



**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:** 12/3/2020    **VisitType:** Licensing Study    **Arrival:** 10:00 AM    **Departure:** 11:05 AM

**CCLC-39489**

**Arbor Montessori School-Scott Campus**

1434 Scott Boulevard Decatur, GA 30030 DeKalb County  
 (404) 321-9304 michellen@arbormontessori.org

**Regional Consultant**

Verlyn Gant  
 Phone: (404) 591-6059  
 Fax: (404) 591-6060  
 verlyn.gant@decal.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
12/03/2020	Licensing Study	Good Standing	
12/18/2019	Licensing Study	Good Standing	
06/10/2019	Incident Investigation Closure	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	Primary 1 (upstairs)	Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	2	16	C	33	C	NA	NA	Centers, Homework
Main	Primary 2 (upstairs)	Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	3	11	C	33	C	NA	NA	Circle Time, Story
Main	Toddler 1 (downstairs)	Two Year Olds and Three Year Olds	3	5	C	18	C	NA	NA	Nap, Clean Up, Outside
Main	Toddler 2 (downstairs)		0	0	C	19	C	NA	NA	
Total Capacity @35 sq. ft.:			103			Total Capacity @25 sq. ft.: 0				
Total # Children this Date:			32			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	15	C
Main	B	106	C

### **Comments**

An Administrative Review was conducted on December 03, 2020. Staff files, children's files, training, and background checks were all reviewed.

A virtual inspection was conducted on December 03, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on August 15, 2020 was reviewed during the virtual inspection.

The infant feeding plan was discussed with the Director during the virtual visits, for rule changes effective October 01, 2020.

Plan of Improvement: Developed This Date 12/03/2020

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.

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#### 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](mailto: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.

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**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)

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Violet Mohabir, Program Official

Date

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Verlyn Gant, Consultant

Date



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### Findings Report

**Date:** 12/3/2020 **VisitType:** Licensing Study **Arrival:** 10:00 AM **Departure:** 11:05 AM

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

**N/A**

**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**

**Correction Deadline: 12/18/2019**

Corrected on 12/3/2020

.08(1) - Previous citation was observed to be corrected during this visit, in that based on a review of records the children's files had the parents' work numbers and parents' work addresses.

## 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

Correction Deadline: 12/18/2019

Corrected on 12/3/2020

.25(13) - Previous citation was observed to be corrected during this visit, in that based on observation, the plastic bags that were in drawers and accessible to children in the bathroom had been removed.

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

Met

**Comment**

Playground observed to be clean and in good repair.

## Health and Hygiene

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

Met

**Comment**

Proper diapering procedures observed. Hand washing and sanitizing 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)

N/A

**Comment**

The Provider currently does not dispense/administer medication.

## Safety

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 on this date.

591-1-1-.36 Transportation(CR)

N/A

**Comment**

Center does not provide transportation.

## Sleeping & Resting Equipment

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

Met

**Comment**

Pleasant nap time environment observed. SIDS and the infant sleeping position was also discussed.

## Staff Records

**Records Reviewed: 11**

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

Staff # 1 Date of Hire: 03/04/2019	Met
Staff # 2	Met
Staff # 3 Date of Hire: 12/01/2017 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 4 Date of Hire: 08/01/2017	Met
Staff # 5	Met
Staff # 6 Date of Hire: 08/09/2018	Met
Staff # 7 Date of Hire: 08/01/2017	Met
Staff # 8 Date of Hire: 08/01/2018	Met
Staff # 9 Date of Hire: 08/01/2017	Met
Staff # 10 Date of Hire: 02/03/2020	Met
Staff # 11 Date of Hire: 08/01/2017	Met

**Staff Credentials Reviewed: 5**

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<b>591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)</b>	<b>Met</b>
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**Comment**

Criminal record checks were observed to be complete.

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<b>591-1-1-.33 Staff Training</b>	<b>Not Met</b>
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**Correction Deadline: 1/17/2020**

Corrected on 12/3/2020

**.33(3) - Previous citation was observed to be corrected during this visit, in that based on a review of records staff had the documentation of completed health and safety orientation as required.**

**Finding**

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on a review of records that staff member #3, did not have the required 10 hours of annual training for 2019 as required.

**POI (Plan of Improvement)**

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

**Correction Deadline: 1/2/2021**

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)** **Met**

**Comment**

Adequate supervision observed on this date.

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

**Comment**

Center observed to maintain appropriate staff:child ratios.