



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: 2/23/2018 **VisitType:** Licensing Study **Arrival:** 1:25 PM **Departure:** 3:40 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

Kati Cosby

Phone: (912) 544-8606

Fax: (912) 544-9425

kati.cosby@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. 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.
02/23/2018	Licensing Study	Good Standing	
07/26/2017	Monitoring Visit	Good Standing	
01/18/2017	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	A/1L	Infants and One Year Olds	3	8	C	11	C	NA	NA	Nap, Floor Play
Main	B/2L	Two Year Olds and Three Year Olds	2	5	C	25	C	NA	NA	Nap
Main	C/3L	One Year Olds and Two Year Olds	2	9	C	17	C	NA	NA	Nap
Main	D/4L	Three Year Olds and Four Year Olds	2	11	C	19	C	NA	NA	Nap
Main	E/1R	Five Year Olds and Six Year Olds and Over	1	4	C	32	C	NA	NA	Free Play
Main	F/2R	Four Year Olds and Five Year Olds	1	9	C	28	C	NA	NA	Transitioning, Nap
Main	G/3R	Three Year Olds and Four Year Olds and Five Year Olds	2	14	C	27	C	NA	NA	Nap
Main	H/4R	Three Year Olds and Four Year Olds	2	11	C	22	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 181			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 71			Total Capacity @35 sq. ft.: 181							
			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

Comments

Consultant left a one day letter for 2 employees with satisfactory determinations with expired portability dates.

Plan of Improvement: Developed This Date 02/23/2018

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

Laurie Kennedy, Program Official

Date

Kati Cosby, 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

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.

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

Proper diapering procedures observed.

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

Discussed proper medication documentation and procedures.

Safety

591-1-1-.05 Animals	Met
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Comment

Animals maintained clean and appropriately caged. The Consultant observed guinea pigs in classroom 3R

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

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

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

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

591-1-1-.30(1)(b) - Consultant discussed with the Director that all children required to take a nap or that are given a rest period must be provided a cot or mat.

Correction Deadline: 2/23/2018

Staff Records

Records Reviewed: 18

Records with Missing/Incomplete Components: 0
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Staff # 1	Met
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Date of Hire: 09/20/2017

Staff # 2	Met
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Date of Hire: 11/05/2017

Staff # 3	Met
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Date of Hire: 03/27/2015

Staff # 4	Met
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Date of Hire: 08/17/2015

Staff # 5	Met
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Date of Hire: 08/17/2015

Staff # 6	Met
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Records Reviewed: 18**Records with Missing/Incomplete Components: 0**

Date of Hire: 07/14/2014

Staff # 7

Met

Date of Hire: 09/21/2015

Staff # 8

Met

Date of Hire: 05/01/2017

Staff # 9

Met

Date of Hire: 10/17/2017

Staff # 10

Met

Date of Hire: 06/27/2016

Staff # 11

Met

Date of Hire: 06/16/2014

Staff # 12

Met

Date of Hire: 11/01/2014

Staff # 13

Met

Date of Hire: 08/04/2014

Staff # 14

Met

Date of Hire: 11/27/2017

Staff # 15

Met

Date of Hire: 03/14/2016

Staff # 16

Met

Date of Hire: 12/11/2017

Staff # 17

Met

Date of Hire: 11/06/2017

Staff # 18

Met

Date of Hire: 08/15/2015

Staff Credentials Reviewed: 18

591-1-1-.09 Criminal Records Check(CR)**Not Met**

Finding

591-1-1-.09(1)(i) requires that if the Center accept a satisfactory determination letter issued by the Department for a potential Director or Employee as evidence of that individual's Satisfactory Records Check Determination, the Records Check Clearance Date must be within the preceding 12 months from the hire date, and the Center does not know or reasonably should not know that the individual's satisfactory status has not changed. It was determined, based on review of records, that two employees hired on August 17, 2015 and September 20, 2017 provided the Center with a satisfactory determination letter with an expired portability date.

POI (Plan of Improvement)

The Center will ensure that each potential Employee bringing a satisfactory determination letter issued by the Department has a Satisfactory Records Check Determination that is dated within the preceding 12 months from the hire date. The Center will not employ individual's whose satisfactory status has changed.

Center Director will send the Consultant verification of Cogent registration and DECAL Koala application submission upon completion.

Correction Deadline: 2/26/2018

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

Please be mindful of training expiration dates.

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

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

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

All Lead Teacher education credentials were in compliance on this date.

Staffing and Supervision

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

Center observed to maintain appropriate staff:child ratios.

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

Adequate supervision observed on this date.