



**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:** 2/25/2019    **VisitType:** Licensing Study    **Arrival:** 10:15 AM    **Departure:** 1:00 PM

**CCLC-676**

**Norcross Human Services Cluster**

5030 Georgia Belle Court, Suite 1069 Norcross, GA 30093 Gwinnett County  
(678) 225-5427 jeanetta.hampton@ndohs.org

**Mailing Address**  
Same

**Regional Consultant**

Tasha McDonald  
Phone: (770) 344-3353  
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tasha.mcdonald@decal.ga.gov

**Quality Rated:** ★ ★ ★

<b>Compliance Zone Designation</b>		
02/25/2019	Licensing Study	Good Standing
12/05/2018	Licensing Study	Good Standing
02/14/2018	Monitoring Visit	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
Main	A-6R	Three Year Olds	2	14	C	20	C	NA	NA	Centers
Main	B- 5R	Three Year Olds	1	15	C	20	C	NA	NA	Centers
Main	C- 4R	PreK	2	18	C	20	C	NA	NA	Circle Time
Main	D- 3R	PreK	2	19	C	20	C	NA	NA	Centers
Main	E- 2R	Three Year Olds and Four Year Olds and Five Year Olds	2	17	NC	20	C	NA	NA	Centers
Main	F- 1R		0	0	C	20	C	NA	NA	
Main	G- 1L	PreK	2	18	C	20	C	NA	NA	Transitioning,Out side
Main	H- 2L	PreK	2	21	C	20	NC	NA	NA	Outside
Main	J- 3L		0	0	C	22	C	NA	NA	
Main	K- 4L		0	0	C	22	C	NA	NA	
Total Capacity @35 sq. ft.: 204						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 122						Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
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**Comments**

The purpose of this visit was to conduct a licensing visit and to follow-up on the previous visit conducted on December 5, 2018.

Plan of Improvement: Developed This Date 02/25/2019

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/RulesAndRegulations.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](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.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](mailto:qualityrated@dec.state.ga.us)

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Jeanetta Hampton, Program Official

Date

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Tasha McDonald, Consultant

Date



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### Findings Report

**Date:** 2/25/2019    **VisitType:** Licensing Study    **Arrival:** 10:15 AM    **Departure:** 1:00 PM

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The following information is associated with a Licensing Study:

**Activities and Equipment**

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

**Comment**

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

**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)** **Met**

**Comment**

Licensed capacity observed to be routinely met by center.

**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)** **Met**

**Comment**

Playground observed to be clean and in good repair.

**Health and Hygiene**

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

**Comment**

There were no diapering children enrolled in the program on this date.

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

**Comment**

Staff were observed to remind children to wash hands.

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

**Comment**

Documentation for medication dispensing observed complete.

**Policies and Procedures**

591-1-1-.27 Posted Notices Met

**Comment**

Observed all required posted notices.

**Safety**

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

**Comment**

Age-appropriate discussion and/or redirection observed.

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**

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

**Staff Records**

**Records Reviewed: 20**

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

Staff # 1 Met  
Date of Hire: 08/13/2013

Staff # 2 Met  
Date of Hire: 09/17/2018

Staff # 3 Not Met  
Date of Hire: 02/06/2014  
"Missing/Incomplete Components"  
.09-Criminal Records Check Missing

Staff # 4 Met  
Date of Hire: 01/07/2014

Staff # 5 Met

Date of Hire: 11/15/2011

Staff # 6 Met

Date of Hire: 08/01/2000

Staff # 7 Met

Date of Hire: 03/13/2014

Staff # 8 Met

Date of Hire: 01/02/2019

Staff # 9 Met

Date of Hire: 09/05/2013

Staff # 10 Met

Date of Hire: 08/12/2016

Staff # 11 Met

Date of Hire: 11/26/2018

Staff # 12 Met

Date of Hire: 11/05/2018

Staff # 13 Met

Date of Hire: 10/15/2016

Staff # 14 Met

Date of Hire: 10/21/2016

Staff # 15 Met

Date of Hire: 11/09/2017

Staff # 16 Met

Date of Hire: 08/11/2008

Staff # 17 Met

Date of Hire: 07/23/2018

Staff # 18 Met

Date of Hire: 08/02/2018

Staff # 19 Met

Date of Hire: 07/23/2018

Staff # 20 Met

Date of Hire: 01/17/2018

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

**Not Met**

**Finding**

591-1-1-.09(1)(g) requires the Center to maintain valid evidence of a satisfactory Comprehensive Records Check Determination at the Child Care Learning Center for the Director and each Employee (including Students-in-Training, Volunteers, independent contractors and residents age 17 and older) for the duration of employment or residency plus one year, and such paper or electronic evidence must be made immediately available to the Department upon request. It was determined based on a review of records that one staff had an expired local criminal records check and no fingerprint records check clearance complete as required. A one-day letter was left on this date.

**POI (Plan of Improvement)**

The Center will maintain valid evidence of a satisfactory Comprehensive Records Check Determination for the Director and each Employee (including Students-in-Training, Volunteers, independent contractors and residents age 17 and older) for the duration of employment or residency plus one year, and such paper or electronic evidence will be made immediately available to the Department upon request.

**Correction Deadline: 2/25/2019**

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**591-1-1-.14 First Aid & CPR**

**Met**

**Comment**

Evidence observed of 100% of center staff certified in First Aid and CPR.

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

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**Staffing and Supervision**

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

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

Staff observed to provide direct supervision and be attentive to children's needs.