



**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:** 9/5/2019    **VisitType:** Licensing Study    **Arrival:** 10:00 AM    **Departure:** 1:30 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**

Bridget Johnson  
Phone: (770) 357-4913  
Fax: (770) 357-4912  
bridget.johnson@decal.ga.gov

**Quality Rated:** ★ ★ ★

<b>Compliance Zone Designation</b>		
09/05/2019	Licensing Study	Good Standing
02/25/2019	Licensing Study	Good Standing
12/05/2018	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
Main	A-6R	Three Year Olds	2	16	C	20	C	NA	NA	Music
Main	B- 5R	Three Year Olds	2	17	C	20	C	NA	NA	Circle Time
Main	C- 4R	PreK	2	18	C	20	C	NA	NA	Centers
Main	D- 3R	PreK	2	17	C	20	C	NA	NA	Centers
Main	E- 2R	Three Year Olds and Four Year Olds	2	17	C	20	C	NA	NA	Centers
Main	F- 1R		0	0	C	20	C	NA	NA	
Main	G- 1L	PreK	2	19	C	20	C	NA	NA	Centers
Main	H- 2L	PreK	2	15	C	20	C	NA	NA	Centers
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: 119

Total Capacity @35 sq. ft.: 204

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
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**Comments**

09/05/2019: The purpose of this visit was to conduct a licensing study and follow up on any previous citations. Consultant discussed two fingerprint clearance letters for staff members which will expire in October 2019.

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/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.

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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.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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Bridget Johnson, Consultant

Date



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### Findings Report

**Date:** 9/5/2019      **VisitType:** Licensing Study      **Arrival:** 10:00 AM      **Departure:** 1:30 PM

#### CCLC-676

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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.

#### 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.

### Children's Records

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 2**

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing	
Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers,.08(1)(a)-Work Address Missing,.08(1)-Allergies and Disabilities	
Child # 4	Met
Child # 5	Met

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**591-1-1-.08 Children's Records****Not Met****Comment**

Parent agreements observed obtained/completed.

**Comment**

Parent authorizations obtained/completed.

**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 records that one of five children's records reviewed was missing the address of the release to persons, and one of five children's records reviewed was missing the parent's work information and whether or not the child had any allergies.

**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: 9/5/2019**

<b>Facility</b>
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**591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained. Facility has submitted a work order request to repair one toilet and one sink in the bathroom in Room D.

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

Licensed capacity observed to be routinely met by center.

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

Center appears clean and well maintained.

**Comment**

No hazards observed accessible to children on this date.

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

Playground observed to be clean and in good repair.

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

Center menu meets USDA guidelines.

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

**Comment**

Kitchen appears clean and well organized.

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**Health and Hygiene**

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**591-1-1-.10 Diapering Areas & Practices(CR)** **N/A**

**Comment**

Center does not provide care for diapering children.

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

**Comment**

Proper hand washing observed throughout the center.

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**591-1-1-.20 Medications(CR)** **N/A**

**Comment**

The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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

**Comment**

Program observed complete emergency drills

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**591-1-1-.27 Posted Notices** **Met**

**Comment**

Observed all required posted notices.

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**Safety**

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**591-1-1-.05 Animals** **N/A**

**Comment**

Center does not keep animals on premises.

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

**Comment**

Age-appropriate discussion and/or redirection observed.

**Comment**

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

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**591-1-1-.13 Field Trips(CR)** **N/A**

**Comment**

Center does not participate in field trips at this time.

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**591-1-1-.36 Transportation(CR)** **N/A**

**Comment**

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

**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.

<b>Staff Records</b>
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**Records Reviewed: 9****Records with Missing/Incomplete Components: 0**

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Staff # 1	Met
Date of Hire: 05/14/2008	
Staff # 2	Met
Date of Hire: 07/24/2017	
Staff # 3	Met
Date of Hire: 08/01/2006	
Staff # 4	Met
Date of Hire: 03/31/2014	
Staff # 5	Met
Date of Hire: 11/26/2018	
Staff # 6	Met
Date of Hire: 08/15/2018	
Staff # 7	Met
Date of Hire: 03/14/2019	
Staff # 8	Met
Date of Hire: 08/06/2019	
Staff # 9	Met
Date of Hire: 11/27/2018	

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**Staff Credentials Reviewed: 10**

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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 and satisfactory for 22 of 22 staff members on this date.

**Correction Deadline: 2/25/2019****Corrected on 9/5/2019**

**.09(1)(g) - On this date consultant observed correction of previous citation in that all staff members had fingerprint clearance letters and no one was working with only a local background check.**

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

Complete first aid kits observed in center. Please add a normal face mask to the first aid kit.

**Comment**

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

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

Documentation observed of required staff training.

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

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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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.