



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: 10/22/2018 **VisitType:** Monitoring Visit

Arrival: 12:30 PM

Departure: 3:00 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

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princess.walton@decal.ga.gov

Mailing Address

4351 Rainer Drive
 College Park, GA 30349

Quality Rated: ★ ★

Compliance Zone Designation		
10/22/2018	Monitoring Visit	Support
05/10/2018	Monitoring Visit	Good Standing
11/03/2017	Licensing Study	Good Standing

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 and Six Year Olds and Over	1	8	C	21	C	NA	NA	Nap
Main	B- Rear Right		0	0	C	21	C	NA	NA	
Main	C 1L		0	0	C	21	C	NA	NA	
Main	D- 2L Rear	Two Year Olds	2	7	C	19	C	NA	NA	Nap
Main	E- Middle	Infants and One Year Olds	1	6	C	22	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 104						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 21			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 monitoring visit and to follow-up to previous visit. A 1-day letter was left with the director.

Plan of Improvement: Developed This Date 10/22/2018

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.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.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

Victory Wright, Program Official

Date

Princess Walton, Consultant

Date



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Findings Report

Date: 10/22/2018 **VisitType:** Monitoring Visit

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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

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-.06 Bathrooms

Met

Comment

Bathrooms observed to be clean and well maintained.

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

Comment

No hazards observed accessible to children on this date.

Technical Assistance

591-1-1-.25(11) - Please ensure that floors are cleaned.

Correction Deadline: 11/21/2018

Finding

591-1-1-.25(3) requires that the Center and surrounding premises be clean, free of debris and in good repair. It was determined based on observation that the following areas/items were found to be noncompliant:

- Water damage/rust and staining on the light and tiles by both exit doors in rooms B and C 1L- Rear Right.
- Water damaged tiles were observed in the center of Classroom A - Front Right. There was a hole in the ceiling that required repair and/or replacement.

POI (Plan of Improvement)

To ensure the cleanliness, sanitation and safety of the environment, the center will add the protective caps to the screws, repair the chipping paint, and repair the light.

Correction Deadline: 11/2/2018

Recited on 10/22/2018

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

Technical Assistance

Correction Deadline: 5/28/2018

Corrected on 10/22/2018

.26(4) -Previous citation was corrected. Consultant observed the fence to be repaired.

Technical Assistance

591-1-1-.26(9) - Please ensure that the fence on main playground have no gaps. Also please ensure that the tree limbs are remove off the basketball court.

Correction Deadline: 10/22/2018

Health and Hygiene

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

Not Met

Finding

591-1-1-.10(7) requires Center Staff to provide liquid soap, individually dispensed single-use hand towels, single-use wash cloths, and covered storage container for soiled items. It was determined based on consultant observation that no supplies were available to on the changing table for staff. Staff stated that they take the children to the next classroom to change them.

POI (Plan of Improvement)

The Center will secure missing items listed and ensure the ongoing availability of all supplies.

Correction Deadline: 10/22/2018

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

Met

Comment

Staff stated proper knowledge on handwashing.

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

Met

Comment

The Provider currently does not dispense/administer medication.

Safety

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

Met

Comment

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

Comment

Director stated that the center currently is not providing routine transportation.

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
"Missing/Incomplete Components"
 .24(1)-Education Experience Missing,.24(1)-Evidence of Orientation Missing,.09-Criminal Records Check Missing,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 2 Not Met
 Date of Hire: 12/04/2017
"Missing/Incomplete Components"
 .24(1)-Education Experience Missing,.24(1)-Evidence of Orientation Missing,.33(3)-Health & Safety Certificate,.09-Criminal Records Check Missing

Staff # 3 Not Met
 Date of Hire: 09/24/2018
"Missing/Incomplete Components"
 .24(1)-Education Experience Missing,.24(1)-Evidence of Orientation Missing,.24(1)-No Record,.09-Criminal Records Check Missing,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 4 Not Met
 Date of Hire: 10/23/2007
"Missing/Incomplete Components"
 .24(1)-Education Experience Missing,.33(3)-Health & Safety Certificate

Staff # 5 Met
 Date of Hire: 05/25/2009

Staff # 6 Met

Staff # 7 Not Met
 Date of Hire: 08/01/2005
"Missing/Incomplete Components"
 .33(3)-Health & Safety Certificate

Staff Credentials Reviewed: 7

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

Previously Cited: 591-1-1-.09(1)(a) requires the Center to ensure that every Director, Employee and Provisional Employee of the Child Care Learning Center has a satisfactory records check determination before the individual is present at the Center or before the individual resides in a Center. It was determined based on a review of records that one employee hired on February 1, 2015 did not have a criminal records check determination on file as required.

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined, based on consultant's review of staff files that three of five staff members with hire dates of September 24, 2018, December 4, 2017, and April 5, 2016 were lacking a Comprehensive Records Check Determination as required.

POI (Plan of Improvement)

Previously Cited: The Center will obtain the Required Satisfactory Records Check Determination before an individual is present at the Center while any child is present for care or before residing in a Center.

The Center will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required.

Correction Deadline: 10/1/2018**Recited on 10/22/2018**

591-1-1-.24 Personnel Records**Not Met****Finding**

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on consultant review of staff files that one staff did not have a personnel record on file.

POI (Plan of Improvement)

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 10/27/2018

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

Finding

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined based on consultant review of staff files that 3 of 5 files check did not have the required employee documentation on file.

POI (Plan of Improvement)

The Center will develop and provide orientation for all new Staff prior to their staff's assignment to children or task.

Correction Deadline: 10/22/2018

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 staff files that three of five staff files reviewed did not have the required 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: 11/21/2018

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

Not Met

Finding

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on consultant review that 3 staff did not have evidence of academic requirements.

POI (Plan of Improvement)

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

Correction Deadline: 10/22/2018

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

Discussed proper supervision with staff and director.