



**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: 9/14/2017 **VisitType:** Monitoring Visit **Arrival:** 9:00 AM **Departure:** 1:30 PM

CCLC-679

Ralph Bunche Elementary

400 Belletta Dr. Canton, GA 30114 Cherokee County
(770) 479-4744 Victoria.Thom@cherokee.k12.ga.us

Regional Consultant

Karyn Presley

Phone: (770) 342-7904

Fax: (678) 891-5958

karyn.presley@decal.ga.gov

Mailing Address

Same

Compliance Zone Designation			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.
09/14/2017	Monitoring Visit	Good Standing	
03/01/2017	Licensing Study	Good Standing	
08/22/2016	Monitoring Visit	Good Standing	

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	#203 Main Hall 2L	Three Year Olds and Four Year Olds	3	16	C	21	C	NA	NA	Music	
Main	#302 Right Hall 1L	PreK	3	20	C	30	C	NA	NA	Centers	
Main	#307 Right Hall 1R	PreK	2	14	C	25	C	NA	NA	Centers	
Total Capacity @35 sq. ft.:			76			Total Capacity @25 sq. ft.:			0		
Total # Children this Date:			50			Total Capacity @35 sq. ft.:			76		
						Total Capacity @25 sq. ft.:			0		

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	70	C

Comments

Plan of Improvement: Developed This Date 09/14/2017

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).

	<p>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. You are encouraged not to wait and to complete the process as soon as possible.</p>
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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@decal.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://decal.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)

Victoria Thom, Program Official

Date

Karyn Presley, 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)

Technical Assistance

Technical Assistance

Discussed the following rule 591-1-1-.12(4) requires that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over.

Correction Deadline: 9/14/2017

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

Met

Comment

No Swimming Activities Provided

Children's Records

591-1-1-.08 Children's Records

Met

Correction Deadline: 3/1/2017

Corrected on 9/14/2017

.08(p)1. - Previous citation was observed to be corrected in that documentation for arrival and departure was observed on this date.

Facility

591-1-1-.19 License Capacity(CR)

Met

Comment

Licensed Capacity Routinely Met

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

Met

Comment

Observation-No Hazards Accessible

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

Met

Correction Deadline: 3/29/2017

Corrected on 9/14/2017

.26(4) - Previous citation was observed to be corrected in that the fence was observed in good repair.

Health and Hygiene

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

Met

Comment

No diapering children enrolled

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

Met

Comment

Observed-Staff Remind Children Wash Hand

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

Met

Correction Deadline: 9/14/2017

Corrected on 9/14/2017

.20(3) - Previous citation was observed to be corrected in that medication documentation was observed complete. Consultant discussed requirement for all licensed classrooms to meet this requirement.

Safety

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

Met

Comment

Observed-Positive Learning Environment

591-1-1-.36 Transportation(CR)

Met

Comment

No Routine Transportation Provided

Sleeping & Resting Equipment

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

Met

Comment

Correct number of mats

No infants kept at this facility

Staff Records

Records Reviewed: 13

Records with Missing/Incomplete Components: 3

Staff # 1

Met

Date of Hire: 08/04/2017

Staff # 2

Not Met

Records Reviewed: 13**Records with Missing/Incomplete Components: 3**

Date of Hire: 08/01/2017

"Missing/Incomplete Components"

.09-Criminal Records Check Missing,.24(d)-Evidence of Orientation Missing

Staff # 3

Met

Date of Hire: 11/10/2014

Staff # 4

Met

Date of Hire: 07/11/2011

Staff # 5

Met

Date of Hire: 12/19/1997

Staff # 6

Met

Date of Hire: 11/05/1997

Staff # 7

Met

Date of Hire: 07/25/2012

Staff # 8

Not Met

Date of Hire: 08/01/2017

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing

Staff # 9

Not Met

Date of Hire: 01/23/2017

"Missing/Incomplete Components"

.33(2)-Health & Safety Certificate

Staff # 10

Met

Date of Hire: 08/04/2017

Staff # 11

Met

Date of Hire: 05/24/2004

Staff # 12

Met

Date of Hire: 07/30/2015

Staff # 13

Met

Date of Hire: 07/20/2017

Staff Credentials Reviewed: 13**591-1-1-.09 Criminal Records Check(CR)****Not Met**

Finding

591-1-1-.09(1)(a) requires the Center to ensure that every Director, Employee and Provisional Employee of the Child Care Learning Center has a satisfactory records check determination before the individual is present at the Center or before the individual resides in a Center. It was determined based on consultants review of records that one employee did not have evidence of a satisfactory fingerprint on file. Consultant also discussed the requirement for all staff to complete comprehensive fingerprints through DECAL by October 1, 2017.

POI (Plan of Improvement)

The Center will obtain the Required Satisfactory Records Check Determination before an individual is present at the Center while any child is present for care or before residing in a Center.

Correction Deadline: 9/14/2017

591-1-1-.24 Personnel Records**Not Met**

Correction Deadline: 3/9/2017

Corrected on 9/14/2017

.24 - Previous citation was observed corrected in that all staff had files.

Finding

Previously Cited: 591-1-1-.24(d) requires the center to have evidence of required orientation applicable to the position of director or employee. It was determined based on consultant's review of records that the center did not have documentation to show that two staff had completed orientation.

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on consultants review of records that two staff did not have documentation of orientation prior to working in classrooms.

POI (Plan of Improvement)

Previously Cited: The center will ensure that documentation of orientation is on file.

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 9/15/2017

Recited on 9/14/2017

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

Health/Safety training was observed for required employees on this date.

Correction Deadline: 3/31/2017

Corrected on 9/14/2017

.33(3)(a)-(b) - Previous citation was observed corrected in that first year training was observed for all required staff

Defer

591-1-1-.33(5)- Previous citation was deferred due to the program having until December 30, 2017 to complete 2017 training.

POI (Plan of Improvement)

The center will plan and schedule the required 10 hours of ongoing training each year and follow up to ensure the training is completed.

Correction Deadline: 3/31/2017

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

Met

Comment

Center staff were observed to comply with all applicable laws and regulations

Staffing and Supervision

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

Met

Comment

Observed-Appropriate Staff:Child Ratios

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

Met

Comment

Observed-Direct Supervision/Attentive Staff