



**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: 10/2/2018 **VisitType:** Licensing Study **Arrival:** 9:25 AM **Departure:** 12:10 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

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Mailing Address

Same

Quality Rated: No

Compliance Zone Designation		
10/02/2018	Licensing Study	Good Standing
03/26/2018	Licensing Study	Support
10/03/2017	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	Afterschool	Three Year Olds and Four Year Olds	1	7	C	7	C	NA	NA	Outside
Main	A-infants	Infants	1	5	C	7	C	NA	NA	Floor Play,Nap
Main	B-2's	Two Year Olds	2	9	C	15	C	NA	NA	Centers,Diapering
Main	C-1's	One Year Olds	2	14	C	16	C	NA	NA	Free Play
Main	D-3's	Three Year Olds and Four Year Olds	1	14	C	18	C	NA	NA	Circle Time
Main	E-PreK	PreK	1	20	C	22	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 85						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 69			Total Capacity @35 sq. ft.: 85			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	31	C

Comments

Plan of Improvement: Developed This Date 10/02/2018

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.

- 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

Danila Sousa, Program Official

Date

Courtney Moody, Consultant

Date



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Findings Report

Date: 10/2/2018 **VisitType:** Licensing Study **Arrival:** 9:25 AM **Departure:** 12:10 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Not Met

Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on observation that the center did not meet this requirement in that the lesson plan was not current in the Pre-K classrooms.

POI (Plan of Improvement)

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

Correction Deadline: 10/2/2018

Recited on 10/2/2018

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)

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

Child # 1

Met

Child # 2

Met

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

Child # 3 Met
Child # 4 Met
Child # 5 Met

591-1-1-.08 Children's Records

Met

Correction Deadline: 3/26/2018

Corrected on 10/2/2018
.08(1) - All records were complete.

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)

Not Met

Comment

No hazards observed accessible to children on this date.

Correction Deadline: 3/26/2018

Corrected on 10/2/2018
.25(13) - Previous citation observed corrected.

Finding

591-1-1-.25(8) requires protective caps on all unused electrical outlets within children's reach and requires that electrical outlets in use be made inaccessible to children. It was determined based on observation that the electrical outlets were not covered in the PreK bathroom and in the PreK classroom near the library center.

POI (Plan of Improvement)

The Center will train Staff to check outlets and replace protective caps when needed and identify and monitor how outlets in use are inaccessible to children.

Correction Deadline: 10/2/2018

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

Technical Assistance

Technical Assistance

Discussed only using the approved playground for outside time.

Technical Assistance

Discussed vines growing through the fence on the playground.

Food Service

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

Met

Correction Deadline: 3/26/2018

Corrected on 10/2/2018
.15(2) - All feeding plans were observed to be current.

Health and Hygiene

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

Comment

Hand washing requirements for diapering were discussed with the director on this date.

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

Comment

Staff were observed to remind children to wash hands.

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

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

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 the center did not meet this requirement in that emergency drill logs did not show that lockdown and tornado drills were conducted every six months.

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: 10/2/2018

Recited on 10/2/2018

Safety

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

Comment

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

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

Correction Deadline: 3/27/2018

Corrected on 10/2/2018

.36(7)(d)1. - Transportation log was completed.

Correction Deadline: 3/26/2018

Corrected on 10/2/2018

.36(7)(d)2. - Transportation log was completed.

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR) **Not Met**

Finding

591-1-1-.30(1)(a)3 requires that each crib shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. It was determined based on staff statement that the center did not meet this requirement in that crib sheets were not changed daily. Staff stated that crib sheets were changed every Friday or more often as needed.

POI (Plan of Improvement)

The center will ensure that each crib has an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant.

Correction Deadline: 10/2/2018

Correction Deadline: 3/26/2018

Corrected on 10/2/2018

.30(1)(b)3 - Sheets were available for naptime on this date.

Staff Records

Records Reviewed: 14

Records with Missing/Incomplete Components: 1

Staff # 1	Met
Date of Hire: 06/19/2017	
Staff # 2	Met
Date of Hire: 08/30/2016	
Staff # 3	Met
Date of Hire: 08/30/2016	
Staff # 4	Met
Date of Hire: 08/30/2016	
Staff # 5	Not Met
Date of Hire: 08/09/2018	
<u>"Missing/Incomplete Components"</u>	
.24(1)-No Record	
Staff # 6	Met
Date of Hire: 01/04/2017	
Staff # 7	Met
Date of Hire: 07/10/2017	
Staff # 8	Met
Date of Hire: 01/03/2018	
Staff # 9	Met
Date of Hire: 09/16/2016	
Staff # 10	Met
Date of Hire: 09/30/2018	
Staff # 11	Met
Date of Hire: 05/15/2017	
Staff # 12	Met

Records Reviewed: 14

Records with Missing/Incomplete Components: 1

Date of Hire: 08/30/2016

Staff # 13

Met

Date of Hire: 01/02/2017

Staff # 14

Met

Date of Hire: 08/25/2018

Staff Credentials Reviewed: 14

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

Met

Comment

Criminal record checks were observed to be complete.

591-1-1-.09 Criminal Records Check(CR)

Met

Correction Deadline: 3/26/2018

Corrected on 10/2/2018

.09(1)(a) - All criminal records checks were complete.

591-1-1-.24 Personnel Records

Not Met

Finding

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on review of records that one staff member did not have a record with the required identifying information.

POI (Plan of Improvement)

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 10/2/2018

Recited on 10/2/2018

591-1-1-.33 Staff Training

Defer

Defer

591-1-1-.33(6)- The staff is in the process of completing 2018 calendar year 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.

Correction Deadline: 4/25/2018

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)

Met

Comment

Center observed to maintain appropriate staff:child ratios.

Correction Deadline: 3/27/2018

Corrected on 10/2/2018

.32(1) - Previous citation observed corrected.

Correction Deadline: 3/26/2018

Corrected on 10/2/2018

.32(4) - Previous citation observed corrected.

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

Met

Comment

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

Correction Deadline: 3/26/2018

Corrected on 10/2/2018

.32(7) - Previous citation observed corrected.