



**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:** 3/27/2018    **VisitType:** Initial Licensing Study    **Arrival:** 9:10 AM    **Departure:** 11:30 AM

**CCLC-47958**

**Robinson Elementary**

1150 Perimeter Road Dawsonville, GA 30534 Dawson County  
 (770) 297-9622 amy.kienle@gamountainsymca.org

**Mailing Address**

2455 Howard Rd.  
 Gainesville, GA 30501

**Regional Consultant**

Jennifer Salies

Phone: (770) 357-7052

Fax: (770) 357-7051

jennifer.salies@decal.ga.gov

Joint with: Chrissy Powell

**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.   |
|------------------------------------|-------------------------|---------------|--|
| 03/27/2018                         | Initial Licensing Study | Good Standing |  |
|                                    |                         |               | <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - 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                           | A - All ages |           | 0                              | 0        | C    | 19         | C            | 27         | C            |       |
| Total Capacity @35 sq. ft.: 19 |              |           | Total Capacity @25 sq. ft.: 27 |          |      |            |              |            |              |       |
| Total # Children this Date: 0  |              |           | Total Capacity @25 sq. ft.: 27 |          |      |            |              |            |              |       |


| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------|----------------------|-----------------------|
| main     | All ages   | 27                   | C                     |

**Comments**

Permission to Operate was granted on this date. Facility does carry Liability insurance.

Plan of Improvement: Developed This Date 03/27/2018

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](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

You have received permission to operate and the form received with this report is intended to serve as a temporary license which is **valid for thirty(30) days**. Your actual license/ will be emailed to you upon receipt of the licensing fee. You may pay the licensing fee either online at <http://www.decal.ga.gov/> or by certified check or money order mailed to: Bright from the Start, 2 Martin Luther King Jr. Drive SE, Suite 670 East Tower, Atlanta, GA 30334

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@decal.ga.gov](mailto:CCSRefutations@decal.ga.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://decal.ga.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)



#### Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.ga.gov/>  
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or [qualityrated@decal.ga.gov](mailto:qualityrated@decal.ga.gov)

---

Rachelle Mathis, Program Official

Date

---

Jennifer Salies, Consultant

Date

---

Chrissy Powell, Consultant

Date



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

### Findings Report

**Date:** 3/27/2018 **VisitType:** Initial Licensing Study **Arrival:** 9:10 AM **Departure:** 11:30 AM

**CCLC-47958**

**Robinson Elementary**

1150 Perimeter Road Dawsonville, GA 30534 Dawson County  
(770) 297-9622 amy.kienle@gamountainsymca.org

**Mailing Address**

2455 Howard Rd.  
Gainesville, GA 30501

**Regional Consultant**

Jennifer Salies

Phone: (770) 357-7052

Fax: (770) 357-7051

jennifer.salies@decal.ga.gov

Joint with: Chrissy Powell

The following information is associated with a Initial Licensing Study:

### Activities and Equipment

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

**Not Met**

**Finding**

591-1-1-.12(4) requires that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. It was determined based on consultant's observation that a hazard existed in that a shelf was observed to be wobbly and could easily be tipped over in classroom A.

**POI (Plan of Improvement)**

The Center will secure the shelf to the wall or remove it from the classroom.

**Correction Deadline: 3/27/2018**

**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: 4**

Child # 1

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 3

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 4

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 5

Met

**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 consultant's review of the files that four (4) of five (5) children's files were missing the address of the person to whom the child may be released.

**POI (Plan of Improvement)**

Center staff will create a new roster that will have the address to whom the child is released to be in compliance with the state rules and regulations.

**Correction Deadline: 3/27/2018****Facility****591-1-1-.06 Bathrooms****Not Met****Finding**

591-1-1-.06(4) requires a Center first licensed after March 1, 1991, and Centers that remodel or add to existing plumbing facilities, to have the bathroom area fully enclosed and ventilated to the outside of the building with either an open screened window or functioning exhaust fan and duct system and requires Centers without fully enclosed bathrooms to ensure there is adequate ventilation to control odors and adequate sanitation measures to prevent the spread of contagious diseases. It was determined based on consultant's observation that the ventilation fans in all bathrooms were not functioning properly.

**POI (Plan of Improvement)**

The Center will have the maintenance person to repair the ventilation fans so that they are functioning properly.

**Correction Deadline: 4/26/2018****Finding**

591-1-1-.06(6) requires Center Staff to equip bathrooms with soap, toilet tissue and single-use towels or cloth towels used only once between launderings. It was determined based on consultant's observation that there was no soap in the dispensers in the girls and boys bathrooms by classroom A.

**POI (Plan of Improvement)**

The Center will provide soap for the children to wash their hands.

**Correction Deadline: 3/27/2018**

---

**591-1-1-.19 License Capacity(CR)****Met****Comment**

The license capacity for the facility is nineteen (19) children. The facility also has a twenty-five (25) square foot capacity of twenty-seven (27) children.

---

**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 consultant's observation that a hazard existed in that cleaning supplies and scotch guard were accessible to children in the unlocked cabinets under the sink in classroom A and in the cabinet in the resource room. Consultant also observed cords hanging from the television and the phone in classroom A.

**POI (Plan of Improvement)**

The Center will ensure that all cleaning supplies are in a locked cabinet and inaccessible to children and ensure the TV cords are secured to the wall so children do not have access to them.

**Correction Deadline: 3/27/2018**

---

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

Playground observed to be clean and in good repair. The After school program will be using only the hard surface area on the playground.

|                     |
|---------------------|
| <b>Food Service</b> |
|---------------------|

---

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

591-1-1-.15(1) - Consultant discussed the New USDA guidelines and handout with the Director.

**Correction Deadline: 3/27/2018**

|                           |
|---------------------------|
| <b>Health and Hygiene</b> |
|---------------------------|

---

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

Diapering requirements discussed on this date with the Director in the case that the facility has a child with special needs and requires diapers.

---

**591-1-1-.17 Hygiene(CR)****Not Met****Comment**

There were no children present on this date. Proper hand washing of children and staff was discussed with the director on this date.

**Finding**

591-1-1-.17(6) requires garbage and organic waste to be stored in containers that are lined with plastic liners and have tight-fitting covers. Trash and garbage shall be removed from the building daily or as often as necessary to maintain the premises in a clean condition. It was determined based on consultant's observation that two (2) trash cans used for snack debris in classroom A were missing lids.

**POI (Plan of Improvement)**

The Center will ensure that the trash cans have tight-fitting covers.

**Correction Deadline: 3/27/2018**

---

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

Discussed proper medication documentation and procedures.

## Organization

### 591-1-1-.16 Governing Body & License

Not Met

#### Finding

591-1-1-.16(c) prohibits the operation of a Child Care Learning Center without a License or Permit. A separate License or Permit is required for each address or location at which a Center is proposed to be operated even when all of the proposed Centers are owned by the same person or entity. A separate License or Permit is also required for each Center operated at a single location by the same governing body. It was determined based on consultant's observation that the facility was operating without a license or permit.

#### POI (Plan of Improvement)

The center was granted Permission To Operate on this date.

Correction Deadline: 3/27/2018

## Policies and Procedures

### 591-1-1-.27 Posted Notices

Technical Assistance

#### Technical Assistance

591-1-1-.27 - Please ensure that emergency numbers are posted by all operating telephones.

Correction Deadline: 3/27/2018

## Safety

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

Met

#### Comment

There were no children present on this date. The center's discipline policy was reviewed on this date. Regulations regarding proper discipline were discussed with the director on this date.

### 591-1-1-.36 Transportation(CR)

Met

#### Comment

Center does not provide routine transportation. Consultant discussed transportation requirements if/when the facility decides to incorporate transportation. The center will contact their regional consultant and complete the required two (2) hour transportation training prior to transporting children.

## Sleeping & Resting Equipment

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

Met

#### Comment

Facility is an after school program operating only in the afternoons. No nap time required.

## Staff Records

Records Reviewed: 2

Records with Missing/Incomplete Components: 0

Staff # 1

Met

Date of Hire: 11/01/2016

Staff # 2

Met

Date of Hire: 11/30/2015

---

**591-1-1-.09 Criminal Records Check(CR)**

**Met**

**Comment**

Criminal records checks were observed to be complete.

---

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

**Met**

**Comment**

591-1-1-.31(13) Staff observed to be compliant with applicable laws and regulations.

**Correction Deadline: 3/27/2018**

|                                 |
|---------------------------------|
| <b>Staffing and Supervision</b> |
|---------------------------------|

---

**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

There were no children present on this date. Proper ratios and classroom capacities were discussed with the director on this date.

---

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

**Met**

**Comment**

A supervision plan was created on this date for the bathrooms located in the hallway for classroom A. A supervisor plan was also created due to the shape of the Special Use room (Gym). Please ensure staff position themselves to see children at all times.