/2019	Licensing Study	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	Upstairs:Birds: Back Left	Infants	3	11	C	12	C	NA	NA	Lunch
Main	Elephants: Upstairs R Hall 2R	Infants	3	8	C	13	C	NA	NA	Lunch
Main	Foxes: Upstairs R Hall 1L	Two Year Olds	2	12	C	17	C	NA	NA	Lunch
Main	Koalas: Downstaris 1R	Four Year Olds	2	16	C	23	C	NA	NA	Circle Time
Main	Lambs: R Hall 1R	Infants	3	8	C	14	C	NA	NA	Floor Play
Main	Monkeys: Upstairs R Hall 2L	Two Year Olds	3	14	C	18	C	NA	NA	Lunch
Main	Owls: Downstairs 1R- Right Hall	Six Year Olds and Over	1	10	C	14	C	NA	NA	Circle Time
Main	Pandas: Downstairs R Hall Back L	Four Year Olds	2	12	C	22	C	NA	NA	Circle Time
Main	Zebras: Downstairs 1L	Four Year Olds	2	9	C	20	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 153					Total Capacity @25 sq. ft.: 0					
Main Left	1L- Bunnies	Infants	3	11	C	14	C	NA	NA	Floor Play
Main Left	1R- Penguins	Three Year Olds	2	13	C	19	C	NA	NA	Free Play
Main Left	2L- Rhino	Three Year Olds	1	8	C	18	C	NA	NA	Circle Time

Main Left	2R- Lions	Two Year Olds	2	5	C	18	C	NA	NA	Circle Time	
Main Left	3L- Hippos	One Year Olds	2	10	C	17	C	NA	NA	Lunch	
Main Left	3R- Giraffes	Three Year Olds	1	11	C	20	C	NA	NA	Outside	
Main Left	4L-Ducks	One Year Olds	2	13	C	18	C	NA	NA	Lunch	
Main Left	4R- Turtles	One Year Olds and Two Year Olds	3	12	C	18	C	NA	NA	Lunch	
Total Capacity @35 sq. ft.: 142					Total Capacity @25 sq. ft.: 0						
Total # Children this Date: 183					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**

An Administrative Review and Virtual Visit was conducted on July 28, 2020. Staff files, children’s files, training, and background checks were all reviewed. A virtual inspection was conducted with the directors. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 12, 2020 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 07/28/2020

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.

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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](mailto: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.

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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.decals.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@decals.ga.gov](mailto:qualityrated@decals.ga.gov)

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Jessica Nahay, Program Official

Date

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Coty Cummings, 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)**

**Technical Assistance**

**Technical Assistance**

A Virtual Visit was conducted due to the COVID-19 pandemic. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date.

**Correction Deadline: 7/28/2020**

**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

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**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 routinely met by center.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through storage of cleaning supplies and possible hazards were discussed. There were no hazards observed to be accessible to the children this date.

**Correction Deadline: 7/28/2020**

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

Playground observed to be clean and in good repair.

**Health and Hygiene**

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director/Provider on this date.

**Correction Deadline: 7/28/2020**

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements were discussed with the Director/Provider on this date.

**Correction Deadline: 7/28/2020**

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

Documentation for medication dispensing observed complete.

**Safety**

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**591-1-1-.11 Discipline(CR)****Technical Assistance****Technical Assistance**

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director/Provider on this date.

**Correction Deadline: 7/28/2020**

**Technical Assistance**

A Virtual Visit was conducted due to the COVID-19 pandemic. Per the provider there was no routine transportation provided.

**Correction Deadline: 7/29/2020**

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<b>Sleeping &amp; Resting Equipment</b>
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**Comment**

Discussed SIDS and infant sleeping position.

<b>Staff Records</b>
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**Records Reviewed: 81****Records with Missing/Incomplete Components: 3**

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Staff # 1	Met
Date of Hire: 06/11/2019	
Staff # 2	Met
Staff # 3	Met
Date of Hire: 01/02/2020	
Staff # 4	Met
Date of Hire: 01/22/2019	
Staff # 5	Met
Date of Hire: 05/08/2019	
Staff # 6	Met
Date of Hire: 01/10/2020	
Staff # 7	Met
Staff # 8	Met
Staff # 9	Met
Date of Hire: 10/01/2014	
Staff # 10	Met
Date of Hire: 04/24/2019	
Staff # 11	Met
Date of Hire: 01/25/2017	
Staff # 12	Met

Date of Hire: 07/23/2019

Staff # 13 Met

Date of Hire: 06/06/2019

Staff # 14 Met

Staff # 15 Met

Date of Hire: 01/25/2017

Staff # 16 Met

Date of Hire: 01/01/2020

Staff # 17 Met

Date of Hire: 03/01/2018

Staff # 18 Met

Date of Hire: 03/28/2019

Staff # 19 Met

Date of Hire: 08/31/2016

Staff # 20 Met

Staff # 21 Met

Date of Hire: 09/15/2019

Staff # 22 Met

Date of Hire: 12/13/2019

Staff # 23 Met

Date of Hire: 04/15/2016

Staff # 24 Met

Date of Hire: 07/29/2019

Staff # 25 Met

Date of Hire: 06/05/2019

Staff # 26 Met

Date of Hire: 11/20/2019

Staff # 27 Met

Date of Hire: 09/17/2018

Staff # 28 Met

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Staff # 29 Date of Hire: 08/30/2019	Met
Staff # 30 Date of Hire: 08/30/2019	Met
Staff # 31 Date of Hire: 08/07/2019 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not Met
Staff # 32 Date of Hire: 04/18/2018	Met
Staff # 33	Met
Staff # 34 Date of Hire: 01/01/2018	Met
Staff # 35 Date of Hire: 02/15/2019	Met
Staff # 36 Date of Hire: 09/20/2019	Met
Staff # 37 Date of Hire: 05/23/2018	Met
Staff # 38 Date of Hire: 01/22/2019	Met
Staff # 39 Date of Hire: 01/12/2020	Met
Staff # 40	Met
Staff # 41 Date of Hire: 01/13/2020	Met
Staff # 42 Date of Hire: 04/10/2019	Met
Staff # 43 Date of Hire: 10/01/2013	Met



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Staff # 44 Date of Hire: 10/16/2017	Met
Staff # 45 Date of Hire: 10/05/2017	Met
Staff # 46 Date of Hire: 07/11/2019	Met
Staff # 47 Date of Hire: 08/30/2019	Met
Staff # 48 Date of Hire: 01/16/2020	Met
Staff # 49 Date of Hire: 03/01/2018	Met
Staff # 50 Date of Hire: 06/16/2015 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not Met
Staff # 51 Date of Hire: 06/16/2015	Met
Staff # 52 Date of Hire: 10/18/2019	Met
Staff # 53 Date of Hire: 08/15/2019	Met
Staff # 54 Date of Hire: 08/15/2019	Met
Staff # 55 Date of Hire: 06/12/2019	Met
Staff # 56 Date of Hire: 10/14/2019	Met
Staff # 57 Date of Hire: 04/04/2017	Met
Staff # 58	Met

Date of Hire: 12/27/2016

Staff # 59 Met

Date of Hire: 10/01/2013

Staff # 60 Met

Date of Hire: 02/18/2015

Staff # 61 Met

Date of Hire: 02/13/2019

Staff # 62 Met

Date of Hire: 01/19/2020

Staff # 63 Not Met

Date of Hire: 05/04/2015

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 64 Met

Staff # 65 Met

Date of Hire: 08/30/2019

Staff # 66 Met

Staff # 67 Met

Date of Hire: 10/05/2019

Staff # 68 Met

Date of Hire: 02/07/2020

Staff # 69 Met

Date of Hire: 08/15/2019

Staff # 70 Met

Date of Hire: 05/01/2018

Staff # 71 Met

Date of Hire: 05/08/2019

Staff # 72 Met

Date of Hire: 09/09/2015

Staff # 73 Met

Date of Hire: 09/13/2019

Staff # 74 Date of Hire: 10/05/2018	Met
Staff # 75 Date of Hire: 04/08/2019	Met
Staff # 76 Date of Hire: 09/18/2015	Met
Staff # 77 Date of Hire: 07/23/2019	Met
Staff # 78 Date of Hire: 05/08/2019	Met
Staff # 79 Date of Hire: 12/27/2016	Met
Staff # 80 Date of Hire: 02/15/2019	Met
Staff # 81 Date of Hire: 10/13/2019	Met

**Staff Credentials Reviewed: 19**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met**

**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 staff member #31, #51, and #63 had expired comprehensive records check determinations. Staff were observed caring for children.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will watch CRC videos 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. 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 watch CRC videos to ensure the CRC rules are maintained.

**Correction Deadline: 7/28/2020**

**Finding**

591-1-1-.09(1)(l)3. requires the Center to immediately require a new Comprehensive Records Check Determination for a Director, Employee or Provisional Employee at least once every five years. It was determined based on review of records that staff member #31, #51, and #63 had expired Comprehensive records check determinations and had not made application to the department.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will watch CRC videos to ensure that each Director, Employee and Provisional Employee has a Comprehensive Records Check Determination on file that has been issued within the past five years. 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 watch CRC videos to ensure CRC rules are maintained.

**Correction Deadline: 7/28/2020**

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

Evidence observed of 50% of center staff certified in First Aid and CPR.

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

Documentation observed of required staff training.

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

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on May 12, 2020.

**Correction Deadline: 7/28/2020**

**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.