



**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:** 2/20/2020 **VisitType:** Licensing Study **Arrival:** 8:50 AM **Departure:** 1:25 PM

**CCLC-37208**

**Stepping Stone Montessori of Sugar Hill**

65 Peachtree Industrial Boulevard Sugar Hill, GA 30518 Gwinnett County  
 (770) 614-4310 administrator@steppingstonemontessori.com

**Mailing Address**

930 Tresillian Court  
 Alpharetta, GA 30022

**Regional Consultant**

Malissa Champion

Phone: (770) 357-4925

Fax: (770) 357-4924

malissa.champion@dec.al.ga.gov

**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.
02/20/2020	Licensing Study	Good Standing	
09/24/2019	Monitoring Visit	Good Standing	
06/26/2019	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	A/1L		0	0	C	11	C	NA	NA	
Main	B/2L	Infants and One Year Olds	2	7	C	25	C	NA	NA	Floor Play, Diapering, Nap
Main	C/3L	One Year Olds and Two Year Olds and Three Year Olds	2	8	C	17	C	NA	NA	Transitioning, Snack
Main	D/4L	Two Year Olds	2	8	C	19	C	NA	NA	Transitioning
Main	E/1R	Six Year Olds and Over	1	8	C	32	C	NA	NA	Centers
Main	F/2R	Three Year Olds and Four Year Olds and Five Year Olds	2	17	C	28	C	NA	NA	Centers
Main	G/3R	Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	2	19	C	27	C	NA	NA	Centers
Main	H/4R	Three Year Olds and Four Year Olds	2	14	C	22	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 181			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 81			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG/A/Front L	28	C

Main	PG/B/Back L	23	C
Main	PG/C/Right	52	C

### **Comments**

The purpose of this visit was to conduct a licensing study and to follow up on the previous visit conducted on September 24 2019.

Plan of Improvement: Developed This Date 02/20/2020

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/RuleAndRegulations.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.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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Laurie Kennedy, Program Official

Date

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Malissa Champion, Consultant

Date



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Phone: (404) 657-5562 WWW.DECAL.GA.GOV

### Findings Report

**Date:** 2/20/2020 **VisitType:** Licensing Study

**Arrival:** 8:50 AM

**Departure:** 1:25 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.

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

Bathrooms observed 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>Not Met</b>
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**Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that the following hazards were accessible to children on this date:

Classroom E/1R

- One staff bag located in a chair.
- One spray bottle of disinfectant on a low shelf.

Classroom D/4L

- Two cans of shaving cream in an unlocked cabinet beneath the children's sink.
- One spray bottle of soap and water disinfectant mixture on a counter top beside the children's sink.

Classroom F/2R

- One bottle of Goo Gone located in an unlocked cabinet.
- One Clorox bleach pen in an unlocked cabinet.
- One Tide pen in an unlocked cabinet.

All items contained the label " Keep Out of Reach of Children."

**POI (Plan of Improvement)**

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

**Correction Deadline: 2/20/2020**

**Recited on 2/20/2020**

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

Playground observed to be clean and in good repair. Consultant discussed monitoring the playground and fence surrounding the playground area for normal wear and tear (i.e. exposed roots, resilient surface levels, entrapment hazards, etc.) with the director on this date.

<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**

Center menu meets USDA guidelines.

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

Kitchen appears clean and 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**

Proper diapering procedures observed.

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

Proper hand washing observed throughout the center.

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

Documentation for medication dispensing observed complete.

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<b>Policies and Procedures</b>
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<b>591-1-1-.21 Operational Policies &amp; Procedures</b>	<b>Met</b>
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**Comment**

Consultant observed complete emergency drills on this date.

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<b>591-1-1-.27 Posted Notices</b>	<b>Met</b>
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**Comment**

Observed all required posted notices.

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<b>591-1-1-.29 Required Reporting</b>	<b>Met</b>
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**Comment**

Discussed reporting requirements.

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<b>Safety</b>
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<b>591-1-1-.05 Animals</b>	<b>Met</b>
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**Comment**

Center does not keep animals on premises.

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<b>591-1-1-.11 Discipline(CR)</b>	<b>Met</b>
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**Comment**

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

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<b>591-1-1-.13 Field Trips(CR)</b>	<b>Met</b>
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**Comment**

Center does not participate in field trips at this time.

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<b>591-1-1-.36 Transportation(CR)</b>	<b>Met</b>
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**Comment**

Center does not provide routine transportation.

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<b>Sleeping &amp; Resting Equipment</b>
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<b>591-1-1-.30 Safe Sleeping and Resting Requirements(CR)</b>	<b>Met</b>
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**Comment**

Discussed SIDS and infant sleeping position.

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<b>Staff Records</b>
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**Records Reviewed: 12****Records with Missing/Incomplete Components: 1**

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Staff # 1 Date of Hire: 12/02/2019	Met
Staff # 2 Date of Hire: 05/20/2019	Met
Staff # 3 Date of Hire: 07/15/2019	Met
Staff # 4 Date of Hire: 06/01/2015	Met
Staff # 5 Date of Hire: 06/16/2014 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not Met
Staff # 6 Date of Hire: 02/06/2020	Met
Staff # 7 Date of Hire: 02/03/2020	Met
Staff # 8 Date of Hire: 05/17/2018	Met
Staff # 9 Date of Hire: 11/09/2015	Met
Staff # 10 Date of Hire: 08/01/2019	Met
Staff # 11 Date of Hire: 02/06/2020	Met
Staff # 12 Date of Hire: 07/01/2019	Met

**Staff Credentials Reviewed: 6**

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<b>591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)</b>	<b>Not Met</b>
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**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 #11 hired June 16, 2014 did not have a current satisfactory comprehensive records check determination on file. Staff #11 was observed to be working in classroom with children on this date. A one-day letter was left.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will 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 view the A to Z Background Check video units and complete a video affidavit to ensure the CRC rules are maintained.

**Correction Deadline: 2/20/2020**

**Correction Deadline: 9/24/2019**

**Corrected on 2/20/2020**

**.09(1)(j) - The previous citation was observed to be corrected on this date. During a review of records the consultant observed all staff to be properly ported on this date.**

**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 a review of records that staff #11 hired June 16, 2014 had a comprehensive background check that expired July 1, 2019. A one-day letter was left.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will 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 the A to Z Background Check video units to ensure CRC rules are maintained.

**Correction Deadline: 2/20/2020**

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

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

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

Documentation observed of required staff training.

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

Staff observed to be compliant with applicable laws and regulations.

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

Met

Correction Deadline: 9/24/2019

Corrected on 2/20/2020

.32(2) - The previous citation was observed to be corrected on this date. During a walk through of the facility the consultant observed proper staff:child ratios on this date.

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

Met

**Comment**

Adequate supervision observed on this date.