



**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: 11/27/2017 **VisitType:** Monitoring Visit

Arrival: 10:15 AM

Departure: 2:15 PM

CCLC-38845

Ahava Early Learning Center

600 Peachtree Battle Avenue Atlanta, GA 30327 Fulton County
(404) 900-9411 beth@ahavalearning.org

Regional Consultant

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@decal.ga.gov

Mailing Address

Same

Quality Rated: No

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. 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.
11/27/2017	Monitoring Visit	Good Standing	
04/17/2017	Licensing Study	Good Standing	
11/01/2016	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	One Year Olds and Two Year Olds	4	7	C	17	C	NA	NA	Transitioning,Ce nters,Outside
Main	B	One Year Olds	2	6	C	16	C	NA	NA	Transitioning,Out side,Diapering
Main	C	Infants	4	8	C	21	C	NA	NA	Feeding,Free Play,Diapering,FI oor Play
Main	D	Two Year Olds and Three Year Olds	2	11	C	21	C	NA	NA	Centers
Main	E		0	0	C	21	C	NA	NA	Not In Use
Main	F	Three Year Olds and Four Year Olds and Five Year Olds	2	12	C	21	C	NA	NA	Outside

Total Capacity @35 sq. ft.: 100

Total Capacity @25 sq. ft.: 0

Building @35 capacity limited by Centers Request

Total # Children this Date: 44

Total Capacity @35 sq. ft.: 100

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	115	C


Comments

The purpose of this visit was to conduct a monitoring visit and to follow-up on the previous visit conducted on April 17, 2017.

Consultant discussed the comprehensive criminal records check application process with the director on this date.

Plan of Improvement: Developed This Date 11/27/2017

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).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.

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)

Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.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@dec.al.ga.gov

Beth Helmey, Program Official

Date

Margarita Collier, 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

Observed-Variety Throughout Center

591-1-1-.35 Swimming Pools & Water-related Activities(CR)

Met

Comment

No Swimming Activities Provided

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

Correction Deadline: 4/17/2017

Corrected on 11/27/2017

The previous citation was observed to be corrected on this date. Consultant observed five of five children's files to have complete documentation of the parents' work addresses and the release to persons' addresses. Please continue to ensure parents continue to update all contact information as needed.

Facility

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

Comment

Licensed Capacity Routinely Met

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

Comment

Observation-Center Clean/Well Maintained

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

Correction Deadline: 4/17/2017

Corrected on 11/27/2017

The previous citation was observed to be corrected on this date. Consultant observed the center's playground area to be clean and in good repair.

Food Service

591-1-1-.15 Food Service & Nutrition Technical Assistance

Technical Assistance

Consultant discussed the new USDA menu guidelines with the director on this date.

Health and Hygiene

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

Comment

Observed-Proper Diapering

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

Comment

Observed-Proper Hand Washing Throughout

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

Comment

Per director the center has not administered any medications since the previous visit was conducted on April 17, 2017.

Safety

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

Comment

Observed-Discussion/Redirection

Comment

Observed-Positive Learning Environment

Comment

No Routine Transportation Provided

Sleeping & Resting Equipment

Comment

Correct number of mats; disinfecting discussed

Staff Records

Records Reviewed: 23

Records with Missing/Incomplete Components: 12

Staff # 1	Met
Date of Hire: 01/30/2017	
Staff # 2	Not Met
Date of Hire: 06/05/2017	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 3	Not Met
Date of Hire: 07/01/2015	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing	
Staff # 4	Met
Date of Hire: 08/15/2016	
Staff # 5	Met
Staff # 6	Not Met
Date of Hire: 09/20/2017	
<u>"Missing/Incomplete Components"</u>	
.24(1)-10 Yr. Work History Missing,.24(1)-Address Missing,.24(1)-DOB Missing,.24(1)-Education Experience Missing,.24(1)-Evidence of Orientation Missing,.24(1)-Phone Number Missing,.24(1)-SSN Missing,.24(1)-Work Experience Missing	
Staff # 7	Met
Date of Hire: 01/09/2017	
Staff # 8	Met
Date of Hire: 01/07/2016	
Staff # 9	Not Met
Date of Hire: 08/07/2017	
<u>"Missing/Incomplete Components"</u>	

Records Reviewed: 23**Records with Missing/Incomplete Components: 12**

.24(1)-10 Yr. Work History Missing,.24(1)-Address Missing,.24(1)-DOB Missing,.24(1)-Education Experience Missing,.24(1)-Evidence of Orientation Missing,.24(1)-Phone Number Missing,.24(1)-SSN Missing,.24(1)-Work Experience Missing

Staff # 10 Met
Date of Hire: 08/18/2017

Staff # 11 Met
Date of Hire: 09/05/2017

Staff # 12 Not Met
Date of Hire: 08/16/2017

"Missing/Incomplete Components"
.33(3)-Health & Safety Certificate

Staff # 13 Not Met
Date of Hire: 08/16/2017

"Missing/Incomplete Components"
.33(3)-Health & Safety Certificate

Staff # 14 Not Met
Date of Hire: 08/15/2016

"Missing/Incomplete Components"
.33(3)-Health & Safety Certificate

Staff # 15 Met
Date of Hire: 05/06/2016

Staff # 16 Met
Date of Hire: 08/03/2015

Staff # 17 Not Met
Date of Hire: 07/27/2017

"Missing/Incomplete Components"
.24(1)-10 Yr. Work History Missing,.24(1)-Address Missing,.24(1)-DOB Missing,.24(1)-Education Experience Missing,.24(1)-Evidence of Orientation Missing,.24(1)-Phone Number Missing,.24(1)-SSN Missing,.24(1)-Work Experience Missing

Staff # 18 Met
Date of Hire: 08/16/2017

Staff # 19 Met

Staff # 20 Not Met
Date of Hire: 10/31/2017

"Missing/Incomplete Components"

Records Reviewed: 23**Records with Missing/Incomplete Components: 12**

.24(1)-10 Yr. Work History Missing,.24(1)-Address Missing,.24(1)-DOB Missing,.24(1)-Education Experience Missing,.24(1)-Evidence of Orientation Missing,.24(1)-Phone Number Missing,.24(1)-SSN Missing,.24(1)-Work Experience Missing

Staff # 21

Not Met

Date of Hire: 06/01/2016

"Missing/Incomplete Components"

.24(1)-10 Yr. Work History Missing,.24(1)-Address Missing,.24(1)-DOB Missing,.24(1)-Education Experience Missing,.24(1)-Evidence of Orientation Missing,.24(1)-Phone Number Missing,.24(1)-SSN Missing,.24(1)-Work Experience Missing,.33(3)-Health & Safety Certificate

Staff # 22

Not Met

Date of Hire: 08/03/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 23

Not Met

Date of Hire: 09/19/2017

"Missing/Incomplete Components"

.24(1)-10 Yr. Work History Missing,.24(1)-Address Missing,.24(1)-DOB Missing,.24(1)-Evidence of Orientation Missing,.24(1)-Phone Number Missing,.24(1)-SSN Missing,.24(1)-Work Experience Missing,.24(1)-Education Experience Missing

Staff Credentials Reviewed: 23**591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Consultant reviewed 23 staff files on this date. Consultant observed 23 of 23 staff members to have evidence of a current satisfactory determination letter on file on this date.

Comment

The director provided 15 files for staff members hired since the previous visit was conducted on April 17, 2017. Consultant observed 15 of 15 staff members to have evidence of a satisfactory determination letter on file on this date.

591-1-1-.14 First Aid & CPR**Not Met****Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on consultant's review of staff files one of 23 staff members hired prior to September 30, 2016 did not have evidence of a current first aid and CPR training card on file. It was further determined based on consultant's review of staff files one of 23 staff members hired after September 30, 2016 did not complete the first aid and CPR training within 90-days of their date of hire.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 12/27/2017

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's review of staff files six of 23 staff files did not have evidence of the required identifying information.

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: 12/2/2017

591-1-1-.33 Staff Training**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's review of staff files six of 23 staff members did not have evidence of orientation 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: 11/27/2017**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's review of staff files five of 23 staff members did not complete the health and safety orientation training 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: 12/27/2017

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

Consultant observed all staff members to comply with all laws and regulations on this date.

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's review of staff files two of four lead teachers did not have evidence of their credentials on file.

POI (Plan of Improvement)

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

Correction Deadline: 11/28/2017

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR) **Met**

Comment

Observed-Appropriate Staff:Child Ratios

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

Comment

Observed-Direct Supervision/Attentive Staff