



**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: 9/18/2019 **VisitType:** Monitoring Visit **Arrival:** 3:45 PM **Departure:** 4:50 PM

CCLC-49621

The Tutor Shop at Birmingham Falls Elementary

14865 Birmingham Highway Milton, GA 30004 Fulton County
(404) 610-1531 hal@tutorshops.com

Regional Consultant

Shannon Curtis

Phone: (770) 342-7802

Fax: (678) 891-5904

shannon.curtis@decal.ga.gov

Mailing Address

7330 Samples Fiedl Road
Cumming, GA 30040

Quality Rated: No

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.
09/18/2019	Monitoring Visit	Good Standing	
02/05/2019	Monitoring Visit	Good Standing	
08/08/2018	Initial Licensing Study	Good Standing	

Ratios/License Capacity

<u>Building</u>	<u>Room</u>	<u>Age Group</u>	<u>Staff</u>	<u>Children</u>	<u>NC/C</u>	<u>Max 35 SF.</u>	<u>35 SF. Comp.</u>	<u>Max 25 SF.</u>	<u>25 SF. Comp.</u>	<u>Notes</u>
School-age n	B316	Six Year Olds and Over	2	16	C	20	C	NA	NA	Homework
Total Capacity @35 sq. ft.:			20		Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 16			Total Capacity @35 sq. ft.: 20		Total Capacity @25 sq. ft.: 0					

<u>Building</u>	<u>Playground</u>	<u>Playground Occupancy</u>	<u>Playground Compliance</u>

Comments

The purpose of this visit was to conduct a monitoring visit and to follow up to the previous visit conducted on February 5, 2019.

Consultant emailed program an Amendment application to add new classroom on this date.

Consultant took measurements of the classroom #315 space on this date.

Consultant provided contact information on this date.

Plan of Improvement: Developed This Date 09/18/2019

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/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

Deborah Russo, Program Official

Date

Shannon Curtis, Consultant

Date



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Findings Report

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The following information is associated with a Monitoring Visit:

Activities and Equipment

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

Met

Comment

Equipment and furniture observed to be properly secured, as applicable.

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

Met

Comment

Center does not provide swimming activities.

Facility

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

Technical Assistance

Technical Assistance

Please contact consultant when licensed space needs to be added before occupying the space for children in care.

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

Met

Comment

No hazards observed accessible to children on this date.

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

Not Met

Finding

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on consultant's observations the climbing equipment under the red, green and yellow climbing equipment measured only 2 inches of resilient surface beneath the fall zone areas on this date.

POI (Plan of Improvement)

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency. Consultant discussed to not use the climbing structure until the fall zones are adequately equipped with resilient surface on this date.

Correction Deadline: 9/28/2019

Health and Hygiene

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

Comment

No children enrolled who require diapering. School age children attend only for after school hours.

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

Comment

Proper hand washing observed throughout the center.

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

Comment

The Provider currently does not dispense/administer medication.

Safety

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) **Met**

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Comment

Sleeping/Naps are not required for this program. School age children attend only for after school hours.

Staff Records

Records Reviewed: 2

Records with Missing/Incomplete Components: 1

Staff # 1 Not Met

Date of Hire: 02/05/2019

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 2 Met

Date of Hire: 08/12/2019

Staff Credentials Reviewed: 1

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

Correction Deadline: 2/5/2019

Corrected on 9/18/2019

Previous citation corrected. Consultant observed staff members completed satisfactory comprehensive background checks on this date.

Correction Deadline: 2/5/2019

Corrected on 9/18/2019

Previous citation corrected. Consultant observed staff members completed satisfactory comprehensive background checks on this date.

591-1-1-.24 Personnel Records **Met**

Correction Deadline: 2/10/2019

Corrected on 9/18/2019

Previous citation corrected. Consultant observed personnel files for staff members on this date.

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

Correction Deadline: 2/5/2019

Corrected on 9/18/2019

Previous citation corrected. Consultant observed evidence of completed staff orientation on this date for staff.

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 review of staff files that one staff member with a hire date of February 5, 2019 did not have evidence of completed Health and Safety Orientation Training on this date.

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: 10/18/2019

Comment

Discussed: Health and Safety 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

Center observed to maintain appropriate staff:child ratios.

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

Comment

Adequate supervision observed on this date.