



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: 9/24/2019 **VisitType:** Monitoring Visit

Arrival: 2:50 PM

Departure: 5:15 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.
09/24/2019	Monitoring Visit	Good Standing	
06/26/2019	Licensing Study	Good Standing	
10/24/2018	Monitoring Visit	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	3	C	25	C	NA	NA	Outside, Free Play
Main	C/3L	Two Year Olds	2	3	C	17	C	NA	NA	Outside
Main	D/4L	Two Year Olds and Three Year Olds	3	8	C	19	C	NA	NA	Snack
Main	E/1R	Six Year Olds and Over	1	8	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	19	C	28	C	NA	NA	Free Play
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	Circle Time
Main	H/4R	Three Year Olds and Four Year Olds	2	12	C	22	C	NA	NA	Snack, Free Play
Total Capacity @35 sq. ft.: 181						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 67						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 monitoring visit and to follow up on the previous visit conducted on June 26, 2019.

Plan of Improvement: Developed This Date 09/24/2019

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 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)

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 in an unlocked cabinet in Classroom E/1R on this date:

- Five bottles of bleach under an unlocked sink cabinet.
- One jug of Windex window cleaner under an unlocked sink cabinet.
- Four bottles of Lysol toilet bowl cleaner under an unlocked sink cabinet.
- Six bottles of disinfectant spray on a low lying open shelf.

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: 9/24/2019

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

Technical Assistance

Technical Assistance

591-1-1-.26 - Discussed maintenance of resilient surface. Please fluff and redistribute.

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

Met

Comment

Staff state proper knowledge of diapering procedures.

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

Met

Comment

Proper hand washing observed throughout the center.

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

Met

Comment

Documentation for medication dispensing observed complete.

Safety**591-1-1-.11 Discipline(CR)**

Met

Comment

Age-appropriate discussion and/or redirection observed.

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.

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.

Staff Records**Records Reviewed: 9****Records with Missing/Incomplete Components: 2**

Staff # 1

Met

Date of Hire: 07/16/2014

Staff # 2

Met

Date of Hire: 05/20/2019

Staff # 3

Met

Records Reviewed: 9**Records with Missing/Incomplete Components: 2**

Date of Hire: 07/15/2019

Staff # 4

Met

Date of Hire: 06/01/2015

Staff # 5

Not Met

Date of Hire: 05/04/2015

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 6

Met

Date of Hire: 05/17/2018

Staff # 7

Met

Date of Hire: 11/09/2015

Staff # 8

Not Met

Date of Hire: 08/01/2019

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 9

Met

Date of Hire: 07/01/2019

Staff Credentials Reviewed: 6

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**Not Met****Comment**

Director provided four files for employees hired since last visit on June 26, 2019.

Finding

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review records that the center did not port the most recently issued criminal records check letter for two (2) of 22 staff members on this date. The consultant observed one staff member to have a date of hire documented for August 1, 2019 and a satisfactory criminal record check letter dated for October 22, 2018. The consultant observed the other staff member to have a hire date of May 4, 2015 and a satisfactory criminal record check letter dated for August 20, 2019.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. 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 to ensure CRC rules are maintained.

Correction Deadline: 9/24/2019

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)**Not Met****Finding**

591-1-1-.32(2) requires the Center maintain Staff:child ratios in mixed-age groups based on the age of the youngest group of children that includes more than twenty percent of the total number of children in the mixed-age group. It was determined based on observation that one staff member left the room to start laundry leaving another staff member with a ratio of 1:19 with four (4) two-year-olds, five (5) three-year-olds, seven (7) four-year-olds and three (3) five-year-olds where a 2:19 ratio was needed.

POI (Plan of Improvement)

The Center will provide adequate staff when there is a mixed-age group.

Correction Deadline: 9/24/2019

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

Adequate supervision observed on this date.