



**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: 11/29/2018 **VisitType:** Monitoring Visit

Arrival: 10:35 AM

Departure: 2:40 PM

CCLC-398

Scottdale Early Learning, Inc.

479 Warren Ave. Scottdale, GA 30079 DeKalb County
(404) 294-8362 tmason@scottdale.org

Regional Consultant

Brandon Cason

Phone: (877) 372-3909

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carrie.spangler@dec.al.ga.gov

Mailing Address

P.O. Box 904
Scottdale, GA 30079

Quality Rated: ★ ★

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.
11/29/2018	Monitoring Visit	Good Standing	
03/26/2018	Licensing Study	Good Standing	
08/03/2017	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 - 1st Rt -Pre-K-1	PreK	3	19	C	23	C	NA	NA	Centers
Main	B -2nd Rt -Pre-K-2	PreK	3	21	C	23	C	NA	NA	Centers
Main	C - 3rd Right	Infants and One Year Olds	4	7	C	12	C	NA	NA	Floor Play
Main	D - 4th right	Two Year Olds and Three Year Olds	3	6	C	19	C	NA	NA	Circle Time
Main	E- 2nd Left	Three Year Olds and Four Year Olds	1	16	C	20	C	NA	NA	Nap
Main	F- 1st Left	One Year Olds and Two Year Olds	3	17	C	16	NC	NA	NA	Story
Total Capacity @35 sq. ft.: 113						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 86			Total Capacity @35 sq. ft.: 113			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance

Comments

The purpose of this visit was to conduct a monitoring Visit. A one- day letter was left on this date.

Plan of Improvement: Developed This Date 11/29/2018

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.

- 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

Tyeichia Mason, Program Official

Date

Brandon Cason, Consultant

Date



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Findings Report

Date: 11/29/2018 **VisitType:** Monitoring Visit

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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

Discussed rotating toys to support the procedures of daily disinfecting.

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

N/A

Comment

Center does not provide swimming activities.

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

Comment

Center appears clean and well maintained.

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

Not Met

Comment

Please ensure that bushes along the playground fence are maintained and gardening soil is inaccessible to children

Finding

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that the fence surrounding the HVAC units had a hole that measured four inches wide creating a potential entrapment hazard. It was further determined that there was a gap that measured three inches between the ground and the wooden fence on the far left side of the toddler playground.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 11/29/2018

Finding

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that there was an active ant bed on the front border of the garden located near the wooden fence on the far left side of the playground.

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

Correction Deadline: 11/29/2018

Health and Hygiene

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

Comment

Proper diapering procedures observed.

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

Comment

Staff stated proper hand washing procedures.

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

Comment

Discussed proper medication documentation and procedures. The provider is not currently administering medication.

Safety

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

Comment

Age-appropriate discussion and/or redirection observed.

591-1-1-.36 Transportation(CR) **N/A**

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

Records Reviewed: 20

Records with Missing/Incomplete Components: 3

Staff # 1

Met

Staff # 2 Date of Hire: 07/25/2017	Met
Staff # 3 Date of Hire: 08/15/2017	Met
Staff # 4 Date of Hire: 04/16/2018	Met
Staff # 5 Date of Hire: 10/01/2017	Met
Staff # 6 Date of Hire: 10/06/2017	Met
Staff # 7 Date of Hire: 01/26/2015 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not Met
Staff # 8 Date of Hire: 02/26/2018 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not Met
Staff # 9 Date of Hire: 08/01/2017	Met
Staff # 10 Date of Hire: 07/31/2018	Met
Staff # 11 Date of Hire: 10/02/2018	Met
Staff # 12	Met
Staff # 13 Date of Hire: 07/29/2016	Met
Staff # 14	Met
Staff # 15 Date of Hire: 08/06/2018	Met
Staff # 16	Not Met

Date of Hire: 06/19/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 17

Met

Date of Hire: 07/05/2016

Staff # 18

Met

Date of Hire: 10/09/2017

Staff # 19

Met

Date of Hire: 08/04/2017

Staff # 20

Met

Date of Hire: 01/04/2005

Staff Credentials Reviewed: 20**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on review of records that an employee hired on February 2, 2018, and an employee hired on January 26, 2015, did not have their Comprehensive Records Check Determination letter ported within 12 months of their hire dates. A one-day letter was left on this date.

POI (Plan of Improvement)

The Center will ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed.

Correction Deadline: 11/29/2018**591-1-1-.33 Staff Training****Not Met****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 review of records that an employee hired on June 19, 2018, did not complete the required health and safety orientation.

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: 12/29/2018

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)

Not Met

Finding

591-1-1-.32(7) requires that children be supervised at all times and that the persons supervising in the child care area be alert, able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the chaperones and Students-in-Training, and provide timely attention to the children's actions and needs. It was determined based on observation that watchful oversight was not provided when a staff member in the Second Left, Room E was outside of the classroom in the hallway when children were in the classroom napping.

POI (Plan of Improvement)

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

Correction Deadline: 11/29/2018