



**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:** 1/30/2020    **VisitType:** Licensing Study    **Arrival:** 11:00 AM    **Departure:** 3:00 PM

**CCLC-45926**

**Prime Step**

1800 Water Place Ste 228 Atlanta, GA 30339 Cobb County  
 (770) 980-8448 danilasousa543@yahoo.com

**Regional Consultant**

Courtney Moody

Phone: (800) 796-7861

Fax: (800) 798-6764

courtney.moody@decal.ga.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.
01/30/2020	Licensing Study	Good Standing	
08/13/2019	Monitoring Visit	Good Standing	
04/02/2019	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	
Downstairs Suite	1L-Special Use		0	0	C	5	C	NA	NA		
Downstairs Suite	1R	One Year Olds	1	9	NC	15	C	NA	NA	Nap	
Downstairs Suite	2L	Two Year Olds	2	13	C	22	C	NA	NA	Nap	
Downstairs Suite	2R	Three Year Olds	1	11	C	12	C	NA	NA	Nap	
Downstairs Suite	3L	Two Year Olds	2	13	C	15	C	NA	NA	Nap	
Downstairs Suite	3R	Infants	1	6	C	11	C	NA	NA	Nap	
Downstairs Suite	4R		0	0	C	19	C	NA	NA		
Total Capacity @35 sq. ft.:			166			Total Capacity @25 sq. ft.:		0			
Total Capacity @35 sq. ft.:			85			Total Capacity @25 sq. ft.:		0			
Main	Afterschool	Three Year Olds	1	8	C	7	NC	NA	NA	Nap	
Main	A-infants	Infants	1	4	C	7	C	NA	NA	Nap	
Main	B-2's	Two Year Olds and Three Year Olds	2	14	C	15	C	NA	NA	Nap	
Main	C-1's	Two Year Olds	2	15	C	16	C	NA	NA	Nap	
Main	D-3's	Three Year Olds and Four Year Olds	1	15	C	18	C	NA	NA	Nap	
Main	E-PreK	PreK	2	22	C	22	C	NA	NA	Floor Play	

Building	Playground	Playground Occupancy	Playground Compliance
Downstairs Suite	Playground 2	30	C
Main	A	31	C

**Comments**

Plan of Improvement: Developed This Date 01/30/2020

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.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.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](mailto:qualityrated@dec.state.ga.us)

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Danila Sousa, Program Official

Date

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Courtney Moody, Consultant

Date



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### Findings Report

**Date:** 1/30/2020    **VisitType:** Licensing Study    **Arrival:** 11:00 AM    **Departure:** 3:00 PM

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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)** **Met**

**Comment**

Center does not provide swimming activities.

**Facility**

**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 observation that the center cared for 8 children in the afterschool room which was licensed for 7.

**POI (Plan of Improvement)**

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

**Correction Deadline: 1/30/2020**

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

**Comment**

No hazards observed accessible to children on this date.

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**591-1-1-.26 Playgrounds(CR)****Not Met****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 there were protruding nails on the far right back side of the fence of Playground 2.

**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: 1/30/2020****Finding**

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation that the blue-green play structure had cement raised above the ground by the poles, causing a potential tripping hazard. It was also determined that the plastic on the playground swing chains was cracked causing a potential hazard. Additionally there was a multi-color wooden bench with two missing wood slats on the top.

**POI (Plan of Improvement)**

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

**Correction Deadline: 2/9/2020**

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<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)****Not Met****Comment**

Staff state proper knowledge of diapering procedures.

**Technical Assistance**

591-1-1-.10(2) - Please ensure to have a hand washing sink with running heated water located adjacent to the diapering area.

**Correction Deadline: 1/30/2020****Finding**

591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. It was determined based on observation that the changing pad in upstairs room 3L was not smooth in that it had a quilted design.

**POI (Plan of Improvement)**

The Center will ensure there is a smooth, nonporous changing surface that has a guard or rails for safety in each classroom that houses children wearing diapers. Center Staff will be trained and have adequate supplies to properly clean the diaper changing surface between each diaper change.

**Correction Deadline: 1/30/2020**

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

Staff were observed to remind children to wash hands.

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

The Provider currently does not dispense/administer medication.

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**Organization**

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**591-1-1-.16 Governing Body & License****Technical Assistance****Technical Assistance**

591-1-1-.16(e) - Please ensure classrooms not currently licensed are not used to house children until an amendment is submitted and approved by the Department.

**Correction Deadline: 1/30/2020**

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**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures****Not Met****Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on review of records that there was no documentation to show that a fire drill was not conducted from April 2019 to December 2019. Additionally, there was no documentation to show that a tornado drill was conducted every six ,as required.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

**Correction Deadline: 2/4/2020**

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**Safety**

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

Age-appropriate discussion and/or redirection observed.

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**591-1-1-.36 Transportation(CR)****Met****Comment**

Complete documentation of transportation observed.

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**Sleeping & Resting Equipment**

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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Not Met****Correction Deadline: 8/13/2019****Corrected on 1/30/2020****.30(1)(a)3 - Corrected.****Finding**

591-1-1-.30(1)(b)3 requires that sheets or similar coverings for cots or mats shall either be marked for individual use or laundered daily. If marked for individual use, they must be laundered weekly or more frequently if needed. It was determined based on observation that children did not have sheets or similar covering for cots or mats during naptime in the following classrooms: 1L and 3R.

**POI (Plan of Improvement)**

The Center will ensure that sheets are marked for individual use or washed daily and that marked sheets are washed at least weekly.

**Correction Deadline: 1/30/2020**

**Finding**

591-1-1-.30(1)(d) requires that all sleeping and resting equipment shall be arranged to avoid obstructing access to exit doors, to provide the caregivers access to each child, and to prevent children's access to cords hanging from window treatments and other hazardous objects. To reduce the transfer of airborne diseases, sleeping and resting equipment shall be arranged as follows. There shall be a minimum of twenty-four inch (24") corridor between each row of sleeping or resting equipment. There shall be a minimum of twelve inches (12") between each piece of sleeping or resting equipment in each row of equipment. Children shall be placed on cots and mats so that one child's head is toward another child's feet in the same row. It was determined based on observation that there was less than twelve inches between each cot in the upstairs 3L room. Additionally, children were not placed on cots and mats so that one child's head is toward another child's feet in the same row.

**POI (Plan of Improvement)**

The Center will arrange and place sleeping and resting equipment according to the requirements in the rule; will train Staff; and will monitor for continued compliance.

**Correction Deadline: 1/30/2020**

**Staff Records**

**Records Reviewed: 13**

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

Staff # 1	Met
Staff # 2	Met
Staff # 3	Met
Staff # 4	Met
Staff # 5	Met
Staff # 6	Met
Staff # 7	Met
Staff # 8	Not Met
Date of Hire: 01/06/2020	
<u>"Missing/Incomplete Components"</u>	
.24(1)-10 Yr. Work History Missing,.24(1)-Education Experience Missing,.24(1)-Evidence of Orientation Missing,.24(1)-SSN Missing,.24(1)-Work Experience Missing	
Staff # 9	Met
Staff # 10	Met
Staff # 11	Met
Staff # 12	Met

Staff # 13

Met

**Staff Credentials Reviewed: 2**

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

**Met**

**Comment**

Criminal record checks were observed to be complete.

**591-1-1-.24 Personnel Records**

**Technical Assistance**

**Technical Assistance**

591-1-1-.24(1) - Please ensure that each staff members record is up to date.

**Correction Deadline: 2/4/2020**

**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)**

**Not Met**

**Finding**

591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20;and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined [based on observation that there was a staff:child ratio of 1:9 one-year-old children in Room 1R in the downstairs suite.

**POI (Plan of Improvement)**

The Center will hire additional Staff or reschedule current Staff to meet required Staff:child ratios and will organize children into groups that meet requirements.

**Correction Deadline: 1/30/2020**

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

**Met**

**Comment**

Staff observed to provide direct supervision and be attentive to children's needs.