



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: 6/3/2020 **VisitType:** Licensing Study **Arrival:** 1:45 PM **Departure:** 4:15 PM

CCLC-48804

Kids' Galaxy of Lawrenceville

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

Regional Consultant

Mandi Sloan

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Mailing Address

Same

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. |
|------------------------------------|---|---------------|--|
| 06/03/2020 | Licensing Study | Good Standing | |
| 10/07/2019 | Incident Investigation Closure | Good Standing | |
| 10/07/2019 | Incident Investigation/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 | 1 | 6 | C | 26 | C | NA | NA | Floor Play |
| Main | B-300- 2nd left | Two Year Olds | 1 | 8 | C | 28 | C | NA | NA | Art |
| Main | C400- 2's 1st right | Three Year Olds | 1 | 10 | C | 25 | C | NA | NA | Centers |
| Main | D500- 2nd right | Six Year Olds and Over | 2 | 11 | C | 22 | C | NA | NA | Free Play, Centers |
| Main | E600-PreK 3rd right | | 0 | 0 | C | 23 | C | NA | NA | Not In Use |
| Main | F650 PreK- 4th right | | 0 | 0 | C | 20 | C | NA | NA | Not In Use |
| Main | G700-Middle back right | | 0 | 0 | C | 18 | C | NA | NA | Not In Use |
| Main | H800-School age Back left | | 0 | 0 | C | 25 | C | NA | NA | Not In Use |
| Main | I801-Back far left | | 0 | 0 | C | 25 | C | NA | NA | Not In Use |

Total Capacity @35 sq. ft.: 212

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 35

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

An Administrative Review was conducted on June 3, 2020. Staff files, children's files, training and background checks were all reviewed. A virtual inspection was conducted on June 19, 2020 with the Director. An in-person visit was not conducted due to the COVID 19 pandemic. Compliance with the Executive Order issued on June 15, 2020 was reviewed during the virtual inspection.

Plan of Improvement: To Be Submitted

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.

- 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

Mandi Sloan, Consultant

Date



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Findings Report

Date: 6/3/2020 **VisitType:** Licensing Study **Arrival:** 1:45 PM **Departure:** 4:15 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

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

Met

Correction Deadline: 10/14/2019

Corrected on 6/3/2020

.12(4) - The previous citation was corrected on this date as equipment and furniture were observed to be secure during a virtual walk through of the center. Further, the aquariums located in classrooms D500 and E600 have been removed from the building and the portable karaoke machine in the cafeteria was observed to be secured to a lower shelf, no longer posing a tipping hazard.

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: 2

| | |
|--|---------|
| Child # 1 | Met |
| Child # 2 | Met |
| Child # 3 | Not Met |
| <u>"Missing/Incomplete Components"</u> | |
| .08(1)-Doctor, Clinic, Phone Numbers | |
| Child # 4 | Not Met |
| <u>"Missing/Incomplete Components"</u> | |
| .08(1)-Doctor, Clinic, Phone Numbers | |

Child # 5

Met

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

Not Met

Finding

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on review of records that one of five children's files reviewed did not contain the physician's name or contact number. Further, one of five children's records did not contain the physician's contact number.

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Correction Deadline: 6/3/2020

Technical Assistance

591-1-1-.08(6) - Consultant discussed with provider to ensure that arrival and departure records are complete to include, in written or electronic format, each time the Parent or authorized person drops off and picks up the child, the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure.

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Correction Deadline: 6/3/2020

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

Defer

591-1-1-.25(3)- The previous citation was deferred. A Virtual Visit was conducted on this date due to the COVID 19 pandemic. This rule was unable to be thoroughly evaluated. This citation is deferred until the next regulatory visit when the rule correction can be observed in person.

Correction Deadline: 10/7/2019

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

Defer

Technical Assistance

591-1-1-.26(4) - Consultant discussed with provider to ensure that fencing material does not present a hazard to children and is adequately maintained to include there are no gaps between fence gates and poles and that no holes are present in any fencing material throughout the playground.

Correction Deadline: 6/3/2020

Defer

591-1-1-.26(4)-The previous citation was deferred. A Virtual Visit was conducted on this date due to the COVID 19 pandemic. This rule was unable to be thoroughly evaluated. This citation is deferred until the next regulatory visit when the rule correction can be observed in person.

Correction Deadline: 10/7/2019

Technical Assistance

591-1-1-.26(9) - Consultant discussed with the provider to ensure that the window screens do not contain rips or tears, the nets on the soccer goals are attached and looped, there are no metal poles present on the soccer field, there are no vines growing in the fencing throughout each playground, the playground contains no areas of chipping paint and that there are no areas of exposed rocks throughout the playground area.

Correction Deadline: 6/3/2020

Defer

591-1-1-.26(9)-The previous citation was deferred. A Virtual Visit was conducted on this date due to the COVID 19 pandemic. This rule was unable to be thoroughly evaluated. This citation is deferred until the next regulatory visit when the rule correction can be observed in person.

Correction Deadline: 10/7/2019

Food Service

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

Met

Comment

The Center menu reviewed for the month of May, 2020 meets USDA guidelines.

591-1-1-.18 Kitchen Operations

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Kitchen appeared to be clean and well organized. Meal service was stated to take place in classrooms rather than in a congregated or communal setting.

Health and Hygiene

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

Met

Comment

Handwashing and sanitizing requirements for diapering were discussed with the Provider on this date.

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

Met

Comment

Handwashing requirements were discussed with the Provider on this date.

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

Met

Comment

Documentation for medication dispensing observed complete.

Safety

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Provider on this date.

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

Not Met

Technical Assistance

591-1-1-.36 - Consultant discussed with provider to ensure that a note is made on school transportation checklists for the dates/ times that transportation was not provided due to school being closed, no children to transport, etc.

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Comment

A current/completed inspection was observed for all vehicles used in transporting children this date.
The vehicle with tag number RL 56578 was observed to have a vehicle inspection date last conducted on January 18, 2020
The vehicle with tag number RL 56579 was observed to have a vehicle inspection date last conducted on January 18, 2020

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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 January 14, 2020 there was not evidence of unload checks for five of five children during afternoon routine transportation from Jenkins Elementary School
- On January 24, 2020 there was not evidence of load or unload checks for two of four children during afternoon routine transportation from Jenkins Elementary School
- On February 7, 2020 there was not evidence of load or unload checks for four of four children during afternoon routine transportation from Jenkins Elementary School
- On February 21, 2020 there was not evidence of load or unload checks for two of two children during afternoon routine transportation from Lawrenceville Elementary School
- On March 5, 2020 there was not evidence of load or unload checks for three of three children during afternoon routine transportation from Cedar Hill Elementary School
- On March 3, 2020 there was not evidence of load or unload checks for two of two children during afternoon routine transportation from Lawrenceville Elementary School
- On March 7, 2020 there was not evidence of unload checks for one of one children during afternoon routine transportation from Lawrenceville Elementary School
- On March 11, 2020 there was not evidence of load or unload checks for one of one child during afternoon routine transportation from Kanoheda Elementary School
- On March 12, 2020 there was not evidence of load or unload checks for one of one child during afternoon routine transportation from Kanoheda Elementary School

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Correction Deadline: 6/4/2020

Recited on 6/3/2020

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Correction Deadline: 10/7/2019

Corrected on 6/3/2020

.36(7)(d)2. - The previous citation was corrected on this date as second checks of the vehicle were observed to be complete. Further, there was documentation of continuous watchful oversight of the vehicle between the first check and second check.

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|---|
| Sleeping & Resting Equipment |
|---|

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Sleeping and Resting was not directly observed during the virtual walk through. Regulations regarding proper sleeping and resting were discussed with the Provider on this date.

Staff Records

Records Reviewed: 3**Records with Missing/Incomplete Components: 0**

Staff # 1 Met

Date of Hire: 02/19/2018

Staff # 2 Met

Date of Hire: 07/15/2019

Staff # 3 Met

Staff Credentials Reviewed: 3

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

Criminal record check determinations reviewed for four new staff since last visit conducted on October 7, 2019.

Correction Deadline: 10/7/2019**Corrected on 6/3/2020**

.09(1)(j) - The previous citation was corrected on this date as criminal record check determinations were observed to be complete. Further, each determination was observed to be ported electronically in DECAL KOALA.

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

CPR and First Aid records were observed to be complete per the current requirements.

591-1-1-.33 Staff Training**Met****Correction Deadline: 6/12/2020****Corrected on 6/3/2020**

.33(3) - The previous citation was corrected on this date as Health and Safety requirements were observed to be complete.

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

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on June 15, 2020.

Correction Deadline: 6/3/2020

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)**Defer****Defer**

591-1-1-.32(7)- The previous citation was deferred. A Virtual Visit was conducted on this date due to the COVID 19 pandemic. This citation is deferred until the next regulatory visit when the rule correction can be observed in person.

Correction Deadline: 10/7/2019