



**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: 10/3/2017 **VisitType:** Monitoring Visit **Arrival:** 9:40 AM **Departure:** 12:25 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

Compliance Zone Designation			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.
10/03/2017	Monitoring Visit	Good Standing	
01/26/2017	Monitoring Visit	Good Standing	
08/30/2016	Initial Licensing Study	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	Afterschool	Two Year Olds	1	8	C	7	NC	NA	NA	Outside
Main	A-infants	Infants	1	7	NC	7	C	NA	NA	Nap,Free Play
Main	B-2's	Two Year Olds	2	14	C	15	C	NA	NA	Story
Main	C-1's	One Year Olds	2	16	C	16	C	NA	NA	Circle Time
Main	D-3's	Four Year Olds	1	17	C	18	C	NA	NA	Music
Main	E-2's	Two Year Olds	1	7	C	12	C	NA	NA	Outside
Main	F-Afterschool		0	0	C	12	C	NA	NA	

Total Capacity @35 sq. ft.: 87

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 69

Total Capacity @35 sq. ft.: 87

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	21	C

Comments

Plan of Improvement: Developed This Date 10/03/2017

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).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.



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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@decga.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://decga.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)

Danila Sousa, Program Official

Date

Courtney Moody, Consultant

Date



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Findings Report

Date: 10/3/2017 **VisitType:** Monitoring Visit **Arrival:** 9:40 AM **Departure:** 12:25 PM

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The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.12 Equipment & Toys(CR) **Met**

Correction Deadline: 9/29/2016

Corrected on 10/3/2017
.12(5) - Previous citation observed corrected.

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

Comment
No Swimming Activities Provided

Facility

591-1-1-.19 License Capacity(CR) **Not Met**

Finding

Previously Cited: 591-1-1-.19(1) requires the Center to provide 35 square feet of usable space per child. It was determined based on observation that the center cared for ten children in a space that was licensed for seven children in classroom B. It was determined based on observation that the center cared for fourteen children in a space that was licensed for seven children in classroom D.

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 eight children in a space that was licensed for seven children in the Afterschool classroom.

POI (Plan of Improvement)

Previously Cited: The center will limit the number of children in this space to the licensed capacity.

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

Correction Deadline: 10/3/2017

Recited on 10/3/2017

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

Correction Deadline: 9/6/2016

Corrected on 10/3/2017
.25(3) - Previous citation observed corrected.

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

Comment
Observation-Clean/Good Repair

Health and Hygiene

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

Correction Deadline: 9/13/2016

Corrected on 10/3/2017
.10(1) - Previous citation observed corrected.

Correction Deadline: 1/26/2017

Corrected on 10/3/2017
.10(5) - Previous citation observed corrected.

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

Comment
Observed-Proper Hand Washing Throughout

591-1-1-.20 Medications(CR) Not Met

Finding

591-1-1-.20(3) requires the Center to maintain a record of medication dispensed that includes the date, time and amount of medication, any noticeable adverse reaction, and the signature or initials of the person administering the medication. It was determined based on review of records that the center did not meet this requirement in that medication was authorized to be dispensed from September 8, 2017, the medication log did not indicate that the medication was dispensed on September 8, 2017. It was further determined based on review of records that medication was authorized to be dispensed from August 31, 2017, the medication log did not indicate that the medication was dispensed on August 31, 2017.

POI (Plan of Improvement)

The Center will train Staff responsible for dispensing medication in the accurate completion and storage of the records and will implement a plan to monitor this.

Correction Deadline: 10/3/2017

Safety

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

Comment
Observed-Discussion/Redirection

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

Comment
No Routine Transportation Provided

Sleeping & Resting Equipment

Correction Deadline: 8/31/2016

Corrected on 10/3/2017

.30(1)(b) - Previous citation observed corrected.

Correction Deadline: 8/31/2016

Corrected on 10/3/2017

.30(1)(b)3 - Preious citation observed corrected.

Finding

591-1-1-.30(2) requires the Center to provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants. Center Staff shall place an infant to sleep on the infant’s back in a crib unless the Center has been provided a physician’s written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant’s back but allow the infant to roll over into his or her preferred position and not re-position the infant. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer’s guidelines and will not slide up around the infant’s face may be used when necessary for the comfort of the sleeping infant. Swaddling shall not be used unless the Center has been provided a physician’s written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Center Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. It was determined based on observation and staff statement that objects such as blankets and stuffed toys were placed in the cribs with infants during naptime.

POI (Plan of Improvement)

The Center will take all steps necessary to provide a safe sleep environment for infants as listed in these rules; will train Staff to follow these rules; and will monitor for compliance.

Correction Deadline: 10/3/2017

Staff Records

Records Reviewed: 12

Records with Missing/Incomplete Components: 3

Staff # 1	Met
Date of Hire: 06/19/2017	
Staff # 2	Met
Date of Hire: 08/30/2016	
Staff # 3	Met
Date of Hire: 09/28/2016	
Staff # 4	Met
Date of Hire: 08/30/2016	
Staff # 5	Met
Date of Hire: 08/30/2016	

Staff # 6 Not Met
 Date of Hire: 01/04/2017
"Missing/Incomplete Components"
 .09-Criminal Records Check Missing

Staff # 7 Met
 Date of Hire: 07/10/2017

Staff # 8 Not Met
 Date of Hire: 09/16/2016
"Missing/Incomplete Components"
 .09-Criminal Records Check Missing

Staff # 9 Met

Staff # 10 Not Met
 Date of Hire: 10/03/2017
"Missing/Incomplete Components"
 .09-Criminal Records Check Missing

Staff # 11 Met
 Date of Hire: 05/15/2017

Staff # 12 Met
 Date of Hire: 08/30/2016

Staff Credentials Reviewed: 12

591-1-1-.09 Criminal Records Check(CR) **Not Met**

Finding

591-1-1-.09(1)(a) requires the Center to ensure that every Director, Employee and Provisional Employee of the Child Care Learning Center has a satisfactory records check determination before the individual is present at the Center or before the individual resides in a Center. It was determined based on a review of records that two employees were observed to be working within the child care facility without a satisfactory records check determination from the department. A one-day letter was left at the center.

POI (Plan of Improvement)

The Center will obtain the Required Satisfactory Records Check Determination before an individual is present at the Center while any child is present for care or before residing in a Center.

Correction Deadline: 10/3/2017

Finding

591-1-1-.09(1)(i) requires that if the Center accept a satisfactory determination letter issued by the Department for a potential Director or Employee as evidence of that individual's Satisfactory Records Check Determination, the Records Check Clearance Date must be within the preceding 12 months from the hire date, and the Center does not know or reasonably should not know that the individual's satisfactory status has not changed. It was determined that an employee was hired September 1, 2016 to work within the center. The center was observed to have a satisfactory clearance letter that was issued from our Department on August 21, 2014. The clearance was observed to be older than one year, therefore it is no longer considered to be portable.

POI (Plan of Improvement)

The Center will ensure that each potential Employee bringing a satisfactory determination letter issued by the Department has a Satisfactory Records Check Determination that is dated within the preceding 12 months from the hire date. The Center will not employ individual's whose satisfactory status has changed. The staff member must obtain a new clearance letter. A one day letter was left with the center.

Correction Deadline: 10/3/2017

Recited on 10/3/2017

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

Correction Deadline: 9/29/2016

Corrected on 10/3/2017

.14(1)(b) - Previous citation corrected.

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

Comment

Lead staff education requirements

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 the infant classroom was observed to have a ratio of 1:7, when a ratio of 2:7 was required.

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: 10/3/2017

Correction Deadline: 1/26/2017

Corrected on 10/3/2017

.32(4) - Previous citation observed corrected.

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

Comment

Observed-Direct Supervision/Attentive Staff