



**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:** 10/27/2020 **VisitType:** Licensing Study

**Arrival:** 10:00 AM

**Departure:** 11:00 AM

**CCLC-48230**

**Trainers Childcare Center**

2341 Beaver Ruin Road Norcross, GA 30071 Gwinnett County  
 (770) 263-1981 kidsfirstmarie@yahoo.com

**Regional Consultant**

Leena Mitchell

Phone: (706) 433-7111

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leena.mitchell@dec.al.gov

**Mailing Address**

2341 Beaver Ruin Rd  
 Norcross, GA 30071

**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.
10/27/2020	Licensing Study	Good Standing	
01/15/2020	Complaint Investigation & Monitoring Visit	Good Standing	
01/15/2020	Complaint 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	
Main	A-(1R) - 2's	Two Year Olds	1	7	C	17	C	NA	NA	Free Play	
Main	B- (2R) 2's		0	0	C	17	C	NA	NA		
Main	C- (3R)- 1's		0	0	C	13	C	NA	NA		
Main	D- (Middle Back) Infants	Infants and One Year Olds	1	4	C	12	C	NA	NA	Floor Play	
Main	G- (1L) 4's	Four Year Olds and Five Year Olds	1	4	C	15	C	22	C	Homework	
Main	H - (Far left) - Afterschool		0	0	C	27	C	38	C		
Main	I - (2L) 3's	Three Year Olds	1	8	C	16	C	22	C	Centers	
Total Capacity @35 sq. ft.: 117						Total Capacity @25 sq. ft.: 140					
Total # Children this Date: 23			Total Capacity @35 sq. ft.: 117			Total Capacity @25 sq. ft.: 140			Building @25 capacity limited by Fire Marshall Limitations		

Building	Playground	Playground Occupancy	Playground Compliance
Main	A - (1R) 6 wks- 1 years	6	C
Main	B- (2R) 2-3 years	46	C
Main	C - (L) 4 and up	39	C

### Comments

An Administrative Review was conducted on October 26, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on October 27, 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.

Plan of Improvement: No Plan Developed

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.al.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@dec.al.ga.gov](mailto:CCSRefutations@dec.al.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://dec.al.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.dec.al.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@dec.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

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Diane Tchamake, Program Official

Date

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Leena Mitchell, 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-.03 Activities**

**Met**

**Correction Deadline: 1/15/2020**

**Corrected on 10/27/2020**

**.03(1) - The consultant observed the previous citation to be corrected in that the consultant observed posted lesson plans in all classrooms.**

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

**Met**

**Comment**

A variety of equipment and toys were observed throughout the center.

**Comment**

Equipment and furniture observed to be properly secured, as applicable.

**Correction Deadline: 1/15/2020**

**Corrected on 10/27/2020**

**.12(4) - The consultant observed the previous citation to be corrected in that the consultant observed the television to be mounted on a shelf.**

**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: 1**

Child # 1

Met

Child # 2

Met

**Records Reviewed: 5**

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

Child # 3 Met

Child # 4 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 5 Met

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

**Met**

**Comment**

Parent agreements observed obtained/completed.

**Comment**

Records were observed to be complete and well organized.

**Facility**

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

**Met**

**Comment**

Bathrooms observed to be clean.

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

**Met**

**Comment**

Licensed capacity observed to be routinely met by center.

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

**Not Met**

**Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that one of two toilets in the restroom in classroom G-1L was not in working order.

**POI (Plan of Improvement)**

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring. Provider stated they will schedule a plumber to repair the broken toilet.

**Correction Deadline: 10/27/2020**

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

**Met**

**Comment**

Playground observed to be clean and in good repair.

**Food Service**

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

**Not Met**

**Comment**

Center menu meets USDA guidelines.

**Finding**

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined based on review of records that one of one infant in classroom D did not have a feeding plan on file.

**POI (Plan of Improvement)**

The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis that will include center staff involved with enrollment and those working in the infant classrooms.

**Correction Deadline: 10/27/2020**

**591-1-1-.18 Kitchen Operations****Met****Comment**

Kitchen appears clean and well organized.

<b>Health and Hygiene</b>
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**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**

Proper hand washing observed throughout the center. Staff stated proper handwashing procedures during the virtual visit.

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

The Provider currently does not dispense/administer medication.

<b>Policies and Procedures</b>
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**591-1-1-.27 Posted Notices****Met****Comment**

Please make sure that all required signs are posted and up to date.

<b>Safety</b>
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**591-1-1-.05 Animals****Met****Comment**

Center does not keep animals on premises.

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

Staff were observed to maintain a positive learning environment on this date. Staff stated proper discipline procedures during the virtual visit.

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

Center does not participate in field trips at this time.

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

Paperwork, checklist and proper check of the vehicle after transportation were discussed with the director.

**Comment**

The consultant observed the following vehicles to have a current vehicle inspection report on file:

- Vehicle Tag # - RNF 7890 - Expires August 15, 2021.
- Vehicle Tag # - EHP 507 - Expires August 14, 2021.
- Vehicle Tag # - EHP 508 - Expires August 14, 2021.

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**Sleeping & Resting Equipment**

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

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date. Staff stated proper safe sleep policy and procedure during virtual visit.

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**Staff Records**

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**Records Reviewed: 8****Records with Missing/Incomplete Components: 2**

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Staff # 1	Met
Date of Hire: 03/10/2020	
Staff # 2	Met
Date of Hire: 04/29/2019	
Staff # 3	Met
Date of Hire: 10/10/2018	
Staff # 4	Not Met
Date of Hire: 11/04/2019	
<u>"Missing/Incomplete Components"</u>	
.31(2)(b)2.-Staff Qualifications-Education Missing	
Staff # 5	Not Met
Date of Hire: 08/28/2017	
<u>"Missing/Incomplete Components"</u>	
.36(3)(a-b)-2 hrs. Transportation Training missing	
Staff # 6	Met
Date of Hire: 10/31/2018	
Staff # 7	Met
Date of Hire: 07/14/2019	
Staff # 8	Met
Date of Hire: 03/13/2019	

**Staff Credentials Reviewed: 9**

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

**Comment**

The director provided one file for staff members hired since the previous visit was conducted on October 29, 2019. The consultant observed one of one newly hired staff members to have evidence of a satisfactory criminal record check letter on file.

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

**Comment**

Criminal records checks were observed to be complete.

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

**Comment**

Complete first aid kit observed in center.

**Comment**

Evidence observed of 100% of center staff certified in First Aid and CPR.

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**591-1-1-.33 Staff Training** **Technical Assistance**

**Comment**

Documentation observed of required staff training.

**Technical Assistance**

591-1-1-.33(3) - 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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**591-1-1-.31 Staff(CR)** **Not Met**

**Comment**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

**Comment**

Staff observed to be compliant with applicable laws and regulations. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on August 15, 2020.

**Finding**

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on review of records that staff member #4, with a hire date of November 4, 2019 did not have evidence of the minimum academic requirement for a lead teacher. Staff member had a PLP which was not completed before the expiration date of May 4, 2020 and did not have evidence of enrolling in a TCC program. Staff member #4 was observed alone in classroom A-1R with children present.

**POI (Plan of Improvement)**

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

**Correction Deadline: 10/27/2020**

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**Staffing and Supervision**

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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**

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