



**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:** 2/13/2019    **VisitType:** Complaint Investigation & Licensing Study    **Arrival:** 7:55 AM    **Departure:** 4:45 PM

**CCLC-48696**

**The Goddard School**

3467 Pierce Drive Chamblee, GA 30341 DeKalb County  
 (678) 606-9300 CHAMBLEEGA@GODDARDSCHOOLS.COM

**Regional Consultant**

Chrische Walker

Phone: (770) 359-5166

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chrische.walker@decal.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** No

<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.
02/13/2019	Complaint Closure	Good Standing	
02/13/2019	Complaint Investigation & Licensing Study	Good Standing	
12/04/2018	Incident Investigation 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/5 - 2 year olds	Two Year Olds	1	6	C	16	C	NA	NA	Centers
Main	B/7- older 2's	Two Year Olds and Three Year Olds	2	8	C	16	C	NA	NA	Circle Time, Transitioning
Main	C/8 - 6wks-6months	Infants	2	7	C	10	C	NA	NA	Floor Play
Main	D/9 - 6mth - 12mth	Infants	2	8	C	10	C	NA	NA	Diapering, Floor Play
Main	E/10 - 1 year old	Infants and One Year Olds	2	7	C	10	C	NA	NA	Diapering, Free Play
Main	F/11 - 1 year old	One Year Olds	2	11	NC	10	NC	NA	NA	Free Play
Main	G/12 - 2 year olds	One Year Olds and Two Year Olds	2	6	C	10	C	NA	NA	Free Play
Main	H/15 - 3 to 8 years	Three Year Olds	1	7	C	20	C	NA	NA	Centers
Main	I/14 - 3 to 8 years old	Three Year Olds and Four Year Olds	1	10	C	20	C	NA	NA	Circle Time
Main	J/3 - 3 to 8 years old		0	0	C	20	C	NA	NA	Not In Use
Main	K/13 - 3 to 8 years old		0	0	C	20	C	NA	NA	Not In Use

Total Capacity @35 sq. ft.: 162

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 70

Total Capacity @35 sq. ft.: 162

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	AL/-All Ages	17	C


Main	B/M - 3 to 8 years	22	C
Main	C/r - 6wks to 2 years	33	C

**Comments**

The purpose of today's visit was to conduct a Licensing Study and follow up from the previous visit on October 19, 2018.

Plan of Improvement: Developed This Date 02/13/2019

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.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.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)

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Akshi Naik, Program Official

Date

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Chrische Walker, Consultant

Date



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### Findings Report

**Date:** 2/13/2019    **VisitType:** Complaint Investigation & Licensing Study    **Arrival:** 7:55 AM    **Departure:** 4:45 PM

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The following information is associated with a Licensing Study Visit:

### Activities and Equipment

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

**Met**

**Comment**

The program uses a classroom tablet to make parents aware of daily lesson plans and activities.

**Correction Deadline: 2/13/2019**

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

**Met**

**Comment**

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

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

**N/A**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 6**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met

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

Records were observed to be complete and well organized. Great job!

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**Facility**

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**591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

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**591-1-1-.19 License Capacity(CR)****Not Met****Finding**

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on observation that 11 children were occupying usable space that was licensed for 10 children during morning transition in Room F.

**POI (Plan of Improvement)**

The Center will limit the number of children in this space to the licensed capacity.

**Correction Deadline: 2/13/2019**

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**591-1-1-.25 Physical Plant - Safe Environment(CR)****Not Met****Finding**

591-1-1-.25(11) requires that floor coverings be tight, smooth, free of odors and washable or cleanable. It was determined based on observation that a blue circle area rug was not secure and posed a tripping hazard for two-year-old children in Room A.

**POI (Plan of Improvement)**

Floors will be maintained to be safe when using area rugs.

**Correction Deadline: 2/13/2019**

**Recited on 2/13/2019**

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

Playground observed to be clean and in good repair. Please monitor falling branches.

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**Food Service**

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

Great job on ensuring that bottles are covered and fully labeled with child's full name.

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

Kitchen appears clean and well organized.

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**Health and Hygiene**

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

Proper diapering procedures observed in Room D and in Room E.

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

Staff were observed to remind children to wash hands upon morning arrivals.

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**591-1-1-.20 Medications(CR)****Technical Assistance****Technical Assistance**

591-1-1-.20 - Discussed proper medication documentation and procedures for medication being returned to the center to administer.

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**Policies and Procedures**

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

Great job conducting fire drills and other emergency drills.

**Correction Deadline: 2/18/2019**

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

Observed all required posted notices.

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**591-1-1-.29 Required Reporting****Met****Comment**

Thank you for reporting as required.

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**Safety**

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

Center does not keep animals on premises.

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

Staff were observed to maintain a positive learning environment on this date.

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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)****Technical Assistance****Technical Assistance**

591-1-1-.30(2) - Please ensure that objects are not attached to occupied cribs in Room C.

**Correction Deadline: 2/13/2019**

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**Staff Records**

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Staff # 1 Date of Hire: 08/21/2017	Met
Staff # 2 Date of Hire: 01/15/2019	Met
Staff # 3 Date of Hire: 11/26/2018	Met
Staff # 4 Date of Hire: 01/22/2019	Met
Staff # 5 Date of Hire: 12/03/2018	Met
Staff # 6 Date of Hire: 08/03/2018 <u>"Missing/Incomplete Components"</u> .14(2)-First Aid Missing,.14(2)-CPR missing,.33(3)-Health & Safety Certificate	Not Met
Staff # 7 Date of Hire: 04/06/2018	Met
Staff # 8 Date of Hire: 08/27/2018	Met
Staff # 9 Date of Hire: 01/22/2019	Met
Staff # 10 Date of Hire: 02/06/2019	Met
Staff # 11 Date of Hire: 09/17/2018	Met
Staff # 12 Date of Hire: 08/20/2018 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing	Not Met
Staff # 13 Date of Hire: 03/14/2018	Met
Staff # 14	Met

**Records Reviewed: 20****Records with Missing/Incomplete Components: 4**

Date of Hire: 02/04/2019

Staff # 15

Met

Date of Hire: 08/31/2018

Staff # 16

Not Met

Date of Hire: 09/17/2018

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 17

Met

Date of Hire: 04/12/2018

Staff # 18

Met

Date of Hire: 01/22/2019

Staff # 19

Met

Date of Hire: 02/11/2019

Staff # 20

Not Met

Date of Hire: 08/31/2018

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

**Staff Credentials Reviewed: 20****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Criminal record checks were observed to be complete. Great job! The consultant discussed with the director the national determination satisfactory requirements in that the person can be present under the constant and direct supervision of someone with a valid satisfactory comprehensive determination letter issued by the Department of Early Care and Learning.

**Comment**

Director provided 11 files for employees hired since last visit.

**591-1-1-.14 First Aid & CPR****Technical Assistance****Technical Assistance**

591-1-1-.14 - Please be mindful of training expiration dates. Staff recently had a scheduled class and the class was cancelled. Staff has scheduled classes to complete the first aid and CPR certification in February 2019.

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

Discussed staff training. Please obtain required documentation for the 2019 calendar year.

**Comment**

Please ensure completed orientation checklists are documented and signed.



**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 observation that one employee hired on August 3, 2018, did not complete the health and safety training within the first 90 days of employment.

**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: 3/15/2019**

**Comment**

Please remember that the director and any persons 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.

**Correction Deadline: 3/15/2019**

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

**Technical Assistance**

**Comment**

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

**Technical Assistance**

591-1-1-.31(1)(c) - Please ensure to have a copy and or written verification of the credential or degree awarded to the Director and lead teachers for review.

**Correction Deadline: 2/13/2019**

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<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**

**Comment**

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