



**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:** 8/28/2019    **VisitType:** Monitoring Visit    **Arrival:** 10:15 AM    **Departure:** 1:00 PM

**CCLC-48493**

**Southwest Atlanta Christian Early Learning Center**

3911 Campbellton Road, SW Atlanta, GA 30331 Fulton County  
(404) 346-2080 sacawarriors@gmail.com

**Regional Consultant**

Michelle Smith

Phone: (404) 478-8183  
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**Mailing Address**  
Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
08/28/2019	Monitoring Visit	Good Standing
01/15/2019	Licensing Study	Good Standing
09/07/2018	Monitoring Visit	Good Standing

**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.

**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	2 Year		0	0	C	8	C	NA	NA	Not In Use	
Main	2-3 Years	Four Year Olds and Five Year Olds	1	14	C	23	C	NA	NA	Transitioning,Ce nters,Lunch	
Main	Infant/Toddler	Infants and One Year Olds	2	4	C	21	C	NA	NA	Nap,Feeding	
Main	Pre-K		0	0	C	43	C	NA	NA	Not In Use	
Main	Preschool II	Two Year Olds	1	9	C	20	C	NA	NA	Lunch	
Total Capacity @35 sq. ft.:			115			Total Capacity @25 sq. ft.:			0		
Total # Children this Date: 27			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.:			0		

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	34	C

**Comments**

The purpose of this visit was to conduct a Monitoring Visit as follow up to the visit conducted 1.15.19. Consultant discussed and reviewed report with Center Administrator on this date.

Plan of Improvement: Developed This Date 08/28/2019

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/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)

Patrice Francis, Program Official

Date

Michelle Smith, Consultant

Date



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### Findings Report

**Date:** 8/28/2019    **VisitType:** Monitoring Visit    **Arrival:** 10:15 AM    **Departure:** 1:00 PM

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Same

The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

**Met**

**Comment**

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

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

**N/A**

**Comment**

Center does not provide swimming activities.

### 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**

No hazards observed accessible to children on this date.

**Correction Deadline: 1/15/2019**

**Corrected on 8/28/2019**

**.25(13) - Consultant observed no hazards to be easily accessible to children during the visit.**

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

**Technical Assistance**

**Correction Deadline: 1/18/2019**

**Corrected on 8/28/2019**

**.26(9) - Consultant observed the playground to be clean and well maintained.**

**Technical Assistance**

591-1-1-.26(9) - Consultant discussed with Center Administrator to ensure the three screws are not protruding out of the far back right wall near the ramp, and second classroom door. Consultant observed the screws to be five feet and four inches from the ground.

Correction Deadline: 8/28/2019

## Health and Hygiene

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

Met

#### Comment

Proper diapering procedures observed.

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

Not Met

#### Finding

591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on observation that the four and five-year-old Classroom, and the two-year-old Classroom did not wash their hands after completing lunch.

#### POI (Plan of Improvement)

The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

Correction Deadline: 8/28/2019

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

N/A

#### Comment

The Provider currently does not dispense/administer medication.

## Policies and Procedures

### 591-1-1-.21 Operational Policies & Procedures

Not Met

#### Finding

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on review of records that emergency fire drills were not conducted during the months of January-July of 2019.

#### POI (Plan of Improvement)

Center Administrator stated that she will email all drill documentation upon Center Director returning. The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 8/28/2019

Recited on 8/28/2019

## Safety

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

Technical Assistance

#### Technical Assistance

591-1-1-.11(2) - Consultant discussed with Center Administrator to ensure that Center Staff refrain from using food and other snacks as a reward or punishment for children's behavior displayed.

Correction Deadline: 8/28/2019

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

N/A

**Comment**

Center does not participate in field trips at this time.

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

N/A

**Comment**

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

Met

**Correction Deadline: 1/15/2019****Corrected on 8/28/2019****.30(4) - Consultant observed cots and mats to be stored individually and none of the children's bedding items touching.**

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**Staff Records**

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**Records Reviewed: 9****Records with Missing/Incomplete Components: 3**

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Staff # 1	Met
Staff # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.33(6)-Training Documentation Missing	
Staff # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.33(6)-Training Documentation Missing	
Staff # 4	Met
Date of Hire: 03/03/2004	
Staff # 5	Met
Staff # 6	Met
Staff # 7	Not Met
Date of Hire: 10/03/2018	
<u>"Missing/Incomplete Components"</u>	
.33(6)-Training Documentation Missing	
Staff # 8	Met
Staff # 9	Met

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**Staff Credentials Reviewed: 3**

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

Consultant observed 12 of 12 Center Staff to have valid Satisfactory Comprehensive Criminal Records Check Determination letters issued by the Department.

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

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

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**591-1-1-.24 Personnel Records****Not Met****Finding**

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on review of records that one Center Director did not have a personnel file available upon request.

**POI (Plan of Improvement)**

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

**Correction Deadline: 9/2/2019**

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**591-1-1-.33 Staff Training****Not Met****Finding**

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined based on a review of records that five (5) staff members did not have valid evidence of completing the employee orientation prior to being assigned tasks with children on file as required.

**POI (Plan of Improvement)**

The Center will develop and provide orientation for all new Staff prior to their staff's assignment to children or task.

**Correction Deadline: 8/30/2019****Recited on 8/28/2019****Defer**

591-1-1-.33(7)-Consultant will evaluate this rule during the next regulatory visit.

**POI (Plan of Improvement)**

The Center will develop and implement procedures to review staff records for documentation of training and orientation, to obtain and place missing documentation in staff records, and to file such documents in staff records on an ongoing basis.

**Correction Deadline: 1/25/2019**

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

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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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**

**Correction Deadline: 1/15/2019**

**Corrected on 8/28/2019**

**.32(7) - Consultant observed Center Staff to be attentive to all children present in care.**