



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: 10/7/2019 **VisitType:** Incident Investigation/Monitoring Visit **Arrival:** 9:15 AM **Departure:** 2:15 PM

CCLC-48804

Kids' Galaxy of Lawrenceville

154 Johnson Road Lawrenceville, GA 30046 Gwinnett County
 (770) 995-9400 shefali.patt@gmail.com

Regional Consultant

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Mailing Address
 Same

Quality Rated: ★

<u>Compliance Zone Designation</u>			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.
10/07/2019	Incident Investigation Closure	Good Standing	
10/07/2019	Incident Investigation/Monitoring Visit	Good Standing	
06/06/2019	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 100 & 200- 1st left	Infants and One Year Olds	3	12	C	26	C	NA	NA	Nap,Feeding,Floor Play
Main	B-300- 2nd left	Two Year Olds	3	7	C	28	C	NA	NA	Floor Play
Main	C400- 2's 1st right	Two Year Olds and Three Year Olds	2	15	C	25	C	NA	NA	Outside,Diapering
Main	D500- 2nd right	Three Year Olds and Four Year Olds	2	12	C	22	C	NA	NA	Centers
Main	E600-PreK 3rd right	PreK	2	19	C	23	C	NA	NA	Centers
Main	F650 PreK- 4th right		0	0	C	20	C	NA	NA	
Main	G700-Middle back right		0	0	C	18	C	NA	NA	
Main	H800-School age Back left		0	0	C	25	C	NA	NA	
Main	I801-Back far left		0	0	C	25	C	NA	NA	
Total Capacity @35 sq. ft.: 212						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 65			Total Capacity @35 sq. ft.: 212			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A - 1L - Infant - Toddler	30	C


Main	Playground B - 1R - Preschool	18	C
Main	Playground C - Middle - Right - School - Age	32	C
Main	Playground D - Back- Middle - SA	75	C
Main	Playground E - Back - Lower Rear Right - SA	304	C

Comments

The purpose of this visit was to conduct a complaint investigation and monitoring visit.

Plan of Improvement: Developed This Date 10/07/2019

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/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.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

Shefali Pattharwala, Program Official

Date

Stacy Whitten, Consultant

Date



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Findings Report

Date: 10/7/2019 **VisitType:** Incident Investigation/Monitoring Visit **Arrival:** 9:15 AM **Departure:** 2:15 PM

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The following information is associated with a Monitoring Visit:

Activities and Equipment

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

Not Met

Comment

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

Technical Assistance

591-1-1-.12(2) - Consultant discussed with provider to monitor and repair or replace furniture as needed. Consultant discussed with provider to repair or replace the red cushioned sofa in classroom B- 300 2nd left where the wood is becoming chipped and cracked to ensure it is good repair.

Correction Deadline: 10/7/2019

Finding

591-1-1-.12(4) requires that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. It was determined based on an observation that the following equipment was not secured on this date and posed a tipping hazard:

- classroom D500 2nd right - one aquarium was not secured
- classroom E600 PreK - one aquarium was not secured
- cafe- one portable karaoke machine was not secured and was on a table

POI (Plan of Improvement)

The Center will ensure that the identified equipment or furniture and any other such existing or future items are secured adequately and will have a system for checking these for stability. The center was using velcro and will add more in order to secure the aquarium.

Correction Deadline: 10/14/2019

Recited on 10/7/2019

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

Met

Comment

Center does not provide swimming activities.

591-1-1-.06 Bathrooms

Technical Assistance

Technical Assistance

591-1-1-.06(1) - Consultant discussed with provider to ensure all toilets are in good working order to ensure the adequate number of toilets are present for the licensed capacity of the center.

Correction Deadline: 11/6/2019

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)

Not Met

Technical Assistance

591-1-1-.25(13) - Consultant discussed with provider to ensure cleaning products are stored in locked cabinets or inaccessible to children in the afterschool classrooms.

Correction Deadline: 10/7/2019

Technical Assistance

591-1-1-.25(3) - Consultant discussed with provider to monitor and ensure all flooring, counter tops and equipment is cleaned and wiped down daily with disinfectant.

Correction Deadline: 10/7/2019

Technical Assistance

591-1-1-.25(3) - Consultant discussed with provider to monitor and repair, clean or replace the vents in the back H800 classroom where dust accumulation is developing.

Correction Deadline: 10/7/2019

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 an observation that the following areas were in need of repair or cleaning on this date:

*classrooms : C 400 - 1st right , E600 PreK, H800 back left, : there was rust accumulation on the door frames in side the bathrooms

*classroom C 400 - 1st right, H800 back left, H801 back far left, and B300 2nd left : the paint on the walls was observed to be chipping in several places

*classroom B300 2nd left : the carpet, shelf beside the sink, and the foam floor matting was observed to be stained with a white residue present

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.

Correction Deadline: 10/7/2019

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 an observation that the following areas of the fencing were not in good repair on this date:

- *between the gate and pole between the first right and second right playgrounds - the gate pole was loose and a gap measuring five inches was present.
- *between the gate and pole between the back right and soccer field area - a gap measuring seven inches was present.
- *a hole was present in the fencing in the back right corner - measuring 18 inches by 12 inches
- *rust accumulation was present on the top of the soccer field fencing
- * the bottom of the fencing on the second right playground was detached from the ground
- *the fencing on the far back right playground was detached at the top

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 10/7/2019

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 an observation that the following was present on the playground on this date:

- *two windows had screens with rips and tears in the material
- *two soccer goals had nets that were unattached and looped
- *metal poles were present on the soccer field
- *vines were growing over the fencing on the back playground
- *chipping paint was present on the window sills and wall areas on the first right playground
- *large exposed rocks were present on the back playground

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

Correction Deadline: 10/7/2019

Health and Hygiene

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

Met

Comment

Proper diapering procedures observed.

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

Met

Comment

Staff were observed to remind children to wash hands.

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

Met

Comment

Discussed proper medication documentation and procedures.

Comment

Documentation for medication dispensing observed complete.

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

Met

Comment

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

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

Not Met

Comment

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

Finding

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on a review of records that there was not evidence of load/unload checks on the following recent transportation trips:

- *on September 19, 2019, there was not evidence of load/unload checks for one child on an afternoon routine transportation trip from Cedar Hill Elementary School with one child
- *on September 18, 2019 : there was not evidence of load/unload checks for one child on a morning routine transportation trip to Lawrenceville Elementary School with one child.
- *on September 19, 2019: there was not evidence of load/unload checks for one child on a morning routine transportation trip to Lawrenceville Elementary School with one child.

POI (Plan of Improvement)

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

Correction Deadline: 10/8/2019

Finding

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on a review of records that there was not evidence of a second check on the following recent transportation trips:

- *on September 17, 2019: on a morning trip to Lawrenceville Elementary with one child.
- *on September 18, 2019: on a morning trip to Lawrenceville Elementary with one child.
- *on September 18, 2019 : on a morning trip to Cedar Hill Elementary with five children
- *on September 17, 2019: on a morning trip to Cedar Hill Elementary with seven children

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 10/7/2019

Sleeping & Resting Equipment

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

Technical Assistance

Comment

Discussed SIDS and infant sleeping position.

Comment

Pleasant naptime environment observed.

Technical Assistance

591-1-1-.30(1)(a)1 - Consultant discussed with provider to monitor the cribs for wear and tear on the top railings and repair or replace as needed.

Correction Deadline: 10/7/2019

Correction Deadline: 6/6/2019

Corrected on 10/7/2019

.30(2) - Correction of the previous citation in that consultant observe infants to sleep according to safe sleep rules on this date. Staff also stated proper knowledge and procedures of safe sleep practices on this date.

Staff Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 2

Staff # 1	Met
Staff # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 3	Met
Date of Hire: 07/15/2019	
Staff # 4	Met
Staff # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	

Staff Credentials Reviewed: 3

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met

Comment

Criminal record checks were observed to be completed on this date for eighteen employees and two substitute employees were also observed to have completed record check letters on this date.

Comment

Director provided four file(s) for employees hired since last visit.

Finding

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of records that two employees were present and observed to be working as substitute teachers on this date, and the employees were not observed to be ported electronically to the provider's koala account on this date.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will review background check rules and electronically port all letters for employees; to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The center will review rules and follow up to ensure all employees with a valid background check letter are electronically ported to the provider's koala account prior to being present or working at the center.

Correction Deadline: 10/7/2019

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

Met

Correction Deadline: 7/6/2019

Corrected on 10/7/2019

.14(1) - Correction of the previous citation in that consultant observed all staff hired more than ninety days ago to have evidence of completing the required CPR and First Aid Training on this date.

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 by a review of records that five staff members did not complete the health and safety training within the first ninety 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: 10/14/2019

Recited on 10/7/2019

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

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.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Met

Comment

Center observed to maintain appropriate staff:child ratios.

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

Met

Comment

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