



**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:** 8/12/2020 **VisitType:** Licensing Study **Arrival:** 2:00 PM **Departure:** 3:20 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@decal.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.
08/12/2020	Licensing Study	Good Standing	
02/20/2020	Licensing Study	Good Standing	
09/24/2019	Monitoring Visit	Good Standing	
			<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.

**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	6	C	25	C	NA	NA	Floor Play,Nap
Main	C/3L		0	0	C	17	C	NA	NA	
Main	D/4L	One Year Olds and Two Year Olds	2	13	C	19	C	NA	NA	Outside
Main	E/1R	Six Year Olds and Over	1	11	C	32	C	NA	NA	Centers
Main	F/2R	Two Year Olds and Three Year Olds and Four Year Olds and Five Year Olds	2	13	C	28	C	NA	NA	Centers
Main	G/3R	Two Year Olds and Three Year Olds and Four Year Olds and Five Year Olds	2	13	C	27	C	NA	NA	Centers
Main	H/4R		0	0	C	22	C	NA	NA	

Total Capacity @35 sq. ft.: 181

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 56

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
Main	PG/C/Right	52	C

### Comments

An Administrative Review was conducted on August 12, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on August 18, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on July 16, 2020 was reviewed during the virtual inspection.

Plan of Improvement: No Plan Developed

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/ChildCare/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](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/ChildCare/Services/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](mailto:qualityrated@dec.state.ga.us)

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Laurie Kennedy, Program Official

Date

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Malissa Champion, Consultant

Date



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### Findings Report

**Date:** 8/12/2020 **VisitType:** Licensing Study

**Arrival:** 2:00 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.

### 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 this date. Consultant discussed with provider the licensing capacity and not to exceed the capacity of the original license.

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<b>591-1-1-.25 Physical Plant - Safe Environment(CR)</b>	<b>Met</b>
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**Correction Deadline: 2/20/2020**

**Corrected on 8/12/2020**

**.25(13) - The previous citation was observed to be corrected on this date. The consultant observed all hazardous items stored in a locked container and/or cabinet on this date.**

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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, active ant beds, 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**

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk  
5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk  
2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://decalfga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

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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**

Hand washing and sanitizing requirements for diapering were discussed with the Director/Provider on this date.

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

Hand washing and sanitizing requirements were discussed with the Director/Provider on this date.

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

The Provider currently does not dispense/administer medication.

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

Consultant discussed with provider to ensure to maintain records as required by the department.

**591-1-1-.22 Parental Access****Met****Comment**

591-1-1-.22 - Parental access requirements are met per current COVID-19 guidelines.

**Correction Deadline: 8/12/2020**

**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)****Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director/Provider on this date.

**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**

Discussed SIDS and infant sleeping position.

**Staff Records**

Staff # 1	Met
Date of Hire: 12/02/2019	
Staff # 2	Met
Date of Hire: 07/16/2014	
Staff # 3	Met
Date of Hire: 01/11/2019	
Staff # 4	Met
Date of Hire: 07/15/2019	
Staff # 5	Met
Date of Hire: 06/01/2015	
Staff # 6	Met
Date of Hire: 06/16/2014	
Staff # 7	Met
Date of Hire: 02/06/2020	
Staff # 8	Met
Date of Hire: 01/15/2018	
Staff # 9	Met
Date of Hire: 05/17/2018	
Staff # 10	Met
Date of Hire: 11/09/2015	
Staff # 11	Met
Date of Hire: 08/01/2019	
Staff # 12	Met
Date of Hire: 07/28/2014	
Staff # 13	Met
Date of Hire: 02/06/2020	
Staff # 14	Met
Date of Hire: 08/03/2020	
Staff # 15	Met
Date of Hire: 07/01/2019	

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<b>591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)</b>	<b>Met</b>
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**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided one file for employees hired since last visit February 20, 2020.

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

**Corrected on 8/12/2020**

**.09(1)(c) - The previous citation was observed to be corrected on this date. Criminal record checks were observed to be complete.**

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

**Corrected on 8/12/2020**

**.09(1)(I)3. - The previous citation was observed to be corrected on this date. Criminal record checks were observed to be complete.**

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

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

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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. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on July 16, 2020.

<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**

Center observed to maintain appropriate staff:child ratios.

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

Adequate supervision observed on this date.