



**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:** 12/17/2018 **VisitType:** Licensing Study

**Arrival:** 9:25 AM

**Departure:** 2:30 PM

**CCLC-36969**

**Johns Creek Montessori School of Georgia**

6450 East Johns Crossing Johns Creek, GA 30097 Fulton County  
 (770) 814-8001 Ash.punjani@jcms.org

**Regional Consultant**

Octavia Humphrey

Phone: (770) 357-3234

Fax: (770) 357-3278

octavia.humphrey@decal.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.
12/17/2018	Licensing Study	Good Standing	
03/07/2018	Monitoring Visit	Good Standing	
09/26/2017	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	Classroom 1-1R-Right Hallway	Three Year Olds and Four Year Olds	2	10	C	30	C	NA	NA	Centers
Main	Classroom 3-Back Left Hallway	Infants	2	3	C	8	C	NA	NA	Nap
Main	Classroom 4- 3Left Hallway	One Year Olds and Two Year Olds and Three Year Olds	2	9	C	12	C	NA	NA	Circle Time
Main	Classroom 5-2Left Hallway	Two Year Olds and Three Year Olds	2	8	C	13	C	NA	NA	Circle Time
Main	Classroom 6 1Left Hallway		0	0	C	13	C	NA	NA	
Main	Classroom7 1R-Left Hallway	Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	3	15	C	27	C	NA	NA	Centers

Total Capacity @35 sq. ft.: 103

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 45

Total Capacity @35 sq. ft.: 103

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	45	C

### Comments

The purpose of today's visit was to conduct a Licensing Study and to follow-up from the previous visit on March 7, 2018.

Consultant left a One-Day Letter with Provider.  
Consultant left a Safe Sleep Form with Provider.

Plan of Improvement: Developed This Date 12/17/2018

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).



Please refer to the website, <http://www.dec.al.ga.gov/CCS/RulesAndRegulations.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@dec.al.ga.gov](mailto: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.

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

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Debra Markham, Program Official

Date

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Octavia Humphrey, 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**

Consultant observed a variety of equipment and toys throughout the center.

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

**Met**

**Comment**

Provider stated that the 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**

Consultant observed five of five Children's Records to be complete and well organized on this date.

### Facility

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<b>591-1-1-.06 Bathrooms</b>	<b>Met</b>
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**Comment**

Consultant observed bathrooms to be clean and well maintained.

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<b>591-1-1-.19 License Capacity(CR)</b>	<b>Met</b>
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**Comment**

Licensed capacity observed to be routinely met by center.

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<b>591-1-1-.25 Physical Plant - Safe Environment(CR)</b>	<b>Met</b>
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**Comment**

Consultant observed Center to be clean and well maintained.

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<b>591-1-1-.26 Playgrounds(CR)</b>	<b>Met</b>
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**Comment**

Consultant discussed with Provider to please fluff and redistribute mulch around and underneath the swings fall zones. Consultant observed adequate amount of mulch on Playground.

**Comment**

Consultant observed the Playground to be clean and in good repair.

<b>Food Service</b>
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<b>591-1-1-.15 Food Service &amp; Nutrition</b>	<b>Met</b>
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**Comment**

Consultant observed the Center menu to meet USDA guidelines.

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<b>591-1-1-.18 Kitchen Operations</b>	<b>Met</b>
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**Comment**

Consultant observed the Kitchen to appear clean and to be well organized.

<b>Health and Hygiene</b>
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<b>591-1-1-.10 Diapering Areas &amp; Practices(CR)</b>	<b>Met</b>
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**Comment**

Consultant observed Staff in Classroom 3-Back Left Hallway Infants to state proper knowledge of diapering procedures.

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<b>591-1-1-.17 Hygiene(CR)</b>	<b>Met</b>
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**Comment**

Consultant observed proper hand washing throughout the center.

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<b>591-1-1-.20 Medications(CR)</b>	<b>Technical Assistance</b>
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**Comment**

Consultant observed two of two documentations for Authorization to Dispense Medication forms on this date.

**Technical Assistance**

591-1-1-.20(3) - Consultant discussed with Provider to make sure Authorization to Dispense Medication forms are completed and to include any noticeable adverse reactions on this date.

**Correction Deadline: 12/17/2018**

<b>Policies and Procedures</b>
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**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 Consultant review of records that there were only one Tornado drill conducted in the year of 2018 as of December 17, 2018 in the month of March of 2018. Additionally there were no valid evidence of documentation for a LockDown drill conducted for the entire year of 2018. Provider stated and provided evidence of documentation that the Center has scheduled a LockDown drill for Tuesday December 18, 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: 12/22/2018**

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

Consultant observed Staff to maintain a positive learning environment on this date.

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

Provider stated that the Center does not participate in field trips at this time.

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

Provider stated that the Center does not provide routine transportation.

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

Consultant observed five (5) of five (5) cribs used for sleeping and resting, to meet Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials International (ASTM) safety standards. Consultant also discussed all Infant Safe Sleeping and Resting requirements with Center Director. Consultant left a Safe Sleep form with Provider on this date.

**Staff Records****Records Reviewed: 15****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 06/19/2017	
Staff # 2	Met
Date of Hire: 08/01/2016	
Staff # 3	Met
Date of Hire: 12/01/2014	
Staff # 4	Met
Date of Hire: 08/01/2018	

**Records Reviewed: 15****Records with Missing/Incomplete Components: 0**

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Staff # 5	Met
Date of Hire: 05/25/2015	
Staff # 6	Met
Date of Hire: 11/27/2017	
Staff # 7	Met
Date of Hire: 12/12/2012	
Staff # 8	Met
Date of Hire: 05/02/2016	
Staff # 9	Met
Date of Hire: 03/12/2018	
Staff # 10	Met
Date of Hire: 01/15/2018	
Staff # 11	Met
Date of Hire: 06/13/2016	
Staff # 12	Met
Date of Hire: 06/06/2018	
Staff # 13	Met
Date of Hire: 04/01/2014	
Staff # 14	Met
Date of Hire: 11/13/2017	
Staff # 15	Met
Date of Hire: 09/17/2015	

**Staff Credentials Reviewed: 15**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****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 that one staff member did not have valid evidence of authorized fingerprints to be present with children on this date.

**POI (Plan of Improvement)**

The Center will 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.

**Correction Deadline: 12/17/2018**

**Technical Assistance**

591-1-1-.09(1)(j) - Consultant discussed with Provider that The Center will ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. Additionally the Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed.

**Correction Deadline: 12/17/2018**

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<b>591-1-1-.14 First Aid &amp; CPR</b>	<b>Met</b>
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**Comment**

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

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<b>591-1-1-.33 Staff Training</b>	<b>Met</b>
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**Comment**

Consultant observed documentation of required staff training.

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<b>591-1-1-.31 Staff(CR)</b>	<b>Met</b>
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**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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<b>591-1-1-.32 Staff:Child Ratios and Group Size(CR)</b>	<b>Met</b>
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**Comment**

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

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<b>591-1-1-.32 Supervision(CR)</b>	<b>Met</b>
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**Comment**

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