



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: 9/14/2018 **VisitType:** Initial Licensing Study **Arrival:** 9:15 AM **Departure:** 4:15 PM

CCLC-49753

Kids University of Marietta

20 North Fairground Street NE Marietta, GA 30060 Cobb County
(678) 217-5229 info@kidsuniversityofmarietta.com

Mailing Address
Same

Regional Consultant

Tamra Thomas

Phone: (770) 405-7962

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tamra.thomas@decal.ga.gov

Joint with: Lisa Chandler

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.
09/14/2018	Initial Licensing Study	Good Standing	
			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	A -upstairs 1st left		0	0	C	27	C	NA	NA	
Main	B upstairs 2nd left	Three Year Olds and Four Year Olds	1	5	C	26	C	NA	NA	Centers
Main	C-Downstairs Right		0	0	C	43	C	NA	NA	
Main	D-Downstairs 2nd right		0	0	C	14	C	NA	NA	
Main	E -Downstairs back middle	Infants and One Year Olds and Two Year Olds	3	8	C	13	C	NA	NA	Nap,Floor Play,Diapering
Main	Left front lobby		0	0	C	0	C	NA	NA	
		Total Capacity @35 sq. ft.: 93			Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Playground Limitations			
Total # Children this Date: 13		Total Capacity @35 sq. ft.: 93			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

The purpose of the visit was to conduct an Change of Ownership Initial Licensing visit. The provider was issued permanent license on this date.

The provider is limited to 93 children based on playground capacity.

The provider will submit a Variance for the kitchen sink, and supervision plan for the transition to the restrooms and playground.

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.state.ga.us/CCS/RuleAndRegulations.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.state.ga.us/> 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.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

Date _____

Date

Date _____



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Findings Report

Date: 9/14/2018 **VisitType:** Initial Licensing Study **Arrival:** 9:15 AM **Departure:** 4:15 PM

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The following information is associated with a Initial Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Technical Assistance

Comment

591-1-1-.03(2) The consultant observed current week's lesson plans posted on this day. The provider will ensure that class C downstairs right has an current week's after-school lesson plan available for review.

Correction Deadline: 9/13/2018

Technical Assistance

591-1-1-.03(6) - The consultant discussed with the provider to ensure children less than three years of age do not spend more than one-half hour of time consecutively in confining equipment, such as swings, highchairs, jump seats, carriers or walkers. Children shall use such equipment only when they are awake. Such children shall be allowed time to play on the floor daily.

Correction Deadline: 9/13/2018

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

Technical Assistance

Comment

The consultant discussed with the provider in classroom A upstairs to add equipment and toys to enhance variety. The provider stated, equipment, toys and cubbies are on back order.

Technical Assistance

591-1-1-.12(4) - The consultant discussed with the provider to ensure that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled/pushed over. The provider secured the small compact refrigerator located in classroom E- downstairs on this date.

Correction Deadline: 9/13/2018

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

Met

Comment

Center does not provide swimming activities.

Children's Records

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Doctor, Clinic, Phone Numbers,.08(1)-Address Missing	
Child # 2	Met
Child # 3	Met
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers,.08(1)-Address Missing,.08(1)-Emergency Contact information Missing,.08(3)-Address of Release Person Missing,.08(1)-Doctor, Clinic, Phone Numbers	
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Emergency Contact information Missing	
Child # 6	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 a review of children's records the following:

#1 file was missing the city and state from the home address, and the physician's information

#4 file was missing parent's work number, address, emergency contact address and physician information

#5 file was missing emergency contact person address information

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 9/17/2018**Facility****591-1-1-.06 Bathrooms****Met****Comment**

591-1-1-.06(6) The consultant discussed with the provider to ensure the downstairs hallway sink has single-use towels or cloth towels used only once between launderings available for handwashing.

Correction Deadline: 9/13/2018

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

Met

Comment

Licensed capacity observed to be routinely met by center. The provider is limited to ninety-three (93) children given the playground capacity.

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

Technical Assistance

Comment

Center appears clean and well maintained. The program did not have any hazards accessible to children on this date.

Technical Assistance

591-1-1-.25(3) - The consultant discussed with the provider to ensure in classroom E that one light bulb is replaced.

Correction Deadline: 9/13/2018

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

Technical Assistance

Comment

591-1-1-.26(8) The consultant discussed with the provider to ensure that any added climbing and swinging equipment has the required resilient surface beneath the equipment, and within the fall zones from such equipment.

Correction Deadline: 9/23/2018

Technical Assistance

591-1-1-.26(9) - The consultant discussed with the provider to ensure the plastic equipment is free of residue.

Correction Deadline: 9/13/2018

Food Service

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

Technical Assistance

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://decalfga.gov/CACFP/Handbook.aspx>

USDA

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

Technical Assistance

591-1-1-.15(3) - The consultant discussed with the provider to ensure infant bottles and formula are labeled with the individual child's name; supplied by the Parent daily in bottles; and refrigerated at a temperature of forty (40) degrees Fahrenheit or less. Only the current day's formula or breast milk shall be served. If formula must be provided by the Center, only commercially prepared, ready-to-feed formula shall be used. Refrigerated or frozen breast milk shall only be heated or thawed under warm running water or in a container of warm water. The consultant observed an infant bottle stored in an infants bag, and one bottle had only water given the parent worked at the center whom would add the powder, if needed.

Correction Deadline: 9/13/2018

Technical Assistance

591-1-1-.18(6) The consultant discussed that non-disposable dishes, glasses and silverware are properly cleaned by pre-rinsing, or scraping, washing, sanitizing and air drying. A three (3) compartment sink or a dishwasher with a sani-cycle or capability of maintaining a rinse water temperature of a minimum of one hundred fifty (150) degrees Fahrenheit and a two (2) compartment sink shall be available. Dishes, glasses and silverware shall be rinsed in the approved dishwasher or rinsed in a chemical sanitizer and air dried. The provider stated, a variance application will be submitted given the program was previously licensed with the one-compartment sink and sani-cycle dishwasher observed on this date.

Correction Deadline: 9/13/2018

Health and Hygiene**Technical Assistance**

591-1-1-.07(5) - The consultant discussed with the provider to ensure a doctor's note is on file for children that require the pacifier attachment.

Correction Deadline: 9/13/2018

Technical Assistance

591-1-1-.10 - The consultant discussed with the provider to ensure staff are trained on diapering before being assigned. The consultant observed classroom E to properly change diapers on this date.

Comment

The consultant discussed with the provider to ensure staff and children wash hands at the appropriate times to meet DECAL rules and regulation requirements.

Technical Assistance

591-1-1-.20(3) - The consultant discussed with the provider to ensure the dispensing records are in compliance with the authorization to dispense dates.

Correction Deadline: 9/13/2018

Policies and Procedures**Comment**

591-1-1-.21(3) The consultant observed the emergency drills log to be current on this date. The provider will ensure fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months.

Correction Deadline: 9/18/2018

Safety**Comment**

The center does not have any animals on the premises.

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

The consultant discussed with the provider on this date to ensure staff are trained on DECAL's discipline policy, and age-appropriate discussion and/or redirection techniques. The consultant observed staff to adequately supervise children 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)**Not Met****Comment**

591-1-1-.36(3)(a-b) The consultant observed the Director and other staff with transportation responsibilities to have the two (2) hours of state-approved transportation training.

Correction Deadline: 9/24/2018

Finding

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on a review of records two forms were missing the doctor's information, and two forms were missing the parents contact information.

POI (Plan of Improvement)

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

Correction Deadline: 9/14/2018

Sleeping & Resting Equipment

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

591-1-1-.30(1)(b)2 - The consultant discussed with the provider to ensure all mats are labeled for individual use. The consultant observed the cribs to meet requirements.

Correction Deadline: 9/13/2018

Staff Records

Records Reviewed: 9**Records with Missing/Incomplete Components: 1**

Staff # 1

Met

Date of Hire: 08/03/2018

Staff # 2

Met

Date of Hire: 08/03/2018

Staff # 3

Met

Date of Hire: 08/03/2018

Staff # 4

Met

Records Reviewed: 9**Records with Missing/Incomplete Components: 1**

Date of Hire: 08/03/2018

Staff # 5

Met

Date of Hire: 08/03/2018

Staff # 6

Met

Date of Hire: 08/03/2018

Staff # 7

Met

Date of Hire: 08/03/2018

Staff # 8

Met

Date of Hire: 08/03/2018

Staff # 9

Not Met

Date of Hire: 08/03/2018

"Missing/Incomplete Components"

.31(1)(b)2.-Director Qualifications-Education Missing

Staff Credentials Reviewed: 9

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

Criminal records checks were observed to be complete. The provider will ensure that all staff have a cleared background check before becoming employed.

591-1-1-.33 Staff Training**Technical Assistance****Technical Assistance**

591-1-1-.33(2) - The consultant discussed with the provider to ensure the initial orientation includes the following subjects: the Center's policies and procedures; the portions of these rules dealing with the care, health and safety of children; the Employee's assigned duties and responsibilities; reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; emergency plans; childhood injury control; the administration of medicine; reducing the risk of Sudden Infant Death Syndrome (SIDS); hand washing; fire safety; water safety; and prevention of HIV/Aids and blood borne pathogens. The consultant provided the DECAL sample documentation of orientation to ensure the forms used by the provider listed the date of hire, and all required topics/subjects.

Correction Deadline: 9/13/2018**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)**Not Met****Finding**

591-1-1-.31(1)(b)2 requires the Director to possess at least one of the sets of minimum academic requirements and qualifying child care experience listed in Rule 591-1-1-.31(1)(b)2.(i-xiii). It was determined based on a review of records the current director has 40hr director training, but does not have proof of five years experience on file to meet the Director requirements.

POI (Plan of Improvement)

The Center will ensure that the Director meets the minimum education and work requirements and secure the necessary documentation.

Correction Deadline: 9/14/2018

Comment

591-1-1-.31(2)(c) The consultant discussed with the provider the center is required to maintain a copy and/or written verification of the credential or degree awarded to lead teacher's. The provider will obtain proof of enrollment within six (6) months of hire, and obtain progress for any lead teacher with a current staff development action plan. The credential must be on file within eighteen (18) months of the lead teacher's hire date.

Correction Deadline: 9/13/2018

Staffing and Supervision

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

Met

Comment

Center observed to maintain appropriate staff:child ratios. The provider will ensure the program maintain DECAL staff:student ratios.

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

Technical Assistance

Technical Assistance

591-1-1-.32(7) - The consultant observed a staff changing a diaper while providing supervision of other children in care. The consultant discussed with the provider to ensure an additional staff is present and supervising the children given the shape of the classroom. The provider has submitted a supervision plan for transitions to the restrooms and playground.

Correction Deadline: 9/13/2018