



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: 9/18/2018 **VisitType:** Licensing Study **Arrival:** 9:00 AM **Departure:** 1:30 PM

CCLC-3

Antioch A.M.E. Childcare and Development Center

4730 Elam Rd. Stone Mountain, GA 30083 DeKalb County
 (404) 299-5521 RUDINEFREEMAN2@HOTMAIL.COM

Regional Consultant

Chrische Walker

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Mailing Address
 Same

Quality Rated: ★

Compliance Zone Designation		
09/18/2018	Licensing Study	Good Standing
01/09/2018	Monitoring Visit	Good Standing
09/29/2017	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-2nd Right	Infants and One Year Olds	2	6	C	17	C	NA	NA	Free Play, Diapering
Main	B- 1st Right	Two Year Olds	1	8	C	10	C	NA	NA	Outside
Main	C - 5th Left		0	0	C	11	C	NA	NA	Not In Use
Main	D- 4th Left		0	0	C	11	C	NA	NA	Not In Use
Main	E- 3rd Left	Three Year Olds	1	12	NC	11	NC	NA	NA	Outside
Main	F-2nd Left		0	0	C	11	C	NA	NA	Not In Use
Main	G- 1st Left	PreK	2	18	C	26	C	NA	NA	Outside
Total Capacity @35 sq. ft.: 97						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 44			Total Capacity @35 sq. ft.: 97			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A Left side	10	C
Main	B Rear	50	C
Main	Middle Playground	70	C

Comments

The purpose of today's visit was to conduct a Licensing Study and to follow up from the previous study on January 9, 2018. The consultant left a vehicle inspection form and an Emergency Preparedness plan resource on this date.

The consultant discussed the upcoming changes to the background check requirements.

A one day letter day was left on this date.

Plan of Improvement: Developed This Date 09/18/2018

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

Rudine Freeman, Program Official

Date

Chrische Walker, Consultant

Date



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Findings Report

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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 in the classrooms. Please ensure that the Pre-K lesson plans are posted.

Correction Deadline: 9/18/2018

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: 4

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing,.08(1)-Doctor, Clinic, Phone Numbers

Child # 3

Met

Child # 4

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number 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 a review of records that three enrollment forms were missing both of the parent's work addresses and work telephone numbers. It was further determined that one child's enrollment form was missing the primary source of health care.

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: 9/18/2018

Facility

591-1-1-.06 Bathrooms

Met

Comment

Bathrooms observed to be clean and well maintained.

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

Not Met

Finding

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on the consultant's observation that 12 children was observed in a classroom that was licensed for a capacity space for 11 children in Room E -3rd Left.

POI (Plan of Improvement)

The Center will limit the number of children in this space to the licensed capacity.

Correction Deadline: 9/18/2018

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 the consultant's observations that teacher's belongings and purses were observed and accessible in Room A and in Room D. It was further determined that a bottle warmer was observed in Room A, in which it was accessible to the children.

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: 9/18/2018

Technical Assistance

591-1-1-.25(3) - Please ensure that the wall paint in Room F and Room G are repaired. The director stated that the walls will be painted and or class posters will be on the walls.

Correction Deadline: 9/18/2018

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

Technical Assistance

Comment

Great job on the maintenance of resilient surface. Great job!

Technical Assistance

591-1-1-.26(6) - Please ensure that all eight "S" hooks are properly closed on the swings on the left side of playground A.

Correction Deadline: 9/28/2018

Food Service

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

Met

Comment

Please ensure that infant feeding forms are updated regularly in Room A.

591-1-1-.18 Kitchen Operations

Met

Comment

Kitchen appears clean and well organized.

Health and Hygiene

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

Technical Assistance

Comment

Hand washing requirements for diapering were discussed with the director and the infant teacher in Room A.

Technical Assistance

591-1-1-.10(4) - Please monitor the changing pad in Room B for wear and tear.

Correction Deadline: 9/18/2018

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

Met

Comment

Proper hand washing observed throughout the center.

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

N/A

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

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

Met

Comment

Great job conducting fire drills and other emergency drills.

Correction Deadline: 9/23/2018

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

Comment

Observed all required posted notices.

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

Comment

Discussed the new online required reporting requirements.

Safety

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

Comment

Center does not keep animals on premises.

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

Comment

Age-appropriate discussion and/or redirection observed.

591-1-1-.13 Field Trips(CR) **N/A**

Comment

Center does not participate in field trips at this time.

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

Comment

Center does not provide routine transportation. The director stated that the vehicle with the tag number AXW9329 has not been used since the month of May 2018.

Comment

Paperwork, annual inspection form, and proper check of the vehicle after transportation were discussed with the director before transporting after school children on this date.

Correction Deadline: 1/10/2018

Corrected on 9/18/2018

.36(4)(b) - The previous citation was corrected on this date. The consultant observed the fourth seat to the right on the vehicle with the tag number AXW9329 to be attached. The center only has one vehicle.

Sleeping & Resting Equipment

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

Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Staff Records

Records Reviewed: 13

Records with Missing/Incomplete Components: 2

Staff # 1 Met

Date of Hire: 09/11/2013

Staff # 2 Met

Records Reviewed: 13**Records with Missing/Incomplete Components: 2**

Date of Hire: 02/12/2018

Staff # 3

Not Met

Date of Hire: 09/18/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 4

Met

Date of Hire: 09/28/1999

Staff # 5

Met

Date of Hire: 09/17/2018

Staff # 6

Met

Date of Hire: 08/27/2018

Staff # 7

Met

Date of Hire: 08/16/2011

Staff # 8

Met

Date of Hire: 09/19/2014

Staff # 9

Not Met

Date of Hire: 08/25/2017

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 10

Met

Date of Hire: 10/23/2017

Staff # 11

Met

Date of Hire: 09/02/2016

Staff # 12

Met

Date of Hire: 09/14/2016

Staff # 13

Met

Date of Hire: 10/08/2017

Staff Credentials Reviewed: 13**591-1-1-.09 Criminal Records Check(CR)****Not Met****Comment**

Director provided seven files for employees hired since last visit.

Finding

591-1-1-.09(1)(i) requires that if the Center accept a satisfactory determination letter issued by the Department for a potential Director or Employee as evidence of that individual's Satisfactory Records Check Determination, the Records Check Clearance Date must be within the preceding 12 months from the hire date, and the Center does not know or reasonably should not know that the individual's satisfactory status has not changed. It was determined based on a review of records that one staff member hired on August 25, 2017, did not have a current satisfactory records check within the preceding 12 months. The staff member's portability requirement expired on April 19, 2017. A one-day-letter was left.

POI (Plan of Improvement)

The Center will ensure that each potential Employee bringing a satisfactory determination letter issued by the Department has a Satisfactory Records Check Determination that is dated within the preceding 12 months from the hire date. The Center will not employ individual's whose satisfactory status has changed.

Correction Deadline: 9/18/2018

591-1-1-.14 First Aid & CPR **Met**

Comment

Evidence observed of 100% of center staff certified in First Aid and CPR.

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

Comment

Documentation observed of required staff training for the 2017 calendar year. Great job!

591-1-1-.31 Staff(CR) **Not 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.

Finding

591-1-1-.31(8)(a) requires the Center to ensure that volunteers age seventeen (17) and older that provide consistent services have a satisfactory Fingerprint Records Check Determination. It was determined based on the consultant's observation and a review of records that one volunteer who was 17 years old, did not have a satisfactory fingerprint records check determination on file. A one-day-letter was left.

POI (Plan of Improvement)

The Center will obtain a satisfactory Fingerprint Records Check Determination for a volunteer, age seventeen (17) and older that provides consistent services. The Center will ensure that every volunteer who is seventeen (17) and older and provides consistent services has a satisfactory Fingerprint Records Check Determination. Volunteers who are seventeen (17) and older and provide consistent services MUST have a satisfactory Fingerprint Records Check Determination to be at the facility when a child is present for care.

Correction Deadline: 9/18/2018

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) **Technical Assistance**

Technical Assistance

591-1-1-.32 - A supervision plan was created to ensure that the children in Room E maintain a supervised transition plan between lunch and bathroom breaks. On this date, the consultants observed children transitioning to the bathroom outside of the classroom E.