



**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:** 4/2/2019    **VisitType:** Monitoring Visit    **Arrival:** 9:20 AM    **Departure:** 11:20 AM

**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>		
04/02/2019	Monitoring Visit	Good Standing
10/02/2018	Licensing Study	Good Standing
03/26/2018	Licensing Study	Support

**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	1	6	C	7	C	NA	NA	Art
Main	A-infants	Infants	1	5	C	7	C	NA	NA	Nap,Floor Play
Main	B-2's	Two Year Olds	2	7	C	15	C	NA	NA	Free Play
Main	C-1's	One Year Olds	2	9	C	16	C	NA	NA	Free Play
Main	D-3's	Four Year Olds	1	12	C	18	C	NA	NA	Centers
Main	E-PreK	Six Year Olds and Over and PreK	2	26	C	22	NC	NA	NA	Free Play,Outside

Total Capacity @35 sq. ft.: 85

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 65

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 04/02/2019

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.state.ga.us/CCS/Regulations.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.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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.state.ga.us/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)

Danila Sousa, Program Official

Date

Courtney Moody, Consultant

Date



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### Findings Report

**Date:** 4/2/2019    **VisitType:** Monitoring Visit    **Arrival:** 9:20 AM    **Departure:** 11:20 AM

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The following information is associated with a Monitoring Visit:

**Activities and Equipment**

**591-1-1-.03 Activities** **Met**

**Correction Deadline: 10/2/2018**

**Corrected on 4/2/2019**

**.03(2) - Lesson plans were current.**

**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 26 children in the PreK room which was licensed for 22 children.

**POI (Plan of Improvement)**

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

**Correction Deadline: 4/2/2019**

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**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 items were stored accessible to children in care in the Pre-K classroom: Lysol spray and Clorox wipes were located in the brown cabinet with slider doors near the bathroom; hand sanitizer and OFF bug spray was located in an unlocked cabinet near the handwashing sink; 2 bottles of sunscreen spray and OFF bug spray were located in a tan unlocked cabinet near the science station.

**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: 4/2/2019****Correction Deadline: 10/2/2018****Corrected on 4/2/2019****.25(8) - Electrical outlets were covered.**

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

Playground observed to be clean and in good repair.

<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.

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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.

<b>Policies and Procedures</b>
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**591-1-1-.21 Operational Policies & Procedures****Met****Correction Deadline: 10/2/2018****Corrected on 4/2/2019****.21(3) - Emergency drills log was current.**

<b>Safety</b>
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**591-1-1-.11 Discipline(CR)****Met****Comment**

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

**Finding**

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on review of records that the center did not document a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle, for February and March 2019.

**POI (Plan of Improvement)**

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

**Correction Deadline: 4/3/2019**

**Sleeping & Resting Equipment**

**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 Wednesday and 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: 4/2/2019**

**Recited on 4/2/2019**

**Staff Records**

**Records Reviewed: 12**

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

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: 02/25/2019	
Staff # 5	Met
Date of Hire: 08/09/2018	

**Records Reviewed: 12**

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

Staff # 6 Date of Hire: 01/04/2017	Met
Staff # 7 Date of Hire: 01/03/2018	Met
Staff # 8 Date of Hire: 09/16/2016	Met
Staff # 9 Date of Hire: 05/15/2017	Met
Staff # 10 Date of Hire: 08/30/2016	Met
Staff # 11 Date of Hire: 03/07/2019	Met
Staff # 12 Date of Hire: 01/02/2017	Met

**Staff Credentials Reviewed: 12**

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

**Correction Deadline: 10/2/2018**

**Corrected on 4/2/2019  
.09(1)(c) - All staff records were observed to be completed.**

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

**Correction Deadline: 10/2/2018**

**Corrected on 4/2/2019  
.24(1) - All staff were observed to have completed the required orientation.**

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

**Correction Deadline: 4/25/2018**

**Corrected on 4/2/2019  
.33(6) - All staff completed 2018 annual ongoing training.**

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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.

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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.