



**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:** 5/13/2019    **VisitType:** Licensing Study    **Arrival:** 2:40 PM    **Departure:** 5:30 PM

**CCLC-46776**

**Team 3 After School Program**

1290 Green Street, SE Conyers, GA 30012 Rockdale County  
(678) 212-3253 tdennard731@gmail.com

**Regional Consultant**

Ashley Cunningham  
Phone: (866) 374-9389  
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**Mailing Address**  
Same

**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.
05/13/2019	Licensing Study	Good Standing	
12/10/2018	Monitoring Visit	Good Standing	
06/18/2018	Incident Investigation Closure	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
Building 2	Rm. A - 11 yrs- 13 yrs		0	0	C	16	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 16			Total Capacity @25 sq. ft.: 0							
Main Building	A & B ( Front Left ) 5 yrs to 9 yrs	Six Year Olds and Over	2	39	C	44	C	NA	NA	Feeding
Main Building	Rm. C & D ( Back left )	Five Year Olds	1	15	C	17	C	NA	NA	Transitioning
Total Capacity @35 sq. ft.: 61			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 54			Total Capacity @35 sq. ft.: 77			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main Building	Playground B ( Back of Modular )	29	C

**Comments**

Plan of Improvement: Developed This Date 05/13/2019

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)

Thea Dennard, Program Official

Date

Ashley Cunningham, Consultant

Date



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### Findings Report

**Date:** 5/13/2019    **VisitType:** Licensing Study    **Arrival:** 2:40 PM    **Departure:** 5:30 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)**

**N/A**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 5**

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing	
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing,.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing	
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing,.08(1)(a)-Work Address Missing	
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing,.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing	

Child # 5

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

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

**Not Met**

**Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of five children files that five files were incomplete.

**POI (Plan of Improvement)**

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

**Correction Deadline: 5/13/2019**

**Facility**

**591-1-1-.06 Bathrooms**

**Met**

**Comment**

Bathrooms observed to be clean and well maintained.

**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)**

**Met**

**Comment**

Center appears clean and well maintained.

**Comment**

No hazards observed accessible to children on this date.

**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.

**Food Service**

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

**Met**

**Comment**

Center menu meets USDA guidelines.

**Health and Hygiene**

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

**N/A**

**Comment**

No children enrolled who require diapering. School age children attend only for after school hours.

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

**Met**

**Comment**

Proper hand washing observed throughout the center.

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

**N/A**

**Comment**

The Provider currently does not dispense/administer medication.

**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)**

**Not Met**

**Comment**

A current/completed inspection was observed for all vehicles used in transporting children this date.

**Finding**

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on a review of transportation forms, that on a PM route from Shoals Creek Elementary there was no signature to indicate that a second check was completed.

**POI (Plan of Improvement)**

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

**Correction Deadline: 5/13/2019**

**Sleeping & Resting Equipment**

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

**N/A**

**Comment**

Sleeping/Naps are not required for this program. School age children attend only for after school hours.

**Staff Records**

**Records Reviewed: 8**

**Records with Missing/Incomplete Components: 3**

Staff # 1

Not Met

Date of Hire: 03/07/2017

**Records Reviewed: 8**

**Records with Missing/Incomplete Components: 3**

"Missing/Incomplete Components"

.09-Criminal Records Check Missing, .09-Criminal Records Check Missing

Staff # 2 Met  
Date of Hire: 08/14/2017

Staff # 3 Met  
Date of Hire: 05/01/2016

Staff # 4 Met  
Date of Hire: 08/03/2017

Staff # 5 Met  
Date of Hire: 08/03/2017

Staff # 6 Not Met  
Date of Hire: 03/07/2017

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 7 Not Met  
Date of Hire: 01/18/2019

"Missing/Incomplete Components"

.14(2)-First Aid Missing,.14(2)-CPR missing,.33(3)-Health & Safety Certificate

Staff # 8 Met  
Date of Hire: 03/07/2017

**Staff Credentials Reviewed: 8**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met**

**Correction Deadline: 12/10/2018**

**Corrected on 5/13/2019**

**.09(1)(a) - Previous citation corrected.**

**Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on review of staff files that staff #1 and staff #6 were hired on March 7, 2017 and did not have a satisfactory comprehensive records check on file. Both staff members did have a satisfactory national records check on file.

**POI (Plan of Improvement)**

The Center will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. A 1-day letter was left.

**Correction Deadline: 5/13/2019**

**Recited on 5/13/2019**

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**591-1-1-.33 Staff Training** **Not Met**

**Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on observation that two staff did not have completed health and safety training.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

**Correction Deadline: 6/12/2019**

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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**

Adequate supervision observed on this date.