



**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:** 12/15/2020 **VisitType:** Initial Licensing Study **Arrival:** 1:30 PM **Departure:** 3:30 PM

**CCLC-53578**

**Kiddie Kottage Learning Academy, LLC**

106 Gloria Drive Jonesboro, GA 30236 Clayton County  
(770) 703-1048 routetamika@yahoo.com

**Mailing Address**  
Same

**Regional Consultant**

Melissa McFarlin

Phone: (770) 359-5224

Fax: (770) 302-9130

melissa.mcfarlin@decal.ga.gov

Joint with: Lisa Chandler

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
12/15/2020	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 A	Classroom C After School	Five Year Olds and Six Year Olds and Over	2	20	C	19	NC	NA	NA	Centers	
Building A	Classroom D 3-4 Year-Old Classroom	Three Year Olds and Four Year Olds	1	8	C	22	C	NA	NA	Nap	
Building A	Room A 1-2 Year-Old Classroom	One Year Olds and Two Year Olds	1	7	C	18	C	NA	NA	Nap	
Building A	Room B Infant Classroom		0	0	C	14	C	NA	NA		
Building A	Room E Commons		0	0	C	19	C	NA	NA		
Total Capacity @35 sq. ft.:			92			Total Capacity @25 sq. ft.:			0		
Total # Children this Date: 35			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.:			0		

Building	Playground	Playground Occupancy	Playground Compliance
Playground	Palyground A 1-2 Year-Olds	62	C
Playground	Playground B Lower	110	C
Playground	Playground C Afterschool	230	C

### Comments

Temporary License issued on this date.

Compliance with the Executive Order issued on June 15, 2020 was reviewed during the inspection and discussed during the exit conference on December 16, 2020. The center will ensure compliance with the Executive Order issued on June 15, 2020.

The provider carries liability insurance. The consultant observed the notice posted on this date.

Vist conducted via Skype on December 15, 2020 due to COVID-19 (pandemic).

Exit Conference conducted on December 16, 2020 due to COVID-19 (pandemic).

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

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.

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#### 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.

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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)

\_\_\_\_\_  
Tamkia James, Program Official Date

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Melissa McFarlin, 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. There were no children present in Classroom B. The microwave will be removed from the classroom prior to providing care for children in this classroom.

#### 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, prior to the visit and on this date. Consultant also stated to Center Director 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-.19 License Capacity(CR)

Met

#### Comment

Licensed capacity observed to be routinely met by center.

#### Comment

The total relicensed capacity of the Center measured at ninety two (92) children, based on previously approved measurements of five (5) of five (5) classrooms.

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

Technical Assistance

#### Comment

No hazards observed accessible to children on this date.

#### Technical Assistance

591-1-1-.25(6) - The center will ensure that cubbies are lowered to the appropriate height to be accessible to one-year-old children in classroom B.

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

**Comment**

Playground observed to be clean and in good repair.

<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. The director stated proper knowledge of diapering requirements.

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

**Comment**

Staff stated proper knowledge for hand washing .

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

**Comment**

The Center Director stated that the Center does not currently dispense medication. Consultant discussed proper medication documentation and administration procedures with Center Director, prior to the visit and on this date.

<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**

Staff were observed to maintain a positive learning environment on this date.

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

**Comment**

The Center Director and Owner stated that the Center will not provide Field Trips at this time. Consultant discussed with Center Director and Owner, all requirements needed in order to conduct field trips with children. Consultant also stated to Center Director and Owner that prior to conducting 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 checklists/forms and vehicle requirements are met. Further, Consultant stated to Center Director and Owner, that prior to conducting Field Trips, the Center is required to contact the assigned Bright from the Start: Regional Consultant, to discuss and review all Field Trip requirements.

**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 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**

**Comment**

On this date, Consultant observed eleven (11) of eleven (11) cribs in Classroom B used for sleeping and resting, to meet Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials International (ASTM) safety standards. The manufacture date for the cribs was dated November 2016. Consultant also discussed all Infant Safe Sleeping and Resting requirements with Center Director, prior to the visit.

**Staff Records**

**Records Reviewed: 9**

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

Staff # 1	Met
Date of Hire: 07/25/2019	
Staff # 2	Met
Date of Hire: 01/12/2019	
Staff # 3	Met
Date of Hire: 05/23/2013	
Staff # 4	Met
Date of Hire: 01/17/2017	
Staff # 5	Met
Date of Hire: 01/17/2017	
Staff # 6	Met
Date of Hire: 09/16/2019	
Staff # 7	Met
Date of Hire: 01/17/2017	
Staff # 8	Met
Date of Hire: 09/12/2019	

Staff # 9

Met

Date of Hire: 01/19/2020

**Staff Credentials Reviewed: 2**

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

**Met**

**Comment**

Nine (9) of nine (9) staff Criminal record checks were observed to be complete.

**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**

A bathroom supervision plan was created on this date for classroom D, three (3) and four (4) year old children on this date. The provider will ensure children are accompanied to the bathroom at all times and supervised by an additional staff member or floater.

**Comment**

Adequate supervision observed on this date.