



**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:** 1/16/2019 **VisitType:** Licensing Study **Arrival:** 9:00 AM **Departure:** 12:00 PM

**CCLC-48022**

**Mother's Touch Academy**

3152 Cruse Road Lawrenceville, GA 30044 Gwinnett County  
 (770) 381-5200 motherstouchacademy2@gmail.com

**Regional Consultant**

LaQuita Clark

Phone: (706) 497-1536

Fax: (706) 688-0418

jennifer.taylor@dec.al.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** ★

<u>Compliance Zone Designation</u>			<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.
01/16/2019	Licensing Study	Good Standing	
08/20/2018	Monitoring Visit	Good Standing	
04/05/2018	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
Back	D- left/ PreK		0	0	C	22	C	NA	NA	
Back	E -/ Right/ afterschool		0	0	C	11	C	NA	NA	
Total Capacity @35 sq. ft.: 33			Total Capacity @25 sq. ft.: 0							
Main - Front	A -1L/1's and 2's	Two Year Olds and Three Year Olds	1	5	C	8	C	NA	NA	Circle Time,Music
Main - Front	B- 1R/3's		0	0	C	11	C	NA	NA	
Main - Front	C - 2R/ 6wks to 18 mths	Infants and One Year Olds	1	4	C	8	C	NA	NA	Circle Time,Floor Play
Total Capacity @35 sq. ft.: 27			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 9			Total Capacity @35 sq. ft.: 60			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main - Front	A - left/all ages	11	C
Main - Front	B - Back left - All ages	50	C
Main - Front	D- 6wks - 2 years	21	C

**Comments**

The purpose of the visit was to conduct a licensing study.

Plan of Improvement: Developed This Date 01/16/2019

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/RuleAndRegulations.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.

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#### 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.

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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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Mariam Quarterman, Program Official

Date

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LaQuita Clark, Consultant

Date



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### Findings Report

**Date:** 1/16/2019 **VisitType:** Licensing Study

**Arrival:** 9:00 AM

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The following information is associated with a Licensing Study:

### Activities and Equipment

**591-1-1-.03 Activities**

**Met**

**Comment**

Current lesson plans observed on file.

**Correction Deadline: 1/16/2019**

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

**Met**

**Comment**

A variety of equipment and toys were observed throughout the center. Equipment observed to be appropriately secured as necessary.

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

**Met**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 3**

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

Child # 1

Met

Child # 2

Met

Child # 3

Met

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

**Met**

**Comment**

Records were observed to be complete and well organized.

## Facility

### 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

Please be mindful to keep items that pose a hazard inaccessible to children. Please ensure plungers are out of reach of children.

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

Met

#### Comment

Discussed maintenance of resilient surface. Please fluff and redistribute. Also please ensure plastic equipment is checked for security regularly.

## Food Service

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

Met

#### Comment

Center menu meets USDA guidelines. Please add date to menu.

## Health and Hygiene

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

Met

#### Comment

Staff state proper knowledge of diapering procedures.

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

Met

#### Comment

Staff were observed to remind children to wash hands.

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

Technical Assistance

#### Technical Assistance

591-1-1-.20(2) - Consultant reviewed medication procedures with the director. Please ensure the form to complete external preparations is completed and signed by parents for children as necessary to cover use of sunscreen, neosporin, non-prescription ointment, etc. Also please ensure if an authorization for medication form is completed to address each date listed to dispense medication on the form (complete each line as applicable, if child absent state this on the date applicable, if child left before administration time for medication state this on the date applicable, etc.)

**Correction Deadline: 1/16/2019**

## Policies and Procedures

**Finding**

591-1-1-.21(1)(p) requires the Center to have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. It was determined, based on review of documentation, that an incomplete emergency plan was on file on this date.

**POI (Plan of Improvement)**

The Center will write or revise an emergency plan that includes all of the required items. The consultant will email a sample copy of a complete emergency plan.

**Correction Deadline: 1/21/2019**

**591-1-1-.27 Posted Notices****Met****Comment**

Please make sure that all required signs are posted and up to date. Please post the names of persons responsible for the administration of the Center in the administrator's absence; the dated current week's menu for meals and snacks; and the emergency plans for severe weather, fire, and other emergency situations. The consultant will provide a sample emergency plan.

**Safety****591-1-1-.11 Discipline(CR)****Met****Comment**

Consultant observed use of age appropriate discussion and redirection on this date.

**591-1-1-.13 Field Trips(CR)****Met****Comment**

Center does not participate in field trips at this time.

**591-1-1-.36 Transportation(CR)****Met****Comment**

Center does not provide routine transportation. Please ensure consultant is contacted prior to beginning transportation to review requirements.

**Sleeping & Resting Equipment****591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Technical Assistance****Technical Assistance**

591-1-1-.30 - Please ensure that cribs/cots are labeled for individual use. Also please ensure mat/cot sheets are washed weekly and that crib sheets are washed/changed daily.

**Comment**

Appropriate number of mats/cots observed. Safety approved cribs were also observed.

**Staff Records****Records Reviewed: 4****Records with Missing/Incomplete Components: 1**

Staff # 1

Not Met

Date of Hire: 07/31/2018

**Records Reviewed: 4**

**Records with Missing/Incomplete Components: 1**

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 2 Met  
Date of Hire: 04/05/2018

Staff # 3 Met  
Date of Hire: 03/11/2018

Staff # 4 Met  
Date of Hire: 04/05/2018

**Staff Credentials Reviewed: 4**

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

**Comment**

Criminal record checks were observed to be complete. Four of four staff were observed to have satisfactory comprehensive determination letters on file.

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

**Comment**

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

**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 review of files, that one staff member hired over 90 days of hire did not have evidence of health and safety orientation training on file.

**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: 2/15/2019**

**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. Please use the form allowing two's to be mixed with three's.

**591-1-1-.32 Supervision(CR)** Not Met

**Finding**

591-1-1-.32(7) requires that children be supervised at all times and that the persons supervising in the child care area be alert, able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the chaperones and Students-in-Training, and provide timely attention to the children's actions and needs. It was determined, based on observation, children were not supervised in Room 2R/6 weeks to 18 months, when the staff member was observed to step over the threshold of the classroom. It was further determined, the director was responsible for groups of children in two separate physical areas, children in Room A-1L and in the lunchroom.

**POI (Plan of Improvement)**

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

**Correction Deadline: 1/16/2019**