



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: 10/10/2019 **VisitType:** Licensing Study

Arrival: 9:05 AM

Departure: 1:30 PM

CCLC-48046

Imagination Zone Childcare & Early Learning Center

12710 Brown Bridge Road Covington, GA 30016 Newton County
 (770) 786-8611 imaginationzoneclc@gmail.com

Regional Consultant

LaTanya Barber-Swift

Phone: (470) 346-1054

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latanya.barber-swift@decal.ga.gov

Mailing Address

3316A SOUTH COBB DRIVE, PMB #163
 SMYRNA, GA 30080

Quality Rated: ★

Compliance Zone Designation			Compliance Zone Designation - 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. Good Standing - Program is demonstrating an acceptable level of performance in meeting the rules. Support - Program performance is demonstrating a need for improvement in meeting rules. Deficient - Program is not demonstrating an acceptable level of performance in meeting the rules.
10/10/2019	Licensing Study	Deficient	
01/14/2019	Licensing Study	Good Standing	
07/20/2018	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
Main	A: 1R	Infants and One Year Olds	1	5	C	7	C	NA	NA	Free Play
Main	B: 2R	One Year Olds and Two Year Olds	1	4	C	11	C	NA	NA	Circle Time
Main	C: Middle	Three Year Olds and Four Year Olds and Five Year Olds	1	12	C	21	C	NA	NA	Centers
Main	D: Left	Six Year Olds and Over	1	9	C	23	C	NA	NA	Centers
			Total Capacity @35 sq. ft.: 62			Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 30			Total Capacity @35 sq. ft.: 62			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG A Right	38	C
Main	PG B: Right Back	10	C
Main	PG C: Left Back	37	C

Comments

Plan of Improvement: To Be Submitted 10/24/2019

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.decal.ga.gov/CCS/RulesAndRegulations.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@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).

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

Ayanna Byrd, Program Official

Date

LaTanya Barber-Swift, Consultant

Date



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Findings Report

Date: 10/10/2019 **VisitType:** Licensing Study

Arrival: 9:05 AM

Departure: 1:30 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Not Met

Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development. The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on observation that classrooms A, B, and D did not have current lesson plans available.

Correction Deadline: 10/10/2019

Recited on 10/10/2019

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

Met

Correction Deadline: 1/14/2019

Corrected on 10/10/2019

.12(4) - The previous citation was corrected on this date. There was no television in the classroom.

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: 1

Child # 1	Met
Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Allergies and Disabilities,.08(1)-Doctor, Clinic, Phone Numbers	
Child # 4	Met
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 a review of five children's files that one of five files was incomplete. The following information was missing:

- 1 of 5 files was missing the complete information for the child's physician.
- 1 of 5 files was missing information regarding the child's allergies.

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Correction Deadline: 10/10/2019

Recited on 10/10/2019

Facility

591-1-1-.06 Bathrooms

Met

Correction Deadline: 2/13/2019

Corrected on 10/10/2019

.06(4) - The previous citation was corrected on this date. The exhaust fan was working in the bathroom.

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)

Technical Assistance

Finding

591-1-1-.25(8) requires protective caps on all unused electrical outlets within children's reach and requires that electrical outlets in use be made inaccessible to children. It was determined based on observation that some electrical outlets in classroom D were missing covers.

Correction Deadline: 10/10/2019

Corrected on 10/10/2019

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Technical Assistance

Consultant discussed with provider to ensure all unused electrical outlets, within reach of children, have protective caps.

Correction Deadline: 10/10/2019

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

Not Met

Finding

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that on the back left playground at the back fence, the fencing was detached leaving a five to six inch gap.

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Correction Deadline: 10/10/2019

Recited on 10/10/2019

Finding

591-1-1-.26(7) requires that climbing and swinging equipment be anchored. It was determined based on observation that on the left back playground the red and yellow car structure had a torn tire.

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Correction Deadline: 10/20/2019

Finding

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on observation that the monkey bars and the slide structure had zero inches of measurable resilient surface. The monkey bars required six inches and the slide structure required three inches.

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Correction Deadline: 10/17/2019

Recited on 10/10/2019

Finding

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that on the right playground and left back playground there were exposed tree roots which posed a potential tripping hazard.

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Correction Deadline: 10/24/2019

Recited on 10/10/2019

Food Service

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

Met

Comment

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

Correction Deadline: 1/14/2019

Corrected on 10/10/2019

.15(2) - The previous citation was corrected on this date. There were infant feeding plans on file for the children.

591-1-1-.18 Kitchen Operations

Met

Comment

Kitchen appears clean and well organized.

Health and Hygiene

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

Technical Assistance

Technical Assistance

591-1-1-.10(9) - Consultant discussed with provider to ensure the diapering area is clear of formulas and food.

Correction Deadline: 10/10/2019

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

Proper hand washing observed throughout the center.

Correction Deadline: 1/18/2019

Corrected on 10/10/2019

.17(7) - The previous citation was corrected on this date. The warm water was working in the classroom.

Correction Deadline: 1/14/2019

Corrected on 10/10/2019

.17(8) - The previous citation was corrected on this date. The warm water was working in the classroom.

591-1-1-.20 Medications(CR)	N/A
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Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures	Met
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Comment

Program observed complete emergency drills

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

Observed all required posted notices.

Safety

591-1-1-.05 Animals	N/A
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Comment

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

591-1-1-.13 Field Trips(CR)	N/A
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Comment

Center does not participate in field trips at this time.

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

The vehicle had an approved fire extinguisher and first aid kit on this date.

Correction Deadline: 1/24/2019

Corrected on 10/10/2019

.36(3)(a-b) - The previous was corrected on this date. The director had an updated transportation training.

Correction Deadline: 1/19/2019

Corrected on 10/10/2019

.36(4)(a) - The previous citation was corrected on this date. The annual safety check was current.

Correction Deadline: 1/14/2019

Corrected on 10/10/2019

.36(4)(c) - The previous citation was corrected on this date. The vehicle was equipped with a fire extinguisher.

Sleeping & Resting Equipment

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

Met

Comment

Pleasant naptime environment observed.

Correction Deadline: 1/14/2019

Corrected on 10/10/2019

.30(2) - The previous citation was corrected on this date. A safe sleep environment was observed.

Staff Records

Records Reviewed: 1

Records with Missing/Incomplete Components: 0

Staff # 1

Met

Date of Hire: 07/17/2019

Staff Credentials Reviewed: 1

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

Technical Assistance

Technical Assistance

591-1-1-.09(1)(j) - Consultant discussed with provider to ensure that only the most recently issued determination letter is eligible for portability and must be ported electronically for staff #1.

Correction Deadline: 10/10/2019

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

Met

Correction Deadline: 2/13/2019

Corrected on 10/10/2019

.14(1) - The previous citation was corrected on this date. At least 50% of the staff had CPR/first aid training.

Correction Deadline: 1/24/2019

Corrected on 10/10/2019

.14(3) - The previous citation was corrected on this date. The vehicles had a first aid kit. The bus was not being used for transportation.

591-1-1-.33 Staff Training

Not Met

Correction Deadline: 1/14/2019

Corrected on 10/10/2019

.33(1) - The previous citation was corrected on this date. There were evidence of the Initial Center orientation.

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 records that four staff did not have evidence of completing health and safety training.

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Correction Deadline: 10/24/2019

Recited on 10/10/2019

Comment

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

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Correction Deadline: 2/13/2019

Corrected on 10/10/2019

.33(4) - The previous citation was corrected on this date.

Finding

Previously Cited: 591-1-1-.33(5) requires the Director and person with primary responsibility for food preparation to have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on a review of staff files that the director did not have evidence of having completed nutrition training.

591-1-1-.33(4) requires within the first year of employment, the Director and person with primary responsibility for food preparation shall have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on review of records that the director did not have nutrition training.

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Correction Deadline: 10/24/2019

Recited on 10/10/2019

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

Adequate supervision observed on this date.

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

Met

Comment

Staff observed to provide direct supervision and be attentive to children's needs.