



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: 1/20/2021 **VisitType:** Monitoring Visit **Arrival:** 12:00 PM **Departure:** 1:30 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

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@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. 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. |
|------------------------------------|------------------|---------------|--|
| 01/20/2021 | Monitoring Visit | Good Standing | |
| 08/12/2020 | Licensing Study | Good Standing | |
| 02/20/2020 | 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 | 6 | C | 25 | C | NA | NA | Free Play, Diapering |
| Main | C/3L | One Year Olds and Two Year Olds and Three Year Olds | 1 | 5 | C | 17 | C | NA | NA | Nap |
| Main | D/4L | One Year Olds and Two Year Olds and Three Year Olds | 1 | 5 | C | 19 | C | NA | NA | Nap |
| Main | E/1R | Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over | 2 | 14 | C | 32 | C | NA | NA | Lunch |
| Main | F/2R | Three Year Olds and Four Year Olds and Five Year Olds | 2 | 19 | C | 28 | C | NA | NA | Lunch |
| Main | G/3R | | 0 | 0 | C | 27 | C | NA | NA | Lunch |
| Main | H/4R | Six Year Olds and Over | 1 | 10 | C | 22 | C | NA | NA | Lunch |
| Total Capacity @35 sq. ft.: 181 | | | Total Capacity @25 sq. ft.: 0 | | | | | | | |
| Total # Children this Date: 59 | | | 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

A virtual inspection was conducted on January 20, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on August 15, 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/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://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

Laurie Kennedy, Program Official

Date

Margarita Collier, Consultant

Date



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Findings Report

Date: 1/20/2021 **VisitType:** Monitoring Visit

Arrival: 12:00 PM

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The following information is associated with a Monitoring Visit:

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

Center appears clean and well maintained.

591-1-1-.26 Playgrounds(CR)

Technical Assistance

Technical Assistance

Please ensure to monitor the playground areas for the following hazards:

- Normal wear and tear of playground equipment and toys.
- Potential entrapment hazards in the fence surrounding the playground area.
- Biting and/or stinging insects (i.e. ants, bees, etc.)
- Loose and/or weak tree branches surrounding the playground area.
- Standing water in and around playground equipment after inclement weather.
- Refluff resilient surface as needed.

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 stated the proper handwashing procedures for staff and children.

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

Comment

The Provider currently does not dispense/administer medication.

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|---------------|
| Safety |
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|-----------------------------------|------------|
| 591-1-1-.11 Discipline(CR) | Met |
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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 on this date.

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

Comment

Center does not provide routine transportation.

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

Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

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| Staff Records |
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|-----------------------------|
| Records Reviewed: 17 |
|-----------------------------|

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|--|
| Records with Missing/Incomplete Components: 0 |
|--|

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|-----------|-----|
| Staff # 1 | Met |
|-----------|-----|

Date of Hire: 01/11/2021

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|-----------|-----|
| Staff # 2 | Met |
|-----------|-----|

Date of Hire: 08/10/2020

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|-----------|-----|
| Staff # 3 | Met |
|-----------|-----|

Date of Hire: 12/02/2019

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|-----------|-----|
| Staff # 4 | Met |
|-----------|-----|

Date of Hire: 07/16/2014

| | |
|-----------|-----|
| Staff # 5 | Met |
|-----------|-----|

Date of Hire: 05/20/2019

| | |
|-----------|-----|
| Staff # 6 | Met |
|-----------|-----|

Records Reviewed: 17**Records with Missing/Incomplete Components: 0**

Date of Hire: 01/11/2019

Staff # 7 Met

Date of Hire: 07/15/2019

Staff # 8 Met

Date of Hire: 06/01/2015

Staff # 9 Met

Date of Hire: 06/16/2014

Staff # 10 Met

Date of Hire: 02/06/2020

Staff # 11 Met

Date of Hire: 02/03/2020

Staff # 12 Met

Date of Hire: 05/17/2018

Staff # 13 Met

Date of Hire: 11/09/2015

Staff # 14 Met

Date of Hire: 08/01/2019

Staff # 15 Met

Date of Hire: 02/06/2020

Staff # 16 Met

Date of Hire: 08/03/2020

Staff # 17 Met

Date of Hire: 07/01/2019

Staff Credentials Reviewed: 4**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Technical Assistance****Comment**

The consultant observed 17 of 17 staff members to have evidence of a satisfactory comprehensive criminal record check letter on file.

Comment

The director provided one file for a staff member hired since the previous visit was conducted on August 12, 2020. The consultant observed one of one newly hired staff member to have evidence of a satisfactory comprehensive criminal record check letter on file.

Technical Assistance

The consultant discussed the following information regarding criminal record checks with the director:

- Monitor the expiration dates of all staff members', therapist, independent contractors, and/or volunteers criminal record check letters.
- Submit a portability request via DECAL KOALA for newly hired staff members, therapist, independent contractors, and/or volunteers that have a previous satisfactory comprehensive criminal record check letter issued by the department.
- Ensure that all newly hired staff members, therapist, independent contractors, and/or volunteers have evidence of a satisfactory comprehensive criminal record check letter prior to providing services to children present for care.
- Ensure that all newly hired, seasonal staff members, therapist, independent contractors, and/or volunteers with a six-month break of employment from child care submit an updated criminal record check application and complete the fingerprinting process prior to rendering services for child care services.

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

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 August 15, 2020. Staff observed to be compliant with applicable laws and regulations.

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|---------------------------------|
| 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**

A Virtual Visit was conducted due to the COVID-19 pandemic. Proper supervision of children, including being prompt to children's needs, was discussed with the director on this date.