



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: 9/10/2018 **VisitType:** Initial Licensing Study **Arrival:** 8:40 AM **Departure:** 2:15 PM

CCLC-48804

Kids' Galaxy of Lawrenceville

154 Johnson Road Lawrenceville, GA 30046 Gwinnett County
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Regional Consultant

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Joint with: Chrissy Powell

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.
09/10/2018	Initial Licensing Study	Good Standing	
04/11/2018	Initial Licensing Study	Good Standing	
03/07/2018	Complaint Investigation & Initial Licensing Study	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	2	5	C	26	C	NA	NA	Diapering, Floor Play
Main	B-300- 2nd left	Two Year Olds	1	7	C	28	C	NA	NA	Centers
Main	C400- 2's 1st right	Three Year Olds	1	9	C	25	C	NA	NA	Centers
Main	-Cafeteria		0	0	C	0	C	NA	NA	
Main	D500- 2nd right	PreK	2	20	C	22	C	NA	NA	Outside
Main	E600-PreK 3rd right		0	0	C	23	C	NA	NA	
Main	F650 PreK- 4th right		0	0	C	20	C	NA	NA	Lunch
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: 41

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 the visit was to conduct an Plan of Improvement follow-up. The provider was issued Permission-to-Operate on this date. A supervision plan is on file.

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

You have received permission to operate and the form received with this report is intended to serve as a temporary license which is **valid for thirty(30) days**. Your actual license/ will be emailed to you upon receipt of the licensing fee. You may pay the licensing fee either online at <http://www.dec.al.ga.gov/> or by certified check or money order mailed to: Bright from the Start, 2 Martin Luther King Jr. Drive SE, Suite 670 East Tower, Atlanta, GA 30334

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.

- 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.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

Tamra Thomas, Consultant Date

Chrissy Powell, Consultant Date



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Findings Report

Date: 9/10/2018 **VisitType:** Initial Licensing Study **Arrival:** 8:40 AM **Departure:** 2:15 PM

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The following information is associated with a Initial Licensing Study:

Activities and Equipment

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

Technical Assistance

Technical Assistance

591-1-1-.12(2) - The consultant discussed with the provider to remove or wash stained pillows, and to clean the stained plastic equipment daily.

Correction Deadline: 9/10/2018

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

Met

Comment

Center does not provide swimming activities.

Facility

591-1-1-.06 Bathrooms

Technical Assistance

Technical Assistance

591-1-1-.06(4) - The consultant observed classroom D bathroom ventilation in the left-side restroom not to be working on this date. The provider will monitor the ventilations fans to ensure they are working properly.

Correction Deadline: 10/10/2018

Technical Assistance

591-1-1-.06(7) - The consultant discussed with the provider to ensure the restrooms are cleaned daily.

Correction Deadline: 9/10/2018

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

Met

Comment

Licensed capacity observed to be routinely met by center. The provider is limited to 151 children capacity per the provider request not to license classroom E,F and G.

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 the following repairs are needed:

Class A -1L the tile is chipped by the back cabinet area

Class B-2L the changing table cabinet door was not locking properly, and the floor tile was chipped.

Class D-2R the light fixture was missing in the left side restroom

Class H - front left the baseboard around the sink was missing and needed repair

Middle Cafeteria - Girl's restroom was missing the light cover

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: 9/14/2018

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

591-1-1-.26 - The consultant discussed with the provider to ensure the playgrounds are monitored for tripping hazards along the sidewalk areas, and to ensure playground E lower right is monitored for un-leveled areas. The provider will ensure that all screw protrusion are cut to no more than two threads.

Correction Deadline: 4/27/2018**Corrected on 9/10/2018**

.26(9) - The consultant did not observe bee hives and ant beds present on this date. The provider has removed the wooden beam on playground B. The provider will ensure that children do not have access to playground E lower right until the dead tree is removed.

Food Service

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

591-1-1-.15(3) - The consultant discussed with the provider to ensure bottles are stored with bottle caps, labeled with the infants names and current day's date.

Correction Deadline: 9/10/2018**Comment**

591-1-1-.15(4) The consultant discussed with the provider to ensure the high chairs used for feeding are cleaned after each use.

Correction Deadline: 9/10/2018

Health and Hygiene

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

Hand washing requirements for diapering were discussed with the director on this date. The provider will ensure that all staff assigned to diapering is trained.

591-1-1-.17 Hygiene(CR)**Not Met****Correction Deadline: 4/11/2018**

Corrected on 9/10/2018

.17(7) - The consultant observed the children's hands to be washed in class A 1st left on this date after diapering.

Finding

591-1-1-.17(8) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means. It was determined based on consultant observation, the staff in classroom A-1st left infant room did not wash hands before and after diapering on this date.

POI (Plan of Improvement)

The Center Owner stated that the Center will ensure liquid soap and warm running water are available for handwashing, train Staff on the handwashing requirements, review the requirements with Staff periodically, and monitor handwashing.

Correction Deadline: 9/11/2018

Recited on 9/10/2018

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

Comment

The provider stated, all expired medication forms are filed in the children's individual folders. The consultant discussed with the provider to ensure the expired forms are made available for review during licensing visits.

Comment

591-1-1-.20(4) requires the Center to keep medication in a cabinet or container that is locked or otherwise not accessible to the children. The provider stated, the medication is kept in a locked cabinet at the front desk. No medication was being dispensed on this date.

Correction Deadline: 9/10/2018

Policies and Procedures

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

Comment

591-1-1-.21(3) The provider will ensure fire drills will be conducted monthly, and tornado and other emergency drills listed on the form will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years.

Correction Deadline: 9/15/2018

591-1-1-.27 Posted Notices Met

Comment

Observed all required posted notices. The provider printed a copy of the updated DECAL rules/regulation handbook to be available in the lobby.

Safety

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

Comment

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

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

Center does not participate in field trips at this time.

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

Complete documentation of transportation observed. The provider used a vehicle with a tag number RIM8202 that was not available to be inspected.

Sleeping & Resting Equipment

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

591-1-1-.30(1)(a)3 - The consultant discussed with the provider to ensure the crib sheets are tight fitting.

Correction Deadline: 9/10/2018**Technical Assistance**

591-1-1-.30(1)(b)2 - The consultant discussed with the provider to ensure all mats/cots are labeled with the children's names or a number system to ensure individual use each day.

Correction Deadline: 9/10/2018

Staff Records

Records Reviewed: 14**Records with Missing/Incomplete Components: 1**

Staff # 1

Met

Date of Hire: 07/09/2018

Staff # 2

Not Met

Date of Hire: 08/06/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 3

Met

Date of Hire: 06/03/2018

Staff # 4

Met

Date of Hire: 06/06/2018

Staff # 5

Met

Staff # 6

Met

Date of Hire: 08/29/2018

Staff # 7

Met

Date of Hire: 09/06/2018

Staff # 8

Met

Date of Hire: 01/11/2018

Records Reviewed: 14

Records with Missing/Incomplete Components: 1

Staff # 9 Date of Hire: 06/18/2018	Met
Staff # 10 Date of Hire: 06/13/2018	Met
Staff # 11 Date of Hire: 06/14/2018	Met
Staff # 12 Date of Hire: 01/15/2018	Met
Staff # 13 Date of Hire: 01/15/2018	Met
Staff # 14 Date of Hire: 08/06/2018	Met

Staff Credentials Reviewed: 14

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

Not Met

Finding

591-1-1-.09(1)(d) requires each Employee and Center Director hired on or after January 1, 2014 to have a satisfactory Fingerprint Records Check Determination with a Records Check Clearance date that is within 12 months of their hire date. In order for the Department to issue a satisfactory Fingerprint Records Check Determination, each Employee and Director must submit both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on observation of a record, a staff left the center's employment in May 2018, and was rehired August 2018 without a new fingerprint background check. The previous background check portability expired June 2018.

POI (Plan of Improvement)

The Center will ensure that each director and employee hired after January 1, 2014 has a satisfactory Fingerprint Records Check Determination dated within 12 months of the hire date and will submit the required documents to obtain the determination if they have not already done so. The employee will not return until the updated background check is received.

Correction Deadline: 9/14/2018

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. The provider will monitor the Lead Teacher files with an action plan to ensure the documentation of enrollment and progress is maintained.

Staffing and Supervision

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

Met

Correction Deadline: 4/11/2018

Corrected on 9/10/2018

.32(1) - The provider met staff:child ratios on this date. The staff is required to use telephone located in the classroom to call for assistance.

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

Met

Comment

A supervision plan is on file.