



**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:** 5/1/2019    **VisitType:** Licensing Study    **Arrival:** 1:15 PM    **Departure:** 2:55 PM

**CCLC-37499**

**Timothy's Learning Center**

6510 Shannon Blvd Union City, GA 30291 Fulton County  
 (770) 969-3800 victorywright@yahoo.com

**Regional Consultant**

Princess Walton

Phone: (770) 357-7030

Fax: (770) 357-7029

princess.walton@decal.ga.gov

**Mailing Address**

4351 Rainer Drive  
 College Park, GA 30349

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
05/01/2019	Licensing Study	Good Standing
02/05/2019	POI Follow Up	Good Standing
10/22/2018	Monitoring Visit	Support

**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.

**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 Front Right	Three Year Olds and Four Year Olds	1	13	C	21	C	NA	NA	Transitioning, Nap, Snack
Main	B- Rear Right		0	0	C	21	C	NA	NA	
Main	C 1L	Two Year Olds	1	9	C	21	C	NA	NA	Transitioning, Snack, Nap
Main	D- 2L Rear		0	0	C	19	C	NA	NA	
Main	E- Middle	Infants and One Year Olds	1	6	C	22	C	NA	NA	Feeding, Nap, Free Play
Total Capacity @35 sq. ft.: 104						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 28			Total Capacity @35 sq. ft.: 104			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A (All ages)	73	C

**Comments**

The purpose of this visit is to conduct a licensing study visit and to follow-up to previous visit. consultant informed the director that her criminal background check expires in July, 2019.

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

---

Victory Wright, Program Official

Date

---

Princess Walton, Consultant

Date



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

### Findings Report

**Date:** 5/1/2019    **VisitType:** Licensing Study    **Arrival:** 1:15 PM    **Departure:** 2:55 PM

**CCLC-37499**

**Timothy's Learning Center**

6510 Shannon Blvd Union City, GA 30291 Fulton County  
(770) 969-3800 victorywright@yahoo.com

**Mailing Address**

4351 Rainer Drive  
College Park, GA 30349

**Regional Consultant**

Princess Walton

Phone: (770) 357-7030

Fax: (770) 357-7029

princess.walton@decal.ga.gov

The following information is associated with a Licensing Study:

### Activities and Equipment

**591-1-1-.12 Equipment & Toys(CR)**

**Met**

**Comment**

Equipment and furniture observed to be properly secured, as applicable.

**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**

No hazards observed accessible to children on this date.

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

**Met**

**Comment**

Playground observed to be clean and in good repair.

### Food Service

---

**591-1-1-.15 Food Service & Nutrition****Not Met****Finding**

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined based on consultant review of children files that one child under 12 months enrolled in the program did not have a infant feeding plan.

**POI (Plan of Improvement)**

The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis that will include center staff involved with enrollment and those working in the infant classrooms.

**Correction Deadline: 5/1/2019**

---

<b>Health and Hygiene</b>
---------------------------

---

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

Hand washing requirements for diapering were discussed with the director on this date.

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

Staff were observed to remind children to wash hands.

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

Documentation for medication dispensing observed complete.

---

<b>Policies and Procedures</b>
--------------------------------

---

**591-1-1-.21 Operational Policies & Procedures****Not Met****Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on consultant review that the center did not have fire or tornado drills conducted for the months of Jan, Feb, March and April 2019.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

**Correction Deadline: 5/6/2019**

---

<b>Safety</b>
---------------

---

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

Staff were observed to maintain a positive learning environment on this date.

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

Center does not participate in field trips at this time.

**Technical Assistance**

591-1-1-.36(4)(c) - Please ensure to update the fire extinguisher for the transportation vehicle.

**Correction Deadline: 5/1/2019**

**Technical Assistance**

591-1-1-.36(7)(c)3. - Please ensure to document the pick-up and unload times.

**Correction Deadline: 5/2/2019**

**Sleeping & Resting Equipment**

**Comment**

Pleasant naptime environment observed.

**Staff Records**

**Records Reviewed: 7**

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

Staff # 1	Not Met
Date of Hire: 04/05/2016	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 2	Not Met
Date of Hire: 12/04/2017	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 3	Not Met
Date of Hire: 09/24/2018	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate,.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 4	Not Met
Date of Hire: 10/23/2007	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 5	Not Met
Date of Hire: 01/07/2019	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 6	Met
Staff # 7	Met

Date of Hire: 08/01/2005

**Staff Credentials Reviewed: 7**

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

**Comment**

Criminal record checks were observed to be complete.

**591-1-1-.33 Staff Training Not Met**

**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 consultant review of staff files that 2 staff did not have the required health and safety training within 90 days as required.

**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: 5/31/2019**

**Finding**

591-1-1-.33(4) requires all Staff who provide any direct care to children, except independent contractors, Students-in-Training and volunteers, to obtain ten (10) clock hours of training or instruction in child care issues from an accredited school or Department-approved source. At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children. It was determined based on consultant review of staff files that 3 staff did not have the required 10 hours of annual training.

**POI (Plan of Improvement)**

The Center will plan and schedule training and follow up to ensure that direct care Staff complete the required hours of training in the required subjects.

**Correction Deadline: 5/31/2019**

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

**Comment**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

**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**

Staff observed to provide direct supervision and be attentive to children's needs.