



**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:** 12/17/2018 **VisitType:** Licensing Study

**Arrival:** 9:50 AM

**Departure:** 12:50 PM

**CCLC-454**

**Suburban Nursery School**

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

**Regional Consultant**

Melyn Smith

Phone: (706) 855-3455

Fax: (706) 434-7640

melyn.smith@dec.al.gov

**Mailing Address**

Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
12/17/2018	Licensing Study	Good Standing	
12/04/2018	Incident Investigation Closure	Good Standing	
10/15/2018	Incident Investigation & Follow Up	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 - Right Front	Infants	2	8	C	11	C	NA	NA	Floor Play, Nap, Feeding
Main	B - Lunch/Activity Room		0	0	C	12	C	NA	NA	
Main	C1 - Front Middle	Three Year Olds	1	8	C	18	C	NA	NA	Centers
Main	C2 - Back Middle PreK	PreK	2	20	C	25	C	NA	NA	Centers
Main	D - Left Rear	Infants and One Year Olds	1	6	C	22	C	NA	NA	Story
Main	E - Far Left Front	One Year Olds	1	6	C	7	C	NA	NA	Story
Main	F - Left Back	Two Year Olds	2	15	C	19	C	NA	NA	Outside
Total Capacity @35 sq. ft.: 113						Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Centers Request		
Total # Children this Date: 63			Total Capacity @35 sq. ft.: 113			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance

**Comments**

Plan of Improvement: Developed This Date 12/17/2018

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).



Please refer to the website, <http://www.decal.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@decal.ga.gov](mailto:CCSRefutations@decal.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://decal.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](mailto:qualityrated@decal.ga.gov)

Connie Moore, Program Official

Date

Melyn Smith, Consultant

Date



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### Findings Report

**Date:** 12/17/2018 **VisitType:** Licensing Study

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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.

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

**N/A**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 6**

**Records with Missing/Incomplete Components: 1**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Doctor, Clinic, Phone Numbers	
Child # 5	Met
Child # 6	Met

**Technical Assistance**

591-1-1-.08(1) - Please ensure children's files contain all required information, including the phone number for the child's primary physician.

**Correction Deadline: 12/17/2018**

<b>Facility</b>
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**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)****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 observation, that the following potential hazards were observed:

- C1 – Front Middle: Cleaning brushes, a small glass fish bowl, and a ceramic vase were observed accessible to children in an unlocked cabinet under the handwashing sink on this date.
- C2 – Back Middle PreK: Plastic bags were observed accessible to children in children's cubbies on this date.
- E – Far Left Front: A screw driver, petroleum jelly, and a can of Glade air freshener spray was observed accessible to children in an unsecured drawer under the diaper changing table on this date. A broom and dustpan were observed accessible to children near the cots.

**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: 12/17/2018**

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

**Correction Deadline: 10/15/2018**

**Corrected on 12/17/2018**

**.26(4) - Previous citation corrected, based on observation, in that the playgrounds were observed to be enclosed by a fence at least four foot high and in good repair on this date.**

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Staff state proper knowledge of diapering procedures.

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

Proper hand washing observed throughout the center.

**Comment**

Staff were observed to remind children to wash hands.

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

The Provider currently does not dispense/administer medication.

<b>Safety</b>
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**591-1-1-.05 Animals** **Met**

**Comment**

Animals maintained clean and appropriately caged.

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

**Comment**

Staff were observed to maintain a positive learning environment on this date.

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

**Comment**

Center does not participate in field trips at this time.

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

**Comment**

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

**Comment**

Pleasant naptime environment observed.

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**Staff Records**

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**Records Reviewed: 14**

**Records with Missing/Incomplete Components: 0**

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Staff # 1	Met
Date of Hire: 01/11/2011	
Staff # 2	Met
Date of Hire: 07/18/2016	
Staff # 3	Met
Date of Hire: 07/13/2009	
Staff # 4	Met
Date of Hire: 10/18/2012	
Staff # 5	Met
Date of Hire: 03/17/1997	
Staff # 6	Met
Date of Hire: 08/05/2014	
Staff # 7	Met
Date of Hire: 05/31/1965	
Staff # 8	Met
Date of Hire: 12/06/2018	

**Records Reviewed: 14**

**Records with Missing/Incomplete Components: 0**

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Staff # 9 Date of Hire: 10/18/2012	Met
Staff # 10 Date of Hire: 06/17/2016	Met
Staff # 11 Date of Hire: 10/28/1995	Met
Staff # 12 Date of Hire: 09/18/2010	Met
Staff # 13 Date of Hire: 04/12/2016	Met
Staff # 14 Date of Hire: 07/23/2018	Met

**Staff Credentials Reviewed: 14**

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

**Comment**

Criminal record checks were observed to be complete.

**Correction Deadline: 10/15/2018**

**Corrected on 12/17/2018**

**.09(1)(j) - Previous citation corrected, based on review of records, in that all employees had comprehensive satisfactory criminal background check determination letters on file on this date.**

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

**Comment**

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

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

**Correction Deadline: 12/31/2017**

**Corrected on 12/17/2018**

**.33(6) - Previous citation corrected, based on review of records, in that all staff had evidence of completing ten hours of annual training for 2017 as required on this date.**

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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

**Comment**

Center observed to maintain appropriate staff:child ratios.

**Correction Deadline: 12/4/2018**

**Corrected on 12/17/2018**

**.32(1) - Previous citation corrected, based on observation, in that all classrooms were observed to operate within appropriate staff:child ratios on this date.**

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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.