



**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:** 3/26/2019    **VisitType:** Licensing Study    **Arrival:** 11:15 AM    **Departure:** 4:15 PM

**CCLC-46658**

**DBA Cambridge International School**

5197 Roswell Road NE Sandy Springs, GA 30342 Fulton County  
 (678) 705-9091 director@cambridgeintlpreschool.com

**Regional Consultant**

Emma Smith

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**Mailing Address**

5197 Roswell Road NE  
 Atlanta, GA 30342

**Quality Rated:** ★

<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.
03/26/2019	Licensing Study	Good Standing	
12/13/2018	Monitoring Visit	Good Standing	
03/28/2018	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	A - 3's	Three Year Olds	1	10	C	15	C	NA	NA	Clean Up,Lunch	
Main	B - 6 weeks - 12 months	Infants	1	6	C	6	C	NA	NA	Snack,Free Play,Floor Play,Diapering	
Main	C - 1's to 2 years	Infants	1	6	C	21	C	NA	NA	Diapering,Floor Play	
Main	D - 3's and up	Two Year Olds and Three Year Olds	1	8	C	18	C	NA	NA	Circle Time,Lunch	
Main	E- 3's and up	PreK	1	8	C	15	C	NA	NA	Lunch,Floor Play,Clean Up	
Total Capacity @35 sq. ft.: 75						Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 38						Total Capacity @35 sq. ft.: 75					Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Main	25	C
Main	special use -front left-outside	0	C
Main	Special use-front Right-outside	0	C

### Comments

The purpose of this visit was to conduct a licensing study on this date.  
The consultant left a 45 day POI letter for two staff members waiting on out-of-state results on this date.

Plan of Improvement: Developed This Date 05/27/2019

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)

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Suzanne Darley, Program Official

Date

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Emma Smith, Consultant

Date



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### Findings Report

**Date:** 3/26/2019    **VisitType:** Licensing Study    **Arrival:** 11:15 AM    **Departure:** 4:15 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.

**Comment**

Equipment and furniture observed to be properly secured, as applicable.

**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: 2**

Child # 1 Met

Child # 2 Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Number Missing

Child # 3 Met

Child # 4 Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

Child # 5 Met

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**591-1-1-.08 Children's Records****Technical Assistance****Technical Assistance**

591-1-1-.08(1) - Please ensure parents are completely filling out enrollment records. Based on review of records, 2 of 5 children were missing parent work numbers and 1 of 5 children were missing work address on this date.

**Correction Deadline: 3/26/2019****Comment**

591-1-1-.08(6) - Please ensure that parents are signing in and signing out their child every day.

**Correction Deadline: 3/26/2019**

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<b>Facility</b>
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**591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

**Comment**

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

**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 the consultant's observation that in the two and three year old room, the closet located in the back right corner of the classroom was unlocked and contained a stapler, stapler remover, two pairs of scissors, multi-surface adhesive glue, a tape dispenser, and glue accessible to the children.

**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: 3/26/2019****591-1-1-.26 Playgrounds(CR)****Met****Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Comment**

Playground observed to be clean and in good repair.

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<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition****Met****Comment**

Center menu meets USDA guidelines.

**Comment**

Please ensure that bottles are covered and fully labeled with child's full name.

**591-1-1-.18 Kitchen Operations****Met****Comment**

Kitchen observed to be clean and well maintained.

Correction Deadline: 3/26/2019

## Health and Hygiene

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

Technical Assistance

#### Technical Assistance

591-1-1-.10 - Please ensure that staff in the diapering rooms are obtaining enough wipes when diapering a child to ensure each wipe is only used once to wipe.

### 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)

Not Met

#### Finding

591-1-1-.20(4) requires the Center to keep medication in a cabinet or container that is locked or otherwise not accessible to the children and to be stored separate from cleaning chemicals, supplies or poisons. Medications requiring refrigeration shall be placed in a leak-proof container in a refrigerator that is not accessible to the children. It was determined based on observation that medicine was in a child's diaper bag placed on the floor in the infant classroom. The bag contained: Desitin cream, gas relief drops, pain and fever colic drops, and vitamin D supplements. The consultant reminded staff and Director that medication must be locked and stored where children cannot access them on this date.

#### POI (Plan of Improvement)

The Center will train Staff on the safe and proper storage of medication and monitor to ensure that the rule is met.

Correction Deadline: 3/26/2019

## Policies and Procedures

### 591-1-1-.21 Operational Policies & Procedures

Met

#### Comment

591-1-1-.21(3) Observed documentation of conducting emergency drills on this date. The last fire drill was conducted on February 19, 2019 and the last lock down drill was conducted on February 19, 2019.

Correction Deadline: 3/31/2019

## Safety

### 591-1-1-.05 Animals

Met

#### Comment

Consultant observed fish to be maintained clean and appropriately caged.

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

Met

#### Comment

Age-appropriate discussion and/or redirection observed.

#### Comment

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

### 591-1-1-.13 Field Trips(CR)

Met

#### Comment

Center does not participate in field trips at this time.

**Comment**

Center does not provide routine transportation.

**Sleeping & Resting Equipment**

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

Not Met

**Comment**

Discussed SIDS and infant sleeping position.

**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 no mat sheets were present at the center on this date.

**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: 3/26/2019**

**Finding**

591-1-1-.30(4). requires that if cots and mats are stored in the children's activity room or area, they shall be stored to prevent children's access to them and to allow maximum use of play space. When storage is available and used for the storage of cots and mats that allows the cots, mats and any bedding to be stored without touching any other cots, mats or bedding, the bedding may be left on the cot or mat. When such storage is not available for the cots and mats, each child's bedding shall be kept separate from other children's bedding and stored in containers marked for individual use, such as, but not limited to, bins, cubbies, or bags. It was determined based on observation that the mats were stored on a shelf touching other mats on this date.

**POI (Plan of Improvement)**

The Center will store cots and mats so children do not have access to them and they don't take up play space and will store them so each child's bedding is separate from the others.

**Correction Deadline: 3/26/2019**

**Staff Records**

**Records Reviewed: 10**

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

Staff # 1	Met
Date of Hire: 07/10/2018	
Staff # 2	Met
Date of Hire: 10/01/2010	
Staff # 3	Met
Date of Hire: 10/06/2017	
Staff # 4	Met
Date of Hire: 01/10/2015	
Staff # 5	Met
Date of Hire: 02/26/2019	

**Records Reviewed: 10**

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

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Staff # 6	Met
Date of Hire: 06/10/2018	
Staff # 7	Met
Date of Hire: 10/15/2018	
Staff # 8	Met
Date of Hire: 10/05/2018	
Staff # 9	Met
Date of Hire: 09/13/2016	
Staff # 10	Met
Date of Hire: 08/01/2010	

**Staff Credentials Reviewed: 10**

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

**Technical Assistance**

591-1-1-.09(1) - Criminal record checks were observed to be complete on this date for all staff and new hire. Consultant observed 5 out of 10 staff that need to be ported over from old facility licensing number.

**Comment**

Director provided one file for employee hired since last visit on this date.

**Technical Assistance**

591-1-1-.09(1)(a) - Please ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site.

**Correction Deadline: 3/26/2019**

**Technical Assistance**

591-1-1-.09(1)(h) Two staff persons with a satisfactory national background check were waiting on out of state results. The consultant left a 45 day POI letter with director on this date.

**Correction Deadline: 3/26/2019**

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

**Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR.

**Comment**

Observed complete first aid kit in the building on this date.

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

**Comment**

Observed personnel files for all staff on this date.

**Correction Deadline: 3/31/2019**

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**591-1-1-.33 Staff Training Technical Assistance**



**Comment**

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

**Technical Assistance**

591-1-1-.33(7) Please ensure evidence of orientation and training is documented in the personnel file of each Staff member and available to the Department for inspection.

**Correction Deadline: 4/5/2019**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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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.