



**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:** 7/31/2019    **VisitType:** Initial Licensing Study    **Arrival:** 8:40 AM    **Departure:** 4:30 PM

**CCLC-51575**

**Milton Montessori School at Kelly Mill**

1791 Kelly Mill Road Cumming, GA 30040 Forsyth County  
(770) 781-5586 suheir.ibrahim@themiltonmontessorischool.com

**Regional Consultant**

Tamra Thomas

Phone: (770) 405-7962

Fax: (404) 591-6172

tamra.thomas@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
07/31/2019	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
Building 1 Front Main	A-1st Left Side		0	0	C	23	C	NA	NA	
Building 1 Front Main	B-2nd Back Left		0	0	C	25	C	NA	NA	
Building 1 Front Main	C-Library		0	0	C	0	C	NA	NA	
Total Capacity @35 sq. ft.: 48						Total Capacity @25 sq. ft.: 0				
Building 2 Left Side	A - Main Room		0	0	C	18	C	NA	NA	
Total Capacity @35 sq. ft.: 20						Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Heath Department Limitations		
Building 3 Middle Back	A-1st Left		0	0	C	20	C	NA	NA	
Building 3 Middle Back	B-1st Right		0	0	C	20	C	NA	NA	
Total Capacity @35 sq. ft.: 40						Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Centers Request		
Total # Children this Date: 0		Total Capacity @35 sq. ft.: 108			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Playground A Main	Main Middle	118	C
Playground B Left Side	Back left side	19	C

**Comments**

The purpose of the visit was to conduct a initial licensing visit. The provider was issued a license on this date.

The provider will ensure the Septic Tank maximum capacity staff and children for each building is compliant at all times.

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/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

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](mailto: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.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](mailto:qualityrated@decal.ga.gov)

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Suheir Ibrahim, Program Official

Date

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Tamra Thomas, 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)**

**Technical Assistance**

**Technical Assistance**

591-1-1-.12(4) - The consultant observed a large printer sitting in the lobby of Building 3 Main Middle that was removed during the visit. The provider will ensure any equipment or toys of weight or mass does not present a tipping hazard to the children.

**Correction Deadline: 7/30/2019**

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

**Met**

**Comment**

Center does not provide swimming activities.

### Children's Records

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

**Met**

**Comment**

No children enrolled on this date. The provider will ensure all required DECAL forms are complete and well organized.

### Facility

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

**Met**

**Comment**

The provider has limited capacity to 108 capacity limitations to meet septic tank requirements. The provider is limited by Health Department Septic Tank in building one to 53 staff and children, building two to 20 capacity staff and children, building three 44 capacity staff and children septic tank capacities. The consultant discussed movement of children to maintain capacities during drop-off and pick-up of all classrooms and the special use space.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)****Not Met****Comment**

No hazards were observed to be accessible to children on this date.

**Comment**

591-1-1-.25(3) The consultant observed the building to be in good repair on this date.

**Correction Deadline: 7/30/2019****Finding**

591-1-1-.25(6) requires each child's personal items to be kept in individually labeled cubbies, lockers or racks separated from articles used by other children. The spaces shall be accessible to the children to whom they are assigned. It was determined based on observation, Building three (3) classroom A and B had three cubby units for a licensed capacity of 40 children on this date.

**POI (Plan of Improvement)**

The Center will provide each child with individually labeled and accessible storage. The provider stated, additional cubbies and hooks will be added to meet requirement.

**Correction Deadline: 8/29/2019**

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**591-1-1-.26 Playgrounds(CR)****Not Met****Comment**

The provider did not license Building 3 far back playground at this time. The provider stated, once the playground is compliant with DECAL rules a request will be submitted to the regional consultant to add this playground.

Trees located on the site or that encroach onto the site from adjacent properties may have structural issues that present an elevated level of risk. Consider having these trees inspected by a certified arborist to determine their structural integrity and associated levels of risk.

**Finding**

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation playground Building 1 has a brown climbing structure with gaps between four (4) to eight (8) inches, white railing at the exit steps had gaps four to five inches apart posing an entrapment risk, and building 2 infant and toddler playground had gaps at the white railing four to six inches apart posing an entrapment risk.

**POI (Plan of Improvement)**

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters. The provider was in the process of repairing the gaps.

**Correction Deadline: 8/9/2019****Technical Assistance**

591-1-1-.26(9) - The consultant observed ant beds after the rain on the day before. The provider was in the process of having the ant beds treated during the visit. The provider will inspect all areas of the playground before children are allowed access.

**Correction Deadline: 7/30/2019**

<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition****Met****Comment**

The provider has a policy that requires the parents of each child to provide the meals. The provider will ensure the parents are educated on CACFP Meal Pattern Requirements that were effective October 1, 2017 that include the following:

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://dec.al.ga.gov/CACFP/Handbook.aspx>

USDA

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

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**591-1-1-.18 Kitchen Operations****Met****Comment**

Kitchen appears clean and well organized.

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Hand washing requirements for diapering were discussed with the director on this date.

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**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.

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

Discussed proper medication documentation and procedures.

<b>Safety</b>
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**591-1-1-.05 Animals****Met****Comment**

Center does not keep animals on premises.

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

There were no children enrolled on this date. The center's discipline policy was reviewed on this date. Regulations regarding proper discipline were discussed with the director on this date.

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

Center does not participate in field trips at this time.

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

Center does not provide routine transportation. The provider will contact the regional consultant to review transportation rules and regulations before transportation can be provided.

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**Sleeping & Resting Equipment**

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

591-1-1-.30(1)(a) The provider had six (6) cribs dated December 2018 that meet Consumer Product Safety Commission (CPSC) and American Society of Testing and Materials International (ASTM) safety standards. The provider stated, two inch mats will be used for one year olds.

**Correction Deadline: 8/9/2019****Technical Assistance**

591-1-1-.30(1)(b)3 - The provider stated parents are required to provide sheets and blankets based on school policy, but the provider has additional sheets/blankets in case a parent does not bring them.

**Correction Deadline: 7/30/2019**

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**Staff Records**

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

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Staff # 1

Met

Date of Hire: 06/01/2019

Staff # 2

Met

Date of Hire: 08/01/2019

Staff # 3

Met

Date of Hire: 05/28/2019

**Staff Credentials Reviewed: 2**

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

Criminal record checks were observed to be complete for the staff hired.

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

Staff were observed to be compliant with applicable laws. The provider stated they are in the process of hiring lead teachers. The consultant discussed that all lead teachers who do not have the required credential must agree to enroll in an approved education program within 6 months of hire and complete the credential within 18 months of enrollment.

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**Staffing and Supervision**

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**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.

**Comment**

A supervision plan was created on this date. The provider has a supervision plan for building 3 serving ages 3-12 year olds. The entrance for building 3 is on the playground used by 1-2 year olds. The provider has a supervision plan for building one (1) given the shape of classroom A and B.