



**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: 11/17/2017 **VisitType:** Licensing Study

Arrival: 10:20 AM

Departure: 1:45 PM

CCLC-454

Suburban Nursery School

853 Sycamore Dr. Decatur, GA 30030 DeKalb County
(404) 373-0085 SuburbanNurserySchool@gmail.com

Regional Consultant

Chrische Walker

Phone: (770) 359-5166

Fax: (678) 891-5618

chrische.walker@decal.ga.gov

Mailing Address

Same

Quality Rated: No

Compliance Zone Designation		
11/17/2017	Licensing Study	Good Standing
08/21/2017	Complaint Closure	Good Standing
08/10/2017	Complaint Investigation & 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 - Right Front	Infants	3	6	C	11	C	NA	NA	Floor Play
Main	B - Lunch/Activity Room		0	0	C	12	C	NA	NA	Not In Use
Main	C1 - Front Middle	Three Year Olds	2	14	C	18	C	NA	NA	Outside
Main	C2 - Back Middle PreK	PreK	2	21	C	25	C	NA	NA	Outside
Main	D - Left Rear	Two Year Olds	1	7	C	22	C	NA	NA	Lunch
Main	E - Far Left Front	One Year Olds	1	5	C	7	C	NA	NA	Lunch
Main	F - Left Back	Two Year Olds and Three Year Olds	2	11	NC	19	C	NA	NA	Transitioning, Lunch
Total Capacity @35 sq. ft.: 113			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Centers Request				
Total # Children this Date: 64			Total Capacity @35 sq. ft.: 113			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance

Comments

The purpose fo today's visit is to conduct a Licensing Visit and to follow up from previous visit on August 10, 2017. Consultant discussed Quality Rated Program and handed out post card. Consulnt also discussed Emergency Preparedness Plan with Director.

Plan of Improvement: Developed This Date 11/17/2017

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. 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.

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@decals.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://decals.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.

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.decals.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@decals.ga.gov

Connie Moore, 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**

Please make sure all classroom lesson plans are updated and have current dates for the week.

Correction Deadline: 11/17/2017

591-1-1-.12 Equipment & Toys(CR)**Met****Comment**

Observed-Variety Throughout Center

591-1-1-.35 Swimming Pools & Water-related Activities(CR)**N/A****Comment**

No Swimming Activities Provided

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

Comment

Observed-Records Complete/Well Organized

Facility

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

Comment

Licensed Capacity Routinely Met

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

Comment

Observation-No Hazards Accessible

Comment

591-1-1-.25(3) - Please make sure that protective caps are covering nails on base of toilets in all children's bathrooms.

Correction Deadline: 11/17/2017

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

Comment

Great job on having adequate mulch in playground areas. Please continue to monitor.

Technical Assistance

591-1-1-.26(9) - Please monitor fence, logs with nails, and tree root branches in both playground areas.

Correction Deadline: 11/17/2017

Food Service

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

Comment

Great job ensuring bottles are covered and labeled.

591-1-1-.18 Kitchen Operations Met

Comment

Kitchen Appears Clean/Well Organized

Health and Hygiene

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

Comment

Staff Stated Proper Knowledge

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

Comment

Observed children wash hands after bathroom use and before and after lunch.

591-1-1-.20 Medications(CR) N/A

Comment

Per Director, no medication administered at this time.

Policies and Procedures

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

Great job conducting and documenting fire drills. Please remember to document lock down drills. Also, please remember to document checking smoke detectors and fire extinguishers.

Correction Deadline: 11/22/2017

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

Observed-All Notices Posted. Great job!

Safety

591-1-1-.05 Animals**Met****Comment**

Animals Clean/Appropriately Caged

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

Staff stated redirection and positive reinforcement for discipline techniques.

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

No Field Trips at This Time

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

No Routine Transportation Provided

Sleeping & Resting Equipment

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

Consultant observed correct number of mats. Staff stated that sheets are laundered once a week. Staff stated infant sheets are washed daily.

Comment

Consultant suggested to place "I can roll" labels on cribs in Infant Room.

Staff Records

Records Reviewed: 15**Records with Missing/Incomplete Components: 2**

Staff # 1	Met
Date of Hire: 09/04/2012	
Staff # 2	Met
Date of Hire: 01/11/2011	
Staff # 3	Met
Date of Hire: 07/18/2016	
Staff # 4	Met

Records Reviewed: 15**Records with Missing/Incomplete Components: 2**

Date of Hire: 07/13/2009

Staff # 5 Met

Date of Hire: 10/18/2012

Staff # 6 Met

Date of Hire: 03/17/1997

Staff # 7 Met

Date of Hire: 08/05/2014

Staff # 8 Met

Date of Hire: 05/31/1965

Staff # 9 Not Met

Date of Hire: 10/18/2012

"Missing/Incomplete Components"

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

Staff # 10 Met

Date of Hire: 06/17/2016

Staff # 11 Met

Date of Hire: 10/28/1995

Staff # 12 Not Met

Date of Hire: 09/01/2010

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(5)-10 Hrs. Annual Training

Staff # 13 Met

Date of Hire: 04/12/2016

Staff # 14 Met

Date of Hire: 01/17/2007

Staff # 15 Met

Date of Hire: 07/14/2017

Staff Credentials Reviewed: 15**591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Criminal Records Check complete

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

Observed-50% Certified First Aid & CPR

Comment

Observed-Center First Aid Kit Complete

Comment

Please remember to check for expiration dates on staff First Aid and CPR certification.

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 consultant's review of records that one employee did not complete Health and Safety Training by December 29, 2016. The employee's hire date was October 18, 2012.

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: 11/30/2017**Recited on 11/17/2017****Comment**

Please ensure the Director and person with primary responsibility for food preparation have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage.

Correction Deadline: 12/17/2017**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 review of records that two employees did not complete 2016 ten clock hours of training.

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. One employee completed seven out of ten hours and other employee completed training hours for 2017.

Correction Deadline: 12/31/2017

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

Lead staff education requirements met.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)**Met****Comment**

Observed-Appropriate Staff:Child Ratios

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

Observed-Direct Supervision/Attentive Staff

