



**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:** 9/11/2018    **VisitType:** Licensing Study    **Arrival:** 2:50 PM    **Departure:** 4:15 PM

**CCLC-39346**

**Works Childcare Center LLC**

1879 South Stone Mountain Lithonia Road, Suite F Lithonia, GA 30058  
DeKalb County  
(678) 662-6480 marworks123@yahoo.com

**Mailing Address**  
Same

**Regional Consultant**

Roslyn Williams

Phone: (770) 357-7020  
Fax: (770) 357-7019  
roslyn.williams@decal.ga.gov

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
09/11/2018	Licensing Study	Good Standing
05/23/2018	Licensing Study	Good Standing
08/21/2017	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
Main	A - Left	One Year Olds and Two Year Olds and Three Year Olds	1	7	C	7	C	NA	NA	Nap
Main	B - Right		0	0	C	5	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.:			12			Total Capacity @25 sq. ft.: 0				
Total # Children this Date:			7			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Main	12	C

**Comments**

Plan of Improvement: Developed This Date 09/11/2018

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](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)

Margaret Works, Program Official

Date

Roslyn Williams, 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:** 9/11/2018    **VisitType:** Licensing Study    **Arrival:** 2:50 PM    **Departure:** 4:15 PM

**CCLC-39346**

**Works Childcare Center LLC**

1879 South Stone Mountain Lithonia Road, Suite F Lithonia, GA 30058  
DeKalb County  
(678) 662-6480 marworks123@yahoo.com

**Mailing Address**  
Same

**Regional Consultant**

Roslyn Williams

Phone: (770) 357-7020  
Fax: (770) 357-7019  
roslyn.williams@decal.ga.gov

The following information is associated with a Licensing Study:

### Activities and Equipment

**591-1-1-.03 Activities**

**Not Met**

**Finding**

591-1-1-.03(1) requires the Center to provide a daily planned program of varied and developmentally appropriate activities to promote social, emotional, physical, cognitive, language and literacy growth. Center Staff shall use a variety of teaching methods to accommodate the needs of the children's different learning styles. It was determined based on observation that the current lesson plan was not available for review.

**POI (Plan of Improvement)**

The Center will plan a program that includes a variety of developmentally appropriate activities that are provided daily, train Staff to use various teaching methods, and monitor both.

**Correction Deadline: 9/21/2018**

**Recited on 9/11/2018**

**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: 2**

Child # 1

Met

Child # 2

Met

Child # 3 Not Met  
"Missing/Incomplete Components"  
.08(3)-Address of Release Person Missing,.08(1)-Doctor, Clinic, Phone Numbers

Child # 4 Met

Child # 5 Not Met  
"Missing/Incomplete Components"  
.08(3)-Address of Release Person Missing

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

**Not Met**

**Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on review of records that the addresses of the person(s) to whom the child may be released was not documented for two of five records reviewed. It was further observed that the phone number for the child's primary source of health care was not documented for one of five records reviewed.

**POI (Plan of Improvement)**

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

**Correction Deadline: 9/14/2018**

**Facility**

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

**Met**

**Comment**

The consultant observed that the capacity limitations for the Center were met.

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

**Not Met**

**Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that interior paint and a plunger were in an unlocked cabinet accessible to children in the bathroom.

**POI (Plan of Improvement)**

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

**Correction Deadline: 9/11/2018**

**Correction Deadline: 6/8/2018**

Corrected on 9/11/2018

.25(3) - Consultant observed that the Center had repaired the walls in the left room.

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

Not Evaluated

**Comment**

Due to inclement weather, this rule was not evaluated.

**Food Service**

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

Not Met

**Finding**

591-1-1-.15(5) requires that the Center provide a menu listing all meals and snacks to be served during the current week except for School-age Centers where the food may be provided by the Parent(s) by agreement between the School-age Center and the Parent(s). Substitutions shall be recorded on the posted menu and menus shall be retained at the Center for six (6) months. It was determined based on observation that the Center did not have the current week's menu listing all meals and snacks available for review.

**POI (Plan of Improvement)**

The Center will list all of the current week's meals and snacks and all substitutions on the menu and keep past menus on file for six months and will implement a system to monitor this.

**Correction Deadline: 9/11/2018**

**Health and Hygiene**

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

Not Met

**Finding**

591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, non porous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. It was determined based on observation that the Center changed a child's diaper on pad surface that was not smooth and non porous as required.

**POI (Plan of Improvement)**

The Center will ensure there is a smooth, non porous changing surface that has a guard or rails for safety in each classroom that houses children wearing diapers. Center Staff will be trained and have adequate supplies to properly clean the diaper changing surface between each diaper change.

**Correction Deadline: 9/11/2018**

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

Not Met

**Finding**

591-1-1-.17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on observation that the caregiver did not wash a child's hands with liquid soap and warm running water before and after diapering.

**POI (Plan of Improvement)**

The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

**Correction Deadline: 9/11/2018**

**Finding**

591-1-1-.17(8) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means. It was determined based on observation that staff did not wash their hands with liquid soap and warm running water before and after diapering a child.

**POI (Plan of Improvement)**

The Center will ensure liquid soap and warm running water are available for handwashing, train Staff on the handwashing requirements, review the requirements with Staff periodically, and monitor handwashing.

**Correction Deadline: 9/11/2018**

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

The Center does not administer medication.

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

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

**Correction Deadline: 5/28/2018**

**Corrected on 9/11/2018**

**.21(3) - The consultant observed that the Center documented that drills for fire, tornado, and other emergency situations were conducted.**

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

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

Age-appropriate discussion and/or redirection observed.

**591-1-1-.36 Transportation(CR)****Met****Comment**

The Center does not provide transportation.

<b>Sleeping &amp; Resting Equipment</b>
---

**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

Currently, there are no infants enrolled in the Center.

<b>Staff Records</b>
----------------------

**Records Reviewed: 4**

**Records with Missing/Incomplete Components: 1**

Staff # 3

Not Met

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training, .33(5)-10 Hrs. Annual Training

Staff # 1

Not Met

Date of Hire: 05/29/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 2

Not Met

Date of Hire: 11/28/2015

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate,.33(5)-10 Hrs. Annual Training

Staff # 4

Not Met

Date of Hire: 08/14/2017

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.24(1)-SSN Missing

**Staff Credentials Reviewed: 4**

---

**591-1-1-.09 Criminal Records Check(CR)****Not Met****Finding**

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 review of record that a Comprehensive satisfactory background check was not on file for on staff person. A one day letter was left and the staff person was not on the premises.

**POI (Plan of Improvement)**

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.

**Correction Deadline: 9/11/2018****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 review of records that personel folder for one staff person was missing evidence of required orientation including the date and signature of person providing the orientation.

**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: 9/16/2018**

**591-1-1-.33 Staff Training**

**Not Met**

**Correction Deadline: 6/7/2018**

**Corrected on 9/11/2018**

**.33(3) Health and safety training was documented for two staff persons.**

**Finding**

Previously Cited: 591-1-1-.33(3) 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. It was determined based on review of records that this information was missing for one staff person.

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 review of records that the Center did not document that ten hours of approved training for 2017 was on file for two staff persons.

**POI (Plan of Improvement)**

Previously Cited: The center will plan and schedule training and follow up to ensure that direct care staff complete the required training.

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: 12/31/2018**

**Recited on 9/11/2018**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**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**

Adequate supervision observed on this date.