



**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:** 4/28/2021    **VisitType:** Licensing Study    **Arrival:** 10:30 AM    **Departure:** 11:20 AM

**CCLC-36557**

**Learning Hive Kids Club**

3076 Lenora Church Road Snellville, GA 30078 Gwinnett County  
(470) 299-4347 learninghivesnellville@gmail.com

**Regional Consultant**

Dianne Clarke

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Fax: (770) 357-4922

dianne.clarke@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★

<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.
04/28/2021	Licensing Study	Good Standing	
11/05/2020	Monitoring Visit	Good Standing	
12/16/2019	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	A/R		0	0	C	14	C	NA	NA	
Main	B/1L	Six Year Olds and Over	1	3	C	10	C	NA	NA	Centers
Main	C/2L	Three Year Olds and Four Year Olds and Five Year Olds	1	7	C	17	C	NA	NA	Story
Main	D/L Back		0	0	C	14	C	NA	NA	
Total Capacity @35 sq. ft.: 55						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 10			Total Capacity @35 sq. ft.: 55			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG	44	C

**Comments**

An Administrative Review was conducted on April 28, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on April 28, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on March 31, 2021 was reviewed during the virtual inspection.

Follow up on FAQ regarding Rule Changes effective October 1, 2020.

One Day letter.

Plan of Improvement: Developed This Date 04/29/2021

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)

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Donna Chisholm, Program Official

Date

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Dianne Clarke, Consultant

Date



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### Findings Report

**Date:** 4/28/2021    **VisitType:** Licensing Study    **Arrival:** 10:30 AM    **Departure:** 11:20 AM

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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 Virtual Visit was conducted due to the COVID-19 pandemic. A variety of equipment and toys were observed throughout the center.

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. 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**

A Virtual Visit was conducted due to the COVID-19 pandemic. 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**

591-1-1-.25(13) - Please ensure that all hazards are inaccessible to children in care, including purses and any items that reads, keep out of reach of children.

**Correction Deadline: 4/28/2021**

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Discussed maintenance of resilient surface. Please fluff and redistribute.

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**Food Service**

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

**Comment**

591-1-1-.15(2)(f) - Discussed new revision to restricted food rule which states: Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

**Correction Deadline: 4/28/2021**

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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**

No children enrolled who require diapering. School age children attend only for after school hours.

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

**Comment**

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

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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

**Comment**

A virtual visit was conducted due to the COVID-19 pandemic. The consultant discussed emergency drill requirements and emergency plans with the Director.

**591-1-1-.22 Parental Access**

**Met**

**Comment**

591-1-1-.22 - A Virtual Visit was conducted due to the COVID-19 pandemic. Parental access requirements were met per the COVID-19 guidelines.

**Correction Deadline: 4/28/2021**

**591-1-1-.29 Required Reporting**

**Met**

**Comment**

Reminder: Please be sure to contact the Gwinnett County Department of Health if there are positive COVID-19 cases immediately and get their guidance. Also, please complete a Required Report in DECAL KOALA for communicable diseases.

Please be sure to report temporary closures in DECAL KOALA under the Required Report tab whenever there are temporary closures for one day or more.

**Safety**

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

**Met**

**Comment**

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 on this date. Redirection is used for discipline.

**591-1-1-.13 Field Trips(CR)**

**Met**

**Comment**

Please remember the Governor's Executive Order does not allow for field trips at this time.

**591-1-1-.36 Transportation(CR)**

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Complete documentation of transportation observed.

**Correction Deadline: 12/16/2019**

**Corrected on 4/28/2021**

**.36(13) - The previous citation was corrected. Discussed with the provider regarding ensuring that the keys are never kept in the ignition.**

**Sleeping & Resting Equipment**

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

**Met**

**Comment**

Sleeping/Naps are not required for this program. School age children attend only for after school hours.

**Staff Records**

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 3**

Staff # 1

Not Met

Date of Hire: 02/22/2019

**Records Reviewed: 5****Records with Missing/Incomplete Components: 3**"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 2

Met

Date of Hire: 05/13/2019

Staff # 3

Not Met

Date of Hire: 04/28/2021

Reminder - Health & Safety training is required within 90 calendar days of hired"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 4

Not Met

Date of Hire: 01/17/2013

"Missing/Incomplete Components"

.33(4)-Food Prep Training Missing 4 hrs.

Staff # 5

Met

Date of Hire: 03/04/2020

**Staff Credentials Reviewed: 1****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Comment**

Please ensure that applicants/staff are listing exact dates (including month/day/year) on 10 year work history form in order to determine any breaks in service from the child care industry. Please ensure that records checks are redone if there is a six month break in service. Please also ensure that satisfactory records checks are updated before the expiration date.

**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 a review of records that staff #3 did not have evidence of having submitted fingerprints prior to beginning at the center on April 28, 2021.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure to check staff's portability and submit an application if portability is expired, before they begin at the center to 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 review the CRC modules regarding criminal records check to ensure the CRC rules are maintained. The consultant observed a fingerprint application was submitted on April 28, 2021.

**Correction Deadline: 4/28/2021**

**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 a review of records that staff #3 who began at the center on April 28, 2021 did not have evidence of a comprehensive background check determination and they were outside of the portability no older than the preceding 12 month requirement.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure to check portability for all and have staff complete a criminal records check application prior to being present at the facility 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 review the CRC modules regarding criminal records check to ensure the CRC rules are maintained. An application was submitted on April 28, 2021.

**Correction Deadline: 4/28/2021**

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

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit

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

591-1-1-.14(3)-A Virtual Visit was conducted due to the COVID-19 pandemic. This citation is deferred until the next regulatory visit when the rule correction can be observed in person.

**POI (Plan of Improvement)**

Center Staff will provide any missing first aid kits, add any missing items to each first aid kit and will develop and use a plan for checking the kits and replacing missing items in each kit in the future. First aid kits and instruction manuals will be stored so that they kits are not accessible to children but are easily accessible to Center Staff.

**Correction Deadline: 12/26/2019**

**591-1-1-.33 Staff Training****Not Met****Finding**

591-1-1-.33(4) requires within the first year of employment, the Director and person with primary responsibility for food preparation shall have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on a review of records that staff #4 did not have evidence of the required four hours of food preparation training.

**POI (Plan of Improvement)**

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

**Correction Deadline: 5/28/2021**



**Finding**

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on a review of records that staff #1 did not have ten hours of annual training for 2020.

**POI (Plan of Improvement)**

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

**Correction Deadline: 5/28/2021**

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

591-1-1-.31(13) - 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. The program was in compliance with the Executive Order issued on March 31, 2021.

**Correction Deadline: 4/28/2021**

## Staffing and Supervision

**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Center observed to maintain appropriate staff:child ratios.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Adequate supervision observed on this date.