



**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: 8/7/2018 **VisitType:** Initial Licensing Study **Arrival:** 11:15 AM **Departure:** 12:00 PM

CCLC-49618

The Tutor Shop at Manning Oaks Elementary

405 Cumming Street Alpharetta, GA 30004 Fulton County
(404) 610-1531 hal@tutorshops.com

Mailing Address

7330 Samples Field Road
Cumming, GA 30040

Regional Consultant

Neli Todorova

Phone: (770) 359-5167

Fax: (678) 891-5630

neli.todorova@decal.ga.gov

Joint with: Lisa Chandler

Quality Rated: No

Compliance Zone Designation		
08/07/2018	Initial Licensing Study	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	Cafeteria		0	0	C	0	C	NA	NA	
Main	Media Center		0	0	C	25	C	NA	NA	
Total Capacity @35 sq. ft.: 25			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Centers Request				
Total # Children this Date: 0			Total Capacity @35 sq. ft.: 25			Total Capacity @25 sq. ft.: 0				


Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	17	C

Comments

The Child Care Learning Center was granted the Final License and Permission to Operate on this date. No children were present or enrolled during the visit. The Center's total Licensed capacity measured at 25 children, based on Consultant measurement of one (1) of one (1) classrooms, and one (1) Special Use classroom licensed on this date. Additionally, one (1) of one (1) Playgrounds were licensed on this date.

Plan of Improvement: Developed This Date 08/07/2018

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).

	<p>Reminder: All employees of child care programs must be fingerprinted before January 1, 2017. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.</p>
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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.decal.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@decal.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://decal.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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

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

Jacquella Parks, Program Official

Date

Neli Todorova, Consultant

Date

Lisa Chandler, Consultant

Date



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Findings Report

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The following information is associated with a Initial Licensing Study:

Activities and Equipment

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

Met

Comment

On this date, Consultant observed equipment, furniture and toys throughout the Center, to be non - hazardous, fully - secured, and not able to cause injury from tipping, falling, or being pulled or pushed over.

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

Met

Comment

On this date, the Center Director/Administrator stated that the program will not participate in Swimming activities. Consultant discussed Swimming requirements with Center Director/Administrator, prior to the visit and on this date. Consultant also stated to Center Director/Administrator that prior to participating in Swimming activities, in water two (2) feet in depth or greater, the Center is required to contact the assigned Bright from the Start: Regional Consultant, to discuss and review Swimming Rules.

Facility

591-1-1-.06 Bathrooms

Met

Comment

The center had submitted a Variance application for the bathrooms not being fully enclosed. The Variance Application is currently under Department review. The Center will be notified in writing upon Department determination.

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

Met

Comment

The program has the following capacity limitations due to Center's request: the licensed capacity is 25 children. Consultant discussed with the Director that the children enrolled in the program cannot use the Special Use room (Cafeteria) at the same time as the children enrolled in the Prime Time Program at the same school. Additionally the consultant discussed that the children enrolled at the program cannot use the same playground space at the same time as the Prime Time program.

591-1-1-.25 Physical Plant - Safe Environment(CR)**Met****Comment**

Please be mindful to keep items that pose a hazard inaccessible to children.

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

The center will not use the school's outdoor equipment. The play area will be marked with orange cones and supervision will be exercised at all times by center staff. Route to the Playground was reviewed by the Consultant on this date as determined to be safe. The Center had submitted a Variance application for the fence. The application is under Department's review and the Center will be notified upon approval. Additionally, consultant discussed with the owner that the children enrolled at the program cannot use the same playground space at the same time as the Prime Time program.

Food Service

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

Consultant discussed with the Owner that the children enrolled in the program cannot use the Cafeteria at the same time as the children enrolled in the Prime Time program at the same school.

Comment

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk
5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk
2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://decal.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

Health and Hygiene

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

There were no children enrolled in the program on this date. The program is serving school age children and will provide diapering if needed in the special needs bathroom at the school.

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

There were no children enrolled on this date. Proper hand washing of children and staff was discussed with the director on this date. A variance was submitted for the water temperature. The Application is under review and the center will be notified upon approval by the Department.

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

No children were enrolled or present on this date. Discussed proper medication documentation and procedures.

Safety

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

There were no children enrolled on this date. Consultant observed the center's discipline policy and discussed regulations regarding proper discipline with the Center Director/Administrator, prior to the visit and on this date.

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

The Center Director and Owner stated that the Center will not provide routine Transportation and Field Trips at this time. Consultant discussed with Center Director and Owner, all requirements needed in order to transport and conduct field trips with children. Consultant also stated to Center Director and Owner that prior to providing Transportation and/or Field Trips, the Center is required to complete and maintain documentation of current CPR and First - Aid Training, as well as two (2) clock hours of Transportation Training, regarding the Center Director and all Center Staff participating in any aspect of Transportation, and ensure all Transportation/Field Trip regulations, checklists/forms and vehicle requirements are met. Further, Consultant stated to Center Director and Owner, that prior to providing Transportation and/or Field Trips, the Center is required to contact the assigned Bright from the Start: Regional Consultant, to discuss and review all Transportation and Field Trip requirements.

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

The Center Director and Owner stated that the Center will not provide routine Transportation and Field Trips at this time. Consultant discussed with Center Director and Owner, all requirements needed in order to transport and conduct field trips with children. Consultant also stated to Center Director and Owner that prior to providing Transportation and/or Field Trips, the Center is required to complete and maintain documentation of current CPR and First - Aid Training, as well as two (2) clock hours of Transportation Training, regarding the Center Director and all Center Staff participating in any aspect of Transportation, and ensure all Transportation/Field Trip regulations, checklists/forms and vehicle requirements are met. Further, Consultant stated to Center Director and Owner, that prior to providing Transportation and/or Field Trips, the Center is required to contact the assigned Bright from the Start: Regional Consultant, to discuss and review all Transportation and Field Trip requirements.

Sleeping & Resting Equipment

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

This is an after school only program and no naps are offered to the children.

Staff Records

Records Reviewed: 1**Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 08/07/2018

Staff Credentials Reviewed: 1

591-1-1-.09 Criminal Records Check(CR)**Met****Comment**

Criminal records checks were observed to be complete for one staff on this date.

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

Complete first aid kits observed in center.

Comment

Evidence observed of 100% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training

Met

Comment

Discussed: Health and Safety Training as well as First Aid/CPR training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

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

Met

Comment

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

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

Met

Comment

There were no children enrolled on this date. Proper ratios and classroom capacities were discussed with the director on this date.

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

Met

Comment

There were no children enrolled on this date. Proper supervision of children, including being prompt to children's needs, was discussed with the director on this date.