



**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: 12/4/2020 **VisitType:** Licensing Study **Arrival:** 11:00 AM **Departure:** 1:00 PM

CCLC-454

Suburban Nursery School

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

Regional Consultant

Verlyn Gant

Phone: (404) 591-6059
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Mailing Address
Same

Quality Rated: No

Compliance Zone Designation		
12/04/2020	Licensing Study	Good Standing
11/08/2019	Licensing Study	Good Standing
04/04/2019	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	1	2	C	11	C	NA	NA	Nap
Main	B - Lunch/Activity Room		0	0	C	12	C	NA	NA	
Main	C1 - Front Middle	Three Year Olds	1	4	C	18	C	NA	NA	Nap
Main	C2 - Back Middle PreK	PreK	2	13	C	25	C	NA	NA	Nap
Main	D - Left Rear	One Year Olds	1	2	C	22	C	NA	NA	Nap
Main	E - Far Left Front	One Year Olds	1	6	C	7	C	NA	NA	Nap
Main	F - Left Back	Two Year Olds and Three Year Olds	2	6	C	19	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 113						Total Capacity @25 sq. ft.: 0	Building @35 capacity limited by Centers Request			
Total # Children this Date: 33			Total Capacity @35 sq. ft.: 113			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Back	124	C
Main	PreK	85	C
Main	Toddler	27	C

Comments

An Administrative Review was conducted on December 04, 2020. Staff files, children's files, training, and background checks were all reviewed.

A virtual inspection was conducted on December 04, 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 12/04/2020

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.

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.

- 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.

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.decal.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@decal.ga.gov

Connie Moore, Program Official

Date

Verlyn Gant, 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-.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: 2

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers,.08(3)-Address of Release Person Missing	
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing	
Child # 3	Met
Child # 4	Met
Child # 5	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 one of five children's files was missing the parent's work number and the release person's address, and one of five children's files was missing the number of the release person.

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: 12/4/2020

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.

Comment

Please be mindful to keep items that pose a hazard inaccessible to children.

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

Hand washing and sanitizing requirements for diapering were discussed with the Directors on this date.

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

Met

Comment

Hand washing and sanitizing requirements were discussed with the Directors on this date.

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 Directors on this date.

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 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 with the Directors.

Staff Records

Records Reviewed: 11**Records with Missing/Incomplete Components: 2**

Staff # 1	Met
Date of Hire: 08/02/2020	
Staff # 2	Met
Date of Hire: 08/02/2020	
Staff # 3	Met
Date of Hire: 09/05/2019	
Staff # 4	Met
Date of Hire: 02/11/2019	
Staff # 5	Met
Date of Hire: 10/28/1995	
Staff # 6	Met
Date of Hire: 02/27/2020	
Staff # 7	Met
Staff # 8	Met
Staff # 9	Met
Date of Hire: 03/17/1997	

Staff # 10 Not Met
 Date of Hire: 08/02/2019
"Missing/Incomplete Components"
 .33(3)-Health & Safety Certificate,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 11 Not Met
 Date of Hire: 04/12/2016
"Missing/Incomplete Components"
 .31(2)(b)2.-Staff Qualifications-Education Missing

Staff Credentials Reviewed: 6

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met

Comment
 Criminal record checks were observed to be complete.

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 orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on a review of records that staff member #10, did not have evidence of completed health and safety orientation 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 and will ensure that the training includes all required components as required.

Correction Deadline: 12/11/2020

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

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

Finding
 591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on review of records that staff member #10 and staff member #11 did not meet minimum academic requirements to be a lead teacher.

POI (Plan of Improvement)
 The employee completed 85 hours toward a CDA. The director stated that the employee will work on a TCC. Teacher/lead caregivers will be hired that meet the minimum academic requirements and qualifying work experience.

Correction Deadline: 12/31/2020

Recited on 12/4/2020

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) **Met**

Comment

Adequate supervision observed on this date.