



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: 6/22/2021 **VisitType:** Licensing Study **Arrival:** 10:00 AM **Departure:** 11:30 AM

CCLC-38314

The Goddard School

2375 Log Cabin Drive Smyrna, GA 30080 Cobb County
 (770) 432-1231 dviningsga@goddardschools.com

Mailing Address
 2375 Log Cabin Drive
 Vinings, GA 30339

Regional Consultant

Shannon Curtis

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Joint with: Neli Todorova

Quality Rated: ★

Compliance Zone Designation		
06/22/2021	Licensing Study	Good Standing
11/13/2020	Monitoring Visit	Good Standing
12/19/2019	Monitoring Visit	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	
Bldg.	A-1 (Pelicans)	Infants	3	7	C	9	C	NA	NA	Nap, Floor Play	
Bldg.	A-2		0	0	C	5	C	NA	NA	Not In Use	
Bldg.	B (Belugas)	Infants	2	7	C	13	C	NA	NA	Nap	
Bldg.	C (Turtles)	One Year Olds	2	9	C	16	C	NA	NA	Story, Diapering	
Bldg.	D (Crabs)	One Year Olds	2	9	C	17	C	NA	NA	Free Play	
Bldg.	E (Clownfish)	Two Year Olds	2	12	C	16	C	NA	NA	Free Play	
Bldg.	F (Lobsters)	Two Year Olds	2	15	C	21	C	NA	NA	Art	
Bldg.	G (Starfish)	Three Year Olds	3	18	C	21	C	NA	NA	Circle Time	
Bldg.	H (Seahorses)	Three Year Olds	2	18	C	21	C	NA	NA	Art	
Bldg.	I (Dolphins)	Four Year Olds	2	16	NC	22	C	NA	NA	Outside	
Bldg.	J (Jellyfish)	Five Year Olds and Six Year Olds and Over	2	16	C	21	C	NA	NA	Story	
Bldg.	K-Upstairs (Sharks)	Five Year Olds and Six Year Olds and Over	2	12	C	28	C	NA	NA	Circle Time	
Total Capacity @35 sq. ft.: 210						Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 139						Total Capacity @35 sq. ft.: 210				Total Capacity @25 sq. ft.: 0	

Building	Playground	Playground Occupancy	Playground Compliance
Bldg.	Back	22	C
Bldg.	Front	47	C

Comments

An Administrative Review was conducted on Tuesday, June 22, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on Tuesday, June 22, 2021 with the Director, Carla Brown. An in-person visit was not conducted due to the COVID-19 pandemic.

Consultant provided an updated Communicable Disease Chart, Live Scan Instructions, Staff profile sheet, First Aid Kit Checklist and Rule Changes updates via email.

Consultant provided information for the required Health & Safety Orientation Training.

Plan of Improvement: Developed This Date 06/22/2021

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.

- 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)



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Findings Report

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The following information is associated with a Licensing Study:

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.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

591-1-1-.08 Children's Records

Met

Comment

Parent authorizations obtained/completed.

Facility

591-1-1-.19 License Capacity(CR)**Met****Comment**

Consultant sent a follow-up email to the Region Manager and Coordinator to address the licensed space listed as A2 on the visit cover page on this date.

591-1-1-.25 Physical Plant - Safe Environment(CR)**Met****Comment**

Consultant discussed with the Director to please secure cleaning tools and spray bottles (i.e., broom, plunger) out of reach of children on this date.

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

591-1-1-.26 – 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. Fall zones and resilient surface.

Food Service

591-1-1-.15 Food Service & Nutrition**Met****Comment**

Center menu meets USDA guidelines.

Discussed new revision to restricted food rule which states: Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

Please ensure the new updated infant feeding form is used. Discussed revision to the written feeding plans for children under the age of 1 years old. Age-appropriate solid foods (including cereal) shall not be given to infants or children less than one (1) year of age until recommended as developmentally appropriate by the child's primary care physician and indicated in writing by the Parent(s). As soon as the feeding plan indicates that a child is ready for solid foods, the child shall be fed from individual spoons and individual containers or dishes. A child shall not be fed directly from the original baby food container if the contents are to be fed to the child at more than one (1) meal or to more than one (1) child.

591-1-1-.18 Kitchen Operations**Met****Comment**

Kitchen appears clean and well organized.

Health and Hygiene

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

Consultant discussed with the Director to ensure diaper changing stations in Classrooms C (Turtles) and E (Clownfish) are within arms reach of sink area on this date.

Comment

Staff state proper knowledge of diapering procedures.

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

Comment

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

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

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Met****Comment**

Consultant observed complete emergency drills as of May 3, 2021 on this date. During the virtual walk through of the program, Consultant discussed Emergency Preparedness plans and updating them on a regular basis, as well as observed posted plans.

591-1-1-.27 Posted Notices**Met****Comment**

Observed all required posted notices, Emergency Plans and 2021 License posted on this date.

Safety

591-1-1-.05 Animals**Met****Comment**

Center does not keep animals on premises.

591-1-1-.11 Discipline(CR)**Met****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/Provider on this date.

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

Center does not participate in field trips at this time.

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.

Staff Records

Staff # 1 Date of Hire: 11/23/2020	Met
Staff # 2 Date of Hire: 02/09/2021	Met
Staff # 3	Met
Staff # 4 Date of Hire: 10/05/2005	Met
Staff # 5 Date of Hire: 12/16/2020	Met
Staff # 6 Date of Hire: 06/09/2020	Met
Staff # 7 Date of Hire: 05/03/2021	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 8 Date of Hire: 03/26/2018	Met
Staff # 9	Met
Staff # 10 Date of Hire: 03/20/2016	Met
Staff # 11 Date of Hire: 10/21/2020	Met
Staff # 12 Date of Hire: 10/05/2020	Met
Staff # 13 Date of Hire: 11/13/2017	Met
Staff # 14 Date of Hire: 04/14/2016	Met
Staff # 15 Date of Hire: 04/22/2019	Met
Staff # 16 Date of Hire: 08/19/2019	Met

Staff # 17	Met
Staff # 18	Not Met
Date of Hire: 09/21/2020	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 19	Met
Date of Hire: 07/16/2018	
Staff # 20	Met
Staff # 21	Met
Date of Hire: 04/28/2017	
Staff # 22	Met
Staff # 23	Met
Date of Hire: 03/31/2014	
Staff # 24	Met
Date of Hire: 05/10/2018	
Staff # 25	Met
Date of Hire: 05/05/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 26	Met
Date of Hire: 06/12/2013	
Staff # 27	Met
Date of Hire: 12/07/2020	
Staff # 28	Met
Date of Hire: 10/19/2020	
Staff # 29	Met
Date of Hire: 07/30/2019	
Staff # 30	Met
Date of Hire: 10/26/2010	
Staff # 31	Met
Date of Hire: 09/26/2016	
Staff # 32	Met

Date of Hire: 10/19/2020

Staff # 33 Met

Date of Hire: 02/15/2021

Staff # 34 Met

Staff # 35 Met

Date of Hire: 07/06/2016

Staff # 36 Met

Staff Credentials Reviewed: 13**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

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 records that a staff member hired on September 21, 2020 did not have valid evidence of a satisfactory comprehensive background check determination letter on this date. It was determined based on review of staff records that the staff member was present in the child care facility from March 20, 2020 until June 1, 2021 when the department issued a satisfactory clearance letter. It was determined the staff member was present and supervised with a staff member that has a comprehensive background determination letter.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will maintain a staff spreadsheet 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. 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 create a document with expiration dates to ensure the CRC rules are maintained.

Correction Deadline: 6/22/2021**Finding**

591-1-1-.09(1)(l)3. requires the Center to immediately require a new Comprehensive Records Check Determination for a Director, Employee or Provisional Employee at least once every five years. It was determined based on Consultant's review of staff records that a staff member hired on September 21, 2020 did not have valid evidence of a satisfactory comprehensive background check determination letter on this date. It was determined based on review of staff records that the staff member was present in the child care facility from March 20, 2020 until June 1, 2021 when the department issued a satisfactory clearance letter. It was determined the staff member was present and supervised with a staff member that has a comprehensive background determination letter. It was determined the Director was not aware of the expired application until contacting the department and had to resubmit out-of-state documents to the department.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will monitor and maintain documents of new and current employees to ensure that each Director, Employee and Provisional Employee has a Comprehensive Records Check Determination on file that has been issued within the past five years. 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 document expiration dates and send periodically check the status to ensure CRC rules are maintained.

Correction Deadline: 6/22/2021

591-1-1-.14 First Aid & CPR

Met

Comment

Complete first aid kits observed in center and on vehicles.

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training

Met

Technical Assistance

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

Consultant discussed that any employee starting after 2018 is required to obtain the ten hours of Health & Safety Orientation Training on this date.

Technical Assistance

Consultant discussed with the Director to document date of hire for each employee after receiving the comprehensive satisfactory determination letter on this date.

Correction Deadline: 7/2/2021

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

Met

Comment

Consultant discussed that all lead staff must have evidence of Lead Staff credentials on file on this date.

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 new revision to the supervision rule which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.