



**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:** 7/17/2018    **VisitType:** Licensing Study    **Arrival:** 11:20 AM    **Departure:** 5:00 PM

**CCLC-39661**

**A Brighter Day Early Learning Academy**

6267 Memorial Drive, Suite LL Stone Mountain, GA 30083 DeKalb County  
(770) 469-9096 csutton1031@gmail.com

**Mailing Address**  
Same

**Regional Consultant**

Chrische Walker  
Phone: (770) 359-5166  
Fax: (678) 891-5618  
chrische.walker@decal.ga.gov

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
07/17/2018	Licensing Study	Good Standing
01/24/2018	Monitoring Visit	Good Standing
08/17/2017	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	Infants and One Year Olds	1	6	C	9	C	NA	NA	Nap, Floor Play
Main	B	Three Year Olds and Four Year Olds and Five Year Olds	2	17	C	17	C	NA	NA	Nap, Transitioning
Main	C	Two Year Olds	1	7	C	8	C	NA	NA	Nap
Main	D	One Year Olds	2	9	C	9	C	NA	NA	Nap
Main	E - Entry Room		0	0	C	5	C	6	C	Not In Use

Total Capacity @35 sq. ft.: 48

Total Capacity @25 sq. ft.: 49

Total # Children this Date: 39

Total Capacity @35 sq. ft.: 48

Total Capacity @25 sq. ft.: 49

Building	Playground	Playground Occupancy	Playground Compliance
Main	Main	48	C

**Comments**

The purpose of today's visit was to conduct a Licensing Study and to follow up from the previous visit on January 24, 2018. The consultant left a First Aid Checklist and a Fire Drill resource form for the the director.

The consultant left a one day letter.

Plan of Improvement: Developed This Date 07/17/2018

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).



**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](http://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.

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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). 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](mailto:qualityrated@dec.al.ga.gov)

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Caekelia Sutton , Program Official

Date

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Chrische Walker, Consultant

Date



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### Findings Report

**Date:** 7/17/2018    **VisitType:** Licensing Study    **Arrival:** 11:20 AM    **Departure:** 5:00 PM

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Met**

**Comment**

Great lesson plans posted outside the classrooms.

**Correction Deadline: 7/17/2018**

**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)**

**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

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

Records were observed to be complete and well organized. Please remember to complete the parent's work information on the children enrollment forms.

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**Facility**

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**591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

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

Discussed movement of children to maintain capacities and or decreasing the enrollment to meet the licensed capacity.

**Correction Deadline: 1/24/2018**

**Corrected on 7/17/2018**

**.19(1) - The previous citation has been corrected on this date. The consultant observed 17 children in a space licensed for 17 children in Classroom B.**

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

No hazards observed accessible to children on this date.

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

Discussed maintenance of resilient surface the playground where the swings are located. Please fluff and redistribute.

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**Food Service**

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

Great job ensuring that the bottles are covered and fully labeled with the child's full name.

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**591-1-1-.18 Kitchen Operations****Not Met****Finding**

591-1-1-.18(6) requires that non-disposable dishes, glasses and silverware are properly cleaned by pre-rinsing, or scraping, washing, sanitizing and air drying. A three (3) compartment sink or a dishwasher with a sani-cycle or capability of maintaining a rinse water temperature of a minimum of one hundred fifty (150) degrees Fahrenheit and a two (2) compartment sink shall be available. Dishes, glasses and silverware shall be rinsed in the approved dishwasher or rinsed in a chemical sanitizer and air dried. It was determined based on the consultant's observation that a dishwasher was not in working condition to properly pre-rinse, wash, and sanitize non-disposable dishes, glasses, and or silverware. It was further determined that a three compartment sink was not installed to properly pre-rinse, wash, and or sanitize non-disposable dishes, glasses, and or silverware.

**POI (Plan of Improvement)**

The Center will repair or replace any equipment that cannot meet the standards, and will routinely check equipment and monitor dish washing.

**Correction Deadline: 8/14/2018**

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**Health and Hygiene**

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

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Comment**

The consultant observed proper hand washing after a child used the bathroom.

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

**Comment**

Discussed proper medication documentation and procedures.

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**Policies and Procedures**

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

**Comment**

Observed all required posted notices.

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**591-1-1-.29 Required Reporting** **Met**

**Comment**

Discussed the new online required reporting.

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**Safety**

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**591-1-1-.05 Animals** **N/A**

**Comment**

Center does not keep animals on premises.

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

**Comment**

Age-appropriate discussion and/or redirection observed.

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

**Comment**

Field trip documentation observed to be complete.

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

**Comment**

Paperwork was discussed with the director.

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**Sleeping & Resting Equipment**

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

**Comment**

Great job ensuring that cribs/cots are labeled for individual use.

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**Staff Records**

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**Records Reviewed: 11**

**Records with Missing/Incomplete Components: 4**

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Staff # 1

Met

Date of Hire: 06/19/2018

**Records Reviewed: 11****Records with Missing/Incomplete Components: 4**

Staff # 2 Date of Hire: 10/12/2017	Met
Staff # 3 Date of Hire: 09/04/2014	Met
Staff # 4 Date of Hire: 03/13/2017 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training,.14(2)-CPR missing,.14(2)-First Aid Missing	Not Met
Staff # 5 Date of Hire: 06/07/2016	Met
Staff # 6 Date of Hire: 07/27/2017 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing	Not Met
Staff # 7 Date of Hire: 04/20/2014	Met
Staff # 8 Date of Hire: 04/26/2018 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not Met
Staff # 9 Date of Hire: 08/10/2015	Met
Staff # 10 Date of Hire: 04/21/2016	Met
Staff # 11 Date of Hire: 05/31/2017 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate,.14(2)-First Aid Missing,.14(2)-CPR missing,.33(5)-10 Hrs. Annual Training	Not Met

**Staff Credentials Reviewed: 11****591-1-1-.09 Criminal Records Check(CR)****Not Met**

**Finding**

591-1-1-.09(1)(d) requires each Employee and Center Director hired on or after January 1, 2014 to have a satisfactory Fingerprint Records Check Determination with a Records Check Clearance date that is within 12 months of their hire date. In order for the Department to issue a satisfactory Fingerprint Records Check Determination, each Employee and Director must submit both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that one employee hired on April 26, 2018, did not submit both a fingerprint records check application and fingerprints to an authorized site. A one-day-letter was left.

**POI (Plan of Improvement)**

The Center will ensure that an employee hired after January 1, 2014 has a satisfactory Fingerprint Records Check Determination dated within 12 months of the hire date and will submit the required documents to obtain the determination if they have not already done so.

**Correction Deadline: 7/17/2018**

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

Please be mindful of training expiration dates.

**Comment**

Please replace missing items in vehicle and center first aid kits.

**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 a review of records that three employees hired on March 13, 2017, May 31, 2017, and July 27, 2017, did not have current evidence of certification in first aid and in CPR.

**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: 8/16/2018**

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

Discussed staff training. Please obtain required documentation.

**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 a review of records that one employee hired on May 31, 2017 did not complete the health and safety training within the first 90 days of employment.

**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: 8/17/2018**

**Comment**

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

## Finding

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on a review of records that two staff members hired on March 13, 2017 and May 31, 2017, did not complete the ten hours of required training for the 2017 calendar year.

### 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: 12/31/2018**

**Recited on 7/17/2018**

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

#### Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

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

#### Comment

Staff observed to provide direct supervision and be attentive to children's needs.

**Correction Deadline: 1/24/2018**

**Corrected on 7/17/2018**

**.32(1) - The previous citation was corrected on this date. The consultant observed center staff maintaining staff: child rations in all classrooms.**

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

#### Comment

Staff observed to provide direct supervision and be attentive to children's needs.