



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: 6/26/2019 **VisitType:** Licensing Study

Arrival: 12:35 PM

Departure: 3:15 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

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malissa.champion@decal.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.
06/26/2019	Licensing Study	Good Standing	
10/24/2018	Monitoring Visit	Good Standing	
02/23/2018	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	A/1L		0	0	C	11	C	NA	NA	
Main	B/2L	One Year Olds	1	4	C	25	C	NA	NA	Outside
Main	C/3L	One Year Olds and Two Year Olds	2	10	C	17	C	NA	NA	Diapering, Nap
Main	D/4L	Two Year Olds	2	8	C	19	C	NA	NA	Nap
Main	E/1R		0	0	C	32	C	NA	NA	
Main	F/2R	Two Year Olds and Three Year Olds and Four Year Olds and Five Year Olds	2	12	C	28	C	NA	NA	Nap, Transitioning, Clean Up
Main	G/3R	Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	2	14	C	27	C	NA	NA	Clean Up, Nap, Transitioning
Main	H/4R	Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	2	14	C	22	C	NA	NA	Nap, Transitioning
Total Capacity @35 sq. ft.: 181			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 62			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

The purpose of this visit was to conduct a licensing study and to follow up on the previous visit conducted on October 24, 2018.

Plan of Improvement: Developed This Date 06/26/2019

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.

- 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://www.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

Laurie Kennedy, Program Official

Date

Malissa Champion, 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.

Children's Records

Records Reviewed: 6

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met

591-1-1-.08 Children's Records

Met

Comment

Records were observed to be complete and well organized.

Facility**591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

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)**Not Met****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 F/2R

- 20 bottles of insect repellent were located in an unlocked cabinet.
- 44 bottles of sun screen were located in an unlocked cabinet.

Classroom C/3L

- One bottle of furniture polish in an unlocked cabinet.
- One container of Aquaphor ointment 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: 6/26/2019

591-1-1-.26 Playgrounds(CR)**Met****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. resilient surface levels, entrapment hazards, etc.) with the director on this date.

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

Center menu meets USDA guidelines.

591-1-1-.18 Kitchen Operations**Met****Comment**

Kitchen appears clean and well organized.

Health and Hygiene**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Proper diapering procedures observed.

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

Comment

Staff were observed to remind children to wash hands.

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

Correction Deadline: 10/24/2018

Corrected on 6/26/2019

.20(3) -The previous citation was observed to be corrected on this date. Consultant observed documentation to dispense medication to be complete on this date.

Policies and Procedures

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

Comment

Consultant observed complete emergency drills.

591-1-1-.27 Posted Notices **Met**

Comment

Observed all required posted notices.

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

Comment

Discussed reporting requirements.

Safety

591-1-1-.05 Animals **Met**

Comment

Center does not keep animals on premises.

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

Technical Assistance

591-1-1-.11 - Please be mindful of voice tone in redirecting children.

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

Comment

Center does not participate in field trips at this time.

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

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Comment

Pleasant naptime environment observed.

Staff Records

Staff # 1	Met
Date of Hire: 01/15/2018	
Staff # 2	Met
Date of Hire: 06/01/2018	
Staff # 3	Met
Date of Hire: 07/14/2014	
Staff # 4	Met
Date of Hire: 01/11/2019	
Staff # 5	Met
Date of Hire: 09/21/2015	
Staff # 6	Met
Date of Hire: 05/01/2017	
Staff # 7	Met
Date of Hire: 09/25/2018	
Staff # 8	Met
Date of Hire: 06/27/2016	
Staff # 9	Met
Date of Hire: 06/16/2014	
Staff # 10	Met
Date of Hire: 11/01/2014	
Staff # 11	Met
Date of Hire: 08/04/2014	
Staff # 12	Met
Date of Hire: 08/29/2017	
Staff # 13	Met
Date of Hire: 06/12/2018	
Staff # 14	Met
Date of Hire: 08/15/2015	
Staff # 15	Met
Date of Hire: 05/17/2018	

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)

Met

Comment

Criminal record checks were observed to be complete.

Comment

Director provided four files for employees hired since last visit October 24, 2018.

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

Met

Comment

Complete first aid kits observed in center.

Comment

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

591-1-1-.33 Staff Training

Met

Comment

Documentation observed of required staff training.

Correction Deadline: 10/24/2018

Corrected on 6/26/2019

.33(2) - The previous citation was observed to be corrected on this date. Consultant observed all staff files to have complete evidence of documentation of orientation.

Correction Deadline: 11/23/2018

Corrected on 6/26/2019

.33(3) - The previous citation was observed to be corrected on this date. Consultant observed staff to have evidence of completing health and safety training within the first 90 days on this date.

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

Met

Comment

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

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

Met

Comment

Center observed to maintain appropriate staff:child ratios.

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

Met

Comment

Adequate supervision observed on this date.