



**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:** 11/4/2020    **VisitType:** Licensing Study    **Arrival:** 10:00 AM    **Departure:** 11:30 AM

**CCLC-46950**

**SoulShine Decatur**

525 W Howard Ave Decatur, GA 30030 DeKalb County  
 (404) 963-6071 Director@makeyoursoulshine.com

**Regional Consultant**

Verlyn Gant

Phone: (404) 591-6059  
 Fax: (404) 591-6060  
 verlyn.gant@decal.ga.gov

**Mailing Address**

525 West Howard Ave  
 Decatur, GA 30030

**Quality Rated:** No

<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.
11/04/2020	Licensing Study	Good Standing	
03/13/2020	Incident Investigation Closure	Good Standing	
03/13/2020	Incident Investigation/Monitoring Visit	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	Day Room 1		0	0	C	27	C	NA	NA	
Building 2	Day Room 2		0	0	C	32	C	NA	NA	
Total Capacity @35 sq. ft.: 25			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Insufficient Toilets/Sinks				
Main	A - Up 1L	Infants	1	2	C	8	C	NA	NA	Floor Play
Main	B - Up 2L	Infants	2	4	C	12	C	NA	NA	Outside
Main	C - Up 3L		0	0	C	9	C	NA	NA	
Main	D - Up 2R	One Year Olds	2	10	C	13	C	NA	NA	Floor Play
Main	E - Up 1R	Two Year Olds	2	8	C	18	C	NA	NA	Floor Play
Main	F - Down 1R	One Year Olds	2	8	C	21	C	NA	NA	Lunch
Main	G- Down	Two Year Olds	2	6	C	21	C	NA	NA	Lunch,Circle Time
Main	H - Down 3R	Three Year Olds	1	13	C	15	C	NA	NA	Lunch
Main	I-Down	PreK	2	11	C	22	C	NA	NA	Circle Time
Main	J - Down 1L		0	0	C	26	C	NA	NA	
Main	K- Down		0	0	C	15	C	NA	NA	
Total Capacity @35 sq. ft.: 159			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Playground Limitations				
Total # Children this Date: 62		Total Capacity @35 sq. ft.: 184		Total Capacity @25 sq. ft.: 0						

Building	Playground	Playground Occupancy	Playground Compliance
Main	A - Back	25	C
Main	B - Front (Near Rd)	28	C
Main	Far Back Playground	12	C

**Comments**


An Administrative Review was conducted on November 04, 2020. Staff files, children’s files, training, and background checks were all reviewed. A virtual inspection was conducted on November 04, 2020 with the Director.

An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on August 15, 2020 was reviewed during the virtual inspection.

The infant feeding plan was discussed with the Director during the virtual visits, for rule changes effective October 01, 2020.

Plan of Improvement: Developed This Date 11/04/2020

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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Tranae Powell, Program Official

Date

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Verlyn Gant, Consultant

Date



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### Findings Report

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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. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

**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: 2**

Child # 1	Met
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Doctor, Clinic, Phone Numbers,.08(1)-Parent Names, Work Numbers	
Child # 3	Met
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers	
Child # 5	Met

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**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 review of records that two out of five children's files lacked the work telephone numbers and one out of five children's files lacked the physician's number.

**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: 11/4/2020**

<b>Facility</b>
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**591-1-1-.19 License Capacity(CR)****Met****Comment**

Licensed capacity observed to be routinely met by Center. The program was in compliance with the Executive Order issued on August 15, 2020.

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

Center appears clean and well maintained. Please be mindful to keep items that pose a hazard inaccessible to children.

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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**

Hand washing and sanitizing requirements for diapering were discussed with the Director on this date.

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

Hand washing and sanitizing requirements were discussed with the Director on this date.

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

Discussed proper medication documentation and procedures.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date.

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

591-1-1-.36(4)(b) - A Virtual Visit was conducted due to the COVID-19 pandemic. This citation is deferred until the next regulatory visit when the rule correction can be observed in person.

**POI (Plan of Improvement)**

The center will maintain that all transportation vehicles are clean, in safe repair, and free from hazards.

**Correction Deadline: 3/14/2020**

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<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

Pleasant nap time environment observed. SIDS and infant sleeping position was also discussed with the Director.

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<b>Staff Records</b>
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**Records Reviewed: 18****Records with Missing/Incomplete Components: 0**

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Staff # 1	Met
Date of Hire: 08/15/2020	
Staff # 2	Met
Staff # 3	Met
Date of Hire: 07/06/2020	
Staff # 4	Met
Staff # 5	Met
Staff # 6	Met
Date of Hire: 08/19/2020	
Staff # 7	Met
Staff # 8	Met
Date of Hire: 07/18/2020	
Staff # 9	Met
Date of Hire: 10/05/2020	
Staff # 10	Met

**Records Reviewed: 18**

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

Date of Hire: 12/09/2019

Staff # 11 Met

Date of Hire: 08/20/2020

Staff # 12 Met

Staff # 13 Met

Date of Hire: 07/26/2017

Staff # 14 Met

Staff # 15 Met

Staff # 16 Met

Staff # 17 Met

Staff # 18 Met

Date of Hire: 08/27/2020

**Staff Credentials Reviewed: 10**

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

**Comment**

Criminal record checks were observed to be complete.

**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.

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

**Comment**

Adequate supervision observed on this date.

**Correction Deadline: 3/13/2020**

**Corrected on 11/4/2020**

**.32(7) - Previous citation was observed to be corrected during this visit, in that the teachers received additional training regarding providing supervision and watchful oversight to children. An additional teacher was also placed in the classroom.**