



**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:** 11/29/2022 **VisitType:** Monitoring Visit

**Arrival:** 11:00 AM

**Departure:** 1:15 PM

**CCLC-51575**

**Milton Montessori School at Kelly Mill**

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

**Regional Consultant**

Leena Mitchell

Phone: (706) 433-7111

Fax: (706) 310-6944

leena.mitchell@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.
11/29/2022	Monitoring Visit	Good Standing	
06/16/2022	Monitoring Visit	Good Standing	
11/18/2021	Licensing Study	Good Standing	

  

<b>Good Standing</b>	- Program is demonstrating an acceptable level of performance in meeting the rules.
<b>Support</b>	- Program performance is demonstrating a need for improvement in meeting rules.
<b>Deficient</b>	- 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	Infants and One Year Olds	3	9	C	23	C	NA	NA	Floor Play
Building 1 Front Main	B-2nd Back Left	Three Year Olds and Four Year Olds and Five Year Olds	2	19	C	25	C	NA	NA	Outside
Building 1 Front Main	Infants and One-Year-Olds	One Year Olds and Two Year Olds and Three Year Olds	4	15	C	17	C	NA	NA	Transitioning
Total Capacity @35 sq. ft.: 53			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Heath Department Limitations				
Building 2 Left Side	A - Main Room		0	0	C	18	C	NA	NA	Not In Use
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	Two Year Olds and Three Year Olds and Four Year Olds and Five Year Olds	2	15	C	20	C	NA	NA	Outside
Building 3 Middle Back	B-1st Right	Two Year Olds and Three Year Olds and Four Year Olds and Five Year Olds	2	15	C	20	C	NA	NA	Outside
Total Capacity @35 sq. ft.: 40			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Centers Request				
Total # Children this Date: 73			Total Capacity @35 sq. ft.: 113			Total Capacity @25 sq. ft.: 0				

**Comments**

The purpose of today's visit was to conduct a monitoring visit and an amendment.

Plan of Improvement: No Plan Developed 01/01/0001

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



**Important Quality Rated/CAPS Update:**

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

**Contact the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.state.ga.us](mailto:qualityrated@dec.state.ga.us) for more information. Free technical assistance is available!**

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), do the following:

- 1) Log into DECAL KOALA [www.decalkoala.com](http://www.decalkoala.com) with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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 1/2 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)

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Laurie Kennedy, Program Official

Date

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Leena Mitchell, 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**

A variety of equipment and toys were observed throughout the center.

**Comment**

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

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

**N/A**

**Comment**

Center does not provide swimming activities.

**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**

**Comment**

Center appears clean and well maintained.

**Comment**

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

**Comment**

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

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

**Met**

**Comment**

Playground observed to be clean and in good repair.

**Health and Hygiene**

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

**Comment**

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

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Comment**

Please ensure lids remain on trash containing organic waste.

**Comment**

Proper hand washing observed throughout the center.

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

**Comment**

Documentation for medication dispensing observed complete.

**Policies and Procedures**

**591-1-1-.21 Operational Policies & Procedures** **Met**

**Correction Deadline: 11/23/2021**

**Corrected on 11/29/2022**

**.21(3) - The consultant observed the previous citation to be corrected in that the consultant observed evidence of complete emergency drills on this date.**

**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**

Discussed SIDS and infant sleeping position.

**Comment**

Please ensure that cribs/cots are labeled for individual use.

**Comment**

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

**Staff Records**

**Records Reviewed: 22**

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

Staff # 1

Met

Date of Hire: 06/28/2021

Staff # 2 Date of Hire: 08/02/2021	Met
Staff # 3 Date of Hire: 09/08/2021	Met
Staff # 4 Date of Hire: 08/01/2019	Met
Staff # 5 Date of Hire: 08/02/2021	Met
Staff # 6 Date of Hire: 10/06/2022	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 7 Date of Hire: 01/07/2022	Met
Staff # 8 Date of Hire: 08/22/2022	Met
Staff # 9 Date of Hire: 05/21/2022	Met
Staff # 10 Date of Hire: 08/03/2020	Met
Staff # 11 Date of Hire: 08/02/2021	Met
Staff # 12 Date of Hire: 07/01/2021	Met
Staff # 13 Date of Hire: 08/02/2021	Met
Staff # 14 Date of Hire: 09/23/2022	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 15 Date of Hire: 02/22/2022	Met
Staff # 16 Date of Hire: 08/01/2021	Met

**Records Reviewed: 22**

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

Staff # 17 Met

Date of Hire: 07/06/2020

Staff # 18 Met

Date of Hire: 11/16/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 19 Met

Date of Hire: 01/31/2022

Staff # 20 Met

Date of Hire: 04/06/2021

Staff # 21 Met

Date of Hire: 02/22/2021

Staff # 22 Met

Date of Hire: 10/14/2021

**Staff Credentials Reviewed: 4**

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.09(1) - The consultant discussed the following information regarding criminal record checked with the director.

- Monitor the expiration dates of all staff members criminal record check letters.
- Submit a portability request via DECAL KOALA for newly hired staff members that have a previous satisfactory comprehensive criminal record check letter issued by the department.
- Ensure that all newly hired staff members have evidence of a satisfactory comprehensive criminal record check letter prior to providing services to children present for care.
- Ensure that all newly and/or seasonal staff members with a six month break of employment from child care submit an updated criminal record check application and complete the fingerprinting process prior to rendering services for child care services.

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

**Met**

**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)**

**Not Met**

**Finding**

591-1-1-.32(4) requires that children under three years old be housed in separate physical areas from older children and cannot be mixed with older children except at specified times and circumstances. It was determined based on observation that Classroom A- 1st left side was observed to have four staff members and fifteen children (4:15) the children in the mixed-age group included two one-year-olds, twelve two-year-olds and one three-year-old. It was also observed in building 3 that classrooms A and B had two year-old children mixed with children aged three-five years-old on this date.

**POI (Plan of Improvement)**

The Center will maintain separation of these children under three years old.

**Correction Deadline: 11/29/2022**

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.32 - Please ensure that staff members are attentive and participating with all children during mealtimes and shall be seated within an arms length away from children 36-months of age and younger.