



**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:** 10/24/2018 **VisitType:** Monitoring Visit

**Arrival:** 9:45 AM

**Departure:** 12:10 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**

Ashley Cunningham

Phone: (866) 374-9389

Fax: (866) 375-0880

Ashley.Cunningham@dec.al.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.  <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.
10/24/2018	Monitoring Visit	Good Standing	
02/23/2018	Licensing Study	Good Standing	
07/26/2017	Monitoring Visit	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	Not In Use
Main	B/2L	Infants and One Year Olds	4	11	C	25	C	NA	NA	Free Play,Nap
Main	C/3L	Two Year Olds and Three Year Olds and Four Year Olds	2	13	C	17	C	NA	NA	Outside
Main	D/4L	One Year Olds and Two Year Olds	2	13	C	19	C	NA	NA	Snack,Transitioning
Main	E/1R	Six Year Olds and Over	1	6	C	32	C	NA	NA	Centers
Main	F/2R	Two Year Olds and Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	2	20	C	28	C	NA	NA	Centers
Main	G/3R	Three Year Olds and Four Year Olds and Five Year Olds	3	23	C	27	C	NA	NA	Centers
Main	H/4R	Two Year Olds and Three Year Olds and Four Year Olds	1	6	C	22	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 181			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 92			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

Plan of Improvement: Developed This Date 10/24/2018

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).



Please refer to the website, <http://www.dec.al.ga.gov/CCS/RulesAndRegulations.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.al.ga.gov](mailto: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).

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](mailto:qualityrated@decal.ga.gov)

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Laurie Kennedy, Program Official

Date

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Ashley Cunningham, Consultant

Date



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### Findings Report

**Date:** 10/24/2018 **VisitType:** Monitoring Visit

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#### CCLC-37208

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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)

N/A

##### 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

Please be mindful to keep items that pose a hazard inaccessible to all children regardless of their age.

#### 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

Staff state proper knowledge of diapering procedures.

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

Proper hand washing observed throughout the center.

**Comment**

Staff were observed to remind children to wash hands.

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**591-1-1-.20 Medications(CR)****Not Met****Finding**

591-1-1-.20(3) requires the Center to maintain a record of medication dispensed that includes the date, time and amount of medication, any noticeable adverse reaction, and the signature or initials of the person administering the medication. It was determined based on observation of medication log that some forms were missing date, time and amount of medication, any noticeable adverse reaction.

**POI (Plan of Improvement)**

The Center will train Staff responsible for dispensing medication in the accurate completion and storage of the records and will implement a plan to monitor this.

**Correction Deadline: 10/24/2018**

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**Safety**

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

Staff were observed to maintain a positive learning environment 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**

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed.

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**Staff Records**

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**Records Reviewed: 26****Records with Missing/Incomplete Components: 5**

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Staff # 1

Not Met

Date of Hire: 08/31/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 2

Met

Date of Hire: 09/20/2017

Staff # 3

Met

Date of Hire: 11/05/2017

Staff # 4	Met
Date of Hire: 03/27/2015	
Staff # 5	Met
Date of Hire: 08/17/2015	
Staff # 6	Met
Date of Hire: 08/17/2015	
Staff # 7	Met
Date of Hire: 06/01/2018	
Staff # 8	Met
Date of Hire: 07/14/2014	
Staff # 9	Met
Date of Hire: 09/21/2015	
Staff # 10	Met
Date of Hire: 05/01/2017	
Staff # 11	Not Met
Date of Hire: 09/25/2018	
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing	
Staff # 12	Met
Date of Hire: 10/17/2017	
Staff # 13	Not Met
Date of Hire: 08/03/2018	
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing	
Staff # 14	Met
Date of Hire: 06/27/2016	
Staff # 15	Met
Date of Hire: 06/16/2014	
Staff # 16	Met
Date of Hire: 11/01/2014	
Staff # 17	Met

**Records Reviewed: 26****Records with Missing/Incomplete Components: 5**

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Date of Hire: 08/04/2014

Staff # 18

Met

Date of Hire: 11/27/2017

Staff # 19

Met

Date of Hire: 05/24/2018

Staff # 20

Not Met

Date of Hire: 07/10/2018

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate,.24(1)-Evidence of Orientation Missing

Staff # 21

Met

Date of Hire: 03/14/2016

Staff # 22

Not Met

Date of Hire: 08/13/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 23

Met

Date of Hire: 12/11/2017

Staff # 24

Met

Date of Hire: 11/06/2017

Staff # 25

Met

Date of Hire: 08/15/2015

Staff # 26

Met

Date of Hire: 05/17/2018

**Staff Credentials Reviewed: 26**

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

Director provided eight files for employees hired since last visit.

**591-1-1-.09 Criminal Records Check(CR)****Met****Correction Deadline: 2/26/2018****Corrected on 10/24/2018****.09(1)(i) - Previous citation corrected.****591-1-1-.33 Staff Training****Not Met**

**Finding**

591-1-1-.33(2) requires the initial orientation to include the following subjects: the Center's policies and procedures; the portions of these rules dealing with the care, health and safety of children; the Employee's assigned duties and responsibilities; reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; emergency plans; childhood injury control; the administration of medicine; reducing the risk of Sudden Infant Death Syndrome (SIDS); hand washing; fire safety; water safety; and prevention of HIV/Aids and blood borne pathogens. It was determined based on review of staff files that five staff had incomplete forms of documentation of orientation.

**POI (Plan of Improvement)**

The Center will provide orientation in all missing subjects to the employee(s) and will take steps to provide a complete orientation to new Employees in the future.

**Correction Deadline: 10/24/2018**

**Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on a review of staff files that one staff did not have evidence of completing health and safety training.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

**Correction Deadline: 11/23/2018**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

Adequate supervision observed on this date.