



**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:** 2/14/2018    **VisitType:** Monitoring Visit    **Arrival:** 8:55 AM    **Departure:** 12:10 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**

Tamra Thomas

Phone: (770) 405-7962  
 Fax: (404) 591-6172  
 tamra.thomas@decal.ga.gov

**Quality Rated:** ★ ★ ★

<b>Compliance Zone Designation</b>		
02/14/2018	Monitoring Visit	Good Standing
08/31/2017	Licensing Study	Good Standing
02/28/2017	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	17	C	20	C	NA	NA	Circle Time
Main	B- 5R	Three Year Olds	2	17	C	20	C	NA	NA	Outside
Main	C- 4R	PreK	2	15	C	20	C	NA	NA	Transitioning, Circle Time
Main	D- 3R	PreK	2	18	C	20	C	NA	NA	Circle Time
Main	E- 2R	Three Year Olds	2	14	C	20	C	NA	NA	Circle Time
Main	F- 1R		0	0	C	20	C	NA	NA	
Main	G- 1L	PreK	2	18	C	20	C	NA	NA	Centers
Main	H- 2L	PreK	2	20	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**

Discussed with the provider TA is available through the assigned consultant, if needed.

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).



**Reminder:** All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit [www.decalkoala.com](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

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@decals.ga.gov](mailto:CCSRefutations@decals.ga.gov).

- 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://decals.ga.gov/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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.decals.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@decals.ga.gov](mailto:qualityrated@decals.ga.gov)

Jeanetta Hampton, Program Official

Date

Tamra Thomas, Consultant

Date



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### Findings Report

**Date:** 2/14/2018    **VisitType:** Monitoring Visit    **Arrival:** 8:55 AM    **Departure:** 12:10 PM

#### CCLC-676

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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.

**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**

**Correction Deadline: 8/31/2017**

**Corrected on 2/14/2018**

Correction of previous citation. The provider had child's daily arrival and departure records with signatures and times for each child in attendance on this date.

### 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.

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

Playground observed to be clean and in good repair.

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**Health and Hygiene**

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

No diapered children presently enrolled. Discussed with the provider the rules in case a child with special needs should enroll.

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

Staff were observed to remind children to wash hands.

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

Provider stated medication is not dispensed at this time.

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**Safety**

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

Age-appropriate discussion and/or redirection observed.

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

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****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.

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**Staff Records**

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**Records Reviewed: 20****Records with Missing/Incomplete Components: 3**

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Staff # 1

Met

Date of Hire: 08/13/2013

Staff # 2

Met

Date of Hire: 02/06/2014

Staff # 3

Met

Date of Hire: 01/07/2014

Staff # 4

Met

Date of Hire: 11/15/2011

Staff # 5	Met
Staff # 6 Date of Hire: 08/01/2000	Met
Staff # 7 Date of Hire: 03/13/2014	Met
Staff # 8 Date of Hire: 09/05/2013	Met
Staff # 9 Date of Hire: 08/16/2017 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing	Not Met
Staff # 10 Date of Hire: 08/12/2016 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate,.14(2)-CPR missing,.14(2)-First Aid Missing	Not Met
Staff # 11 Date of Hire: 11/05/2018	Met
Staff # 12 Date of Hire: 10/15/2016	Met
Staff # 13 Date of Hire: 10/21/2016	Met
Staff # 14 Date of Hire: 11/09/2017	Met
Staff # 15 Date of Hire: 08/11/2008	Met
Staff # 16 Date of Hire: 08/10/2017 <u>"Missing/Incomplete Components"</u> .24(1)-Evidence of Orientation Missing	Not Met
Staff # 17 Date of Hire: 07/01/2015	Met
Staff # 18	Met

Date of Hire: 09/04/2017

Staff # 19

Met

Date of Hire: 02/05/2018

Staff # 20

Met

Date of Hire: 01/17/2018

**Staff Credentials Reviewed: 20****591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Criminal records checks were observed to be complete.

**591-1-1-.14 First Aid & CPR****Not Met****Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of records a staff hired August 15, 2017 and September 5, 2017 did not have current CPR and first aid on file this date.

**POI (Plan of Improvement)**

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

**Correction Deadline: 3/16/2018****591-1-1-.33 Staff Training****Not Met****Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on a review of records a staff hired September 5, 2017 did not have health and safety training on this date.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

**Correction Deadline: 3/16/2018****Finding**

591-1-1-.33(7) requires that evidence of orientation and training be documented in the Personnel file of each Staff member and be available to the Department for inspection. It was determined based on observation a staff hired February 13, 2018 did not have Documentation of Orientation before being assigned to children.

**POI (Plan of Improvement)**

The Center will develop and implement procedures to review staff records for documentation of training and orientation, to obtain and place missing documentation in staff records, and to file such documents in staff records on an ongoing basis.

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

**Met**

**Comment**

Provider has a lead teacher with the required credentials on file this date.

<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**

Adequate supervision observed on this date.