



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: 4/17/2018 **VisitType:** Licensing Study **Arrival:** 9:40 AM **Departure:** 12:00 PM

CCLC-36572

Toddler University

1216 Sandtown Road Marietta, GA 30008 Cobb County
 (678) 909-3842 shanaisaac@todduflexcare.com

Mailing Address
 709 Peteywood Dr
 Austell, GA 30106

Regional Consultant

Courtney Moody

Phone: (800) 796-7861

Fax: (800) 798-6764

courtney.moody@dec.al.ga.gov

Quality Rated: ★ ★

Compliance Zone Designation			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.
04/17/2018	Licensing Study	Good Standing	
10/05/2017	Monitoring Visit	Good Standing	
01/18/2017	Licensing Study	Good Standing	
			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	B 1st Left	Three Year Olds and Four Year Olds	1	7	C	12	C	16	C	Floor Play
Main	C right	Two Year Olds	1	2	C	10	C	NA	NA	Circle Time
			Total Capacity @35 sq. ft.: 22			Total Capacity @25 sq. ft.: 22		Building @35 capacity limited by Fire Marshall Limitations		
Total # Children this Date: 9			Total Capacity @35 sq. ft.: 22			Total Capacity @25 sq. ft.: 22		Building @25 capacity limited by Fire Marshall Limitations		

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	23	C

Comments

Plan of Improvement: Developed This Date 04/17/2018

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

Shana Isaac, Program Official

Date

Courtney Moody, Consultant

Date



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Findings Report

Date: 4/17/2018 **VisitType:** Licensing Study

Arrival: 9:40 AM

Departure: 12:00 PM

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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.

Evening Care

591-1-1-.32 Staffing/Supervision(CR)

Met

Comment

Not evaluated on this date.

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

Correction Deadline: 10/5/2017

Corrected on 4/17/2018

.25(8) - Previous citation corrected.

591-1-1-.26 Playgrounds(CR)**Not Met****Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that some wood slats located on the fence under the deck were observed to be missing, exposing nails.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 4/17/2018**Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that a potential hazard existed in that the gate located under the deck was unlocked. Shovels, a lawn mower, cans of paint and other hazardous items were stored in this area.

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

Correction Deadline: 4/17/2018**Health and Hygiene****591-1-1-.10 Diapering Areas & Practices(CR)****Technical Assistance****Technical Assistance**

Hand washing requirements for diapering were discussed with the director on this date.

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

Staff were observed to remind children to wash hands.

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

The center has not dispensed any medication since the last visit.

Policies and Procedures**591-1-1-.21 Operational Policies & Procedures****Not Met****Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on review of records that the center did not have documentation to show that a fire drill was conducted for the month of January 2018.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 4/22/2018**Safety**

591-1-1-.05 Animals	Met
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Comment

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

591-1-1-.13 Field Trips(CR)	Met
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Comment

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)	N/A
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Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)	Met
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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: 9

Records with Missing/Incomplete Components: 7
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Staff # 1	Not Met
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Date of Hire: 12/15/2017

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.33(3)-Health & Safety Certificate

Staff # 2	Not Met
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Date of Hire: 03/05/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 3	Not Met
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Date of Hire: 08/17/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 4	Not Met
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Date of Hire: 08/09/2017

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.33(3)-Health & Safety Certificate

Staff # 5	Met
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Date of Hire: 03/02/2018

Records Reviewed: 9**Records with Missing/Incomplete Components: 7**

Staff # 6 Not Met

Date of Hire: 03/13/2013

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.33(4)-Food Prep Training Missing 4 hrs.

Staff # 7 Met

Date of Hire: 12/01/2013

Staff # 8 Not Met

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 9 Not Met

Date of Hire: 03/22/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff Credentials Reviewed: 9

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

Correction Deadline: 10/5/2017

Corrected on 4/17/2018

.09(1)(a) - All staff records were complete.

Correction Deadline: 10/5/2017

Corrected on 4/17/2018

.09(1)(d) - Previous citation observed corrected.

591-1-1-.24 Personnel Records**Not Met**

Finding

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on review of records that four of nine employees did not have evidence of completing the required orientation including date and signature of person providing the orientation.

POI (Plan of Improvement)

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 4/22/2018

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 three new hires did not complete the health and safety training within the first 90 day of employment.

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: 5/17/2018

Finding

591-1-1-.33(5) requires the Director and person with primary responsibility for food preparation to have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on review of records that the director the Director and person with primary responsibility for food preparation did not have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage

POI (Plan of Improvement)

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

Correction Deadline: 5/17/2018

Finding

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on review of records that two employees did not complete the required 10 hours of annual training for the 2017 calendar year.

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: 5/17/2018

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

Correction Deadline: 10/5/2017

Corrected on 4/17/2018

.32(4) - Previous citation corrected.

Comment

Staff observed to provide direct supervision and be attentive to children's needs.