



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: 4/11/2018 **VisitType:** Monitoring Visit **Arrival:** 2:55 PM **Departure:** 4:10 PM

CCLC-36172

The Tutor Shop @ Dolvin ES

10495 Jones Bridge Rd. Alpharetta, GA 30022 Fulton County
 (404) 610-1531 hal@tutorshops.com

Mailing Address

7330 Samples Field Road
 Cumming, GA 30040

Regional Consultant

LaQuita Clark

Phone: (706) 497-1536

Fax: (706) 688-0418

jennifer.taylor@dec.al.ga.gov

Quality Rated: No

<u>Compliance Zone Designation</u>			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.
04/11/2018	Monitoring Visit	Good Standing	
11/14/2017	Licensing Study	Good Standing	
04/18/2017	Monitoring Visit	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	Rm. A (616)		0	0	C	25	C	NA	NA	Not In Use
Main	Room 511		0	0	C	26	C	NA	NA	Not In Use
Main	Room 512		0	0	C	22	C	NA	NA	Not In Use
Main	Room 513	Five Year Olds and Six Year Olds and Over	2	31	C	24	NC	NA	NA	Outside
Total Capacity @35 sq. ft.: 24			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Centers Request				
Total # Children this Date: 31			Total Capacity @35 sq. ft.: 24			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A- Playground (Open Field)	150	C
Main	Hard Top	28	C

Comments

The purpose of this visit was to conduct a monitoring visit and to follow up on the previous visit from November 2018.
 A one-day letter was left on this date.

Plan of Improvement: Developed This Date 04/11/2018

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@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). 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.dec.al.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@dec.al.ga.gov

Zoe El, Program Official

Date

LaQuita Clark, Consultant

Date



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Findings Report

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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

Equipment and furniture observed to be appropriately secured.

591-1-1-.35 Swimming Pools & Water-related Activities(CR)

Met

Comment

Center does not provide swimming activities.

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

Comment

No hazards observed accessible to children on this date.

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

Met

Comment

Playground observed to be clean and in good repair.

Health and Hygiene

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

Met

Comment

The program does not have diapered children enrolled. Diapering rules were not evaluated.

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

Staff were observed to remind children to wash hands.

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

The director stated that medication is not administered at this time.

	Safety
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591-1-1-.11 Discipline(CR)	Met
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Comment

Age-appropriate discussion and/or redirection observed.

591-1-1-.36 Transportation(CR)	Met
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Comment

Center does not provide routine transportation.

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

The program does not have infants enrolled. Safe sleep rules were not evaluated.

	Staff Records
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Records Reviewed: 5	Records with Missing/Incomplete Components: 1
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Staff # 1	Met
Date of Hire: 08/07/2017	

Staff # 2	Met
Date of Hire: 08/01/2014	

Staff # 3	Not Met
Date of Hire: 01/15/2018	

"Missing/Incomplete Components"
.09-Criminal Records Check Missing

Staff # 4	Met
Date of Hire: 10/20/2017	

Staff # 5	Met
Date of Hire: 11/19/2014	

Staff Credentials Reviewed: 5

591-1-1-.09 Criminal Records Check(CR)**Not Met****Correction Deadline: 11/15/2017****Corrected on 4/11/2018****.09(1)(a) - Previous citation has been corrected in that all staff have satisfactory determination letters on file.****Finding**

591-1-1-.09(1)(d) requires each Employee and Center Director hired on or after January 1, 2014 to have a satisfactory Fingerprint Records Check Determination with a Records Check Clearance date that is within 12 months of their hire date. In order for the Department to issue a satisfactory Fingerprint Records Check Determination, each Employee and Director must submit both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined, based on review of staff files, that an employee rehired in January 2018 had a records check determination on file dated more than 12 months prior to their date of rehire.

POI (Plan of Improvement)

The Center will ensure that each director and employee hired after January 1, 2014 has a satisfactory Fingerprint Records Check Determination dated within 12 months of the hire date and will submit the required documents to obtain the determination if they have not already done so.

Correction Deadline: 4/12/2018**Recited on 4/11/2018**

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

Please continue to ensure that all staff have CPR/first aid. New staff have 90 days from their date of hire to complete.

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

Please ensure that all staff have health and safety orientation training on file. New staff have 90 days from their date of hire to complete the training.

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

Staff were observed to comply with applicable 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)**Met****Comment**

Adequate supervision observed on this date.