



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: 12/11/2017 **VisitType:** Licensing Study

Arrival: 10:20 AM

Departure: 3:00 PM

CCLC-751

Our House

711 S. Columbia Dr. Decatur, GA 30030 DeKalb County
 (404) 378-0938 ourhouse@ourhousega.org

Regional Consultant

Chrische Walker

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chrische.walker@decal.ga.gov

Mailing Address

P O Box 1304
 Decatur, GA 30031

Quality Rated: ★ ★

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.
12/11/2017	Licensing Study	Good Standing	
04/25/2017	Monitoring Visit	Good Standing	
04/03/2017	Complaint Closure	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
Blg 1	Large	PreK	2	17	C	23	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 23			Total Capacity @25 sq. ft.: 0							
New Blg	1st left	Two Year Olds and Three Year Olds	2	7	C	17	C	NA	NA	Transitioning,Outside
New Blg	2nd left	Two Year Olds	2	4	C	9	C	NA	NA	Story,Circle Time
New Blg	3rd left	One Year Olds and Two Year Olds	2	5	C	9	C	NA	NA	Outside,Transitioning
New Blg	4th left	Infants	2	5	C	9	C	NA	NA	Feeding,Nap,Floor Play
New Blg	entrance	Three Year Olds and Four Year Olds	3	11	C	21	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 65			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 49			Total Capacity @35 sq. ft.: 88			Total Capacity @25 sq. ft.: 0				


Building	Playground	Playground Occupancy	Playground Compliance
Blg 1	Outdoor classroom	21	C

Comments

The purpose of today's visit was to conduct a Licensing Study and to follow up from previous visit on April 25, 2017. Consultant discussed with site project director Health and Safety requirements.

Plan of Improvement: Developed This Date 12/11/2017

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).



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.

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.



- 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

Tyese Lawyer, Program Official

Date

Chrische Walker, Consultant

Date



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Findings Report

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Met

Comment

Great lesson plans in all classrooms.

Correction Deadline: 12/11/2017

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

Met

Comment

Observed-Variety Throughout Center

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

N/A

Comment

No Swimming Activities Provided

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 2

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing,.08(1)-Doctor, Clinic, Phone Numbers

Child # 3

Met

Records Reviewed: 5

Records with Missing/Incomplete Components: 2

Child # 4

Met

Child # 5

Met

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

Technical Assistance

Comment

Observed-Records Complete/Well Organized

Technical Assistance

591-1-1-.08(1) - Please ensure that all parents are completing enrollment forms with parent's names, work information, and physician information. Consultant discussed for the parents writing N/A, if not applicable on children's enrollment forms.

Correction Deadline: 12/11/2017

Facility

591-1-1-.06 Bathrooms

Met

Comment

Observation-Clean and Well Maintained

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

Met

Comment

Licensed Capacity Routinely Met

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

Technical Assistance

Technical Assistance

591-1-1-.25 - Please remember to keep all lower cabinets locked and or latched in the entrance classroom under far right sink.

Comment

Please ensure all base toilet screws are covered in all bathrooms in classrooms.

Correction Deadline: 12/11/2017

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

Met

Comment

Discussed-Fluff/Redistribute Surface

Technical Assistance

591-1-1-.26(9) - Please monitor ivy vines growing through far right fence on toddler playground.

Correction Deadline: 12/11/2017

Food Service

591-1-1-.15 Food Service & Nutrition

Not Met

Comment

Great job Ensuring Bottles are Covered/Fully Labeled

Finding

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined based on observation and review of records that four infants enrolled and present did not have evidence of a signed written feeding plan in the 4th left infant room.

POI (Plan of Improvement)

The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis that will include center staff involved with enrollment and those working in the infant classrooms.

Correction Deadline: 12/11/2017

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

Kitchen Appears Clean/Well Organized.

Health and Hygiene

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

Staff Stated Proper Knowledge

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

Observed-Proper Hand Washing Throughout

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

Observed-Complete Documentation

Policies and Procedures

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

Observed-All Notices Posted

Safety

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

No Animals Kept

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

Observed-Discussion/Redirection. Staff stated proper knowledge.

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

Observed-Complete Documentation. Consultant observed complete field trip forms to the Fernbank on July 12, 2017 and to the Center for Puppetry Arts on June 28, 2017.

Comment

Observed-Complete Documentation

Comment

Vehicle was not on site for inspection.

Correction Deadline: 12/12/2017

Sleeping & Resting Equipment

Comment

Correct number of mats; laundering sheets discussed

Staff Records

Records Reviewed: 20

Records with Missing/Incomplete Components: 1

Staff # 1	Met
Date of Hire: 06/19/2003	
Staff # 2	Met
Date of Hire: 02/28/2020	
Staff # 3	Met
Date of Hire: 09/28/2016	
Staff # 4	Met
Date of Hire: 11/29/2017	
Staff # 5	Met
Date of Hire: 11/22/2017	
Staff # 6	Met
Date of Hire: 01/06/2016	
Staff # 7	Met
Date of Hire: 04/14/2015	
Staff # 8	Met
Date of Hire: 09/26/2017	
Staff # 9	Met
Date of Hire: 07/31/2017	
Staff # 10	Met
Date of Hire: 07/31/2015	
Staff # 11	Met

Records Reviewed: 20**Records with Missing/Incomplete Components: 1**

Date of Hire: 02/01/2013

Staff # 12 Met

Date of Hire: 01/04/2016

Staff # 13 Not Met

Date of Hire: 09/24/2012

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 14 Met

Date of Hire: 08/03/2017

Staff # 15 Met

Date of Hire: 06/01/2012

Staff # 16 Met

Date of Hire: 09/28/2017

Staff # 17 Met

Date of Hire: 11/28/2015

Staff # 18 Met

Date of Hire: 12/05/2016

Staff # 19 Met

Date of Hire: 05/03/2014

Staff # 20 Met

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

Consultant entered four new hires since last visit.

Comment

Criminal Records Check complete

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

Observed-100% Certified First Aid & CPR

Comment

Reminder-Replace/Add Item

Comment

Reminder-Training Expiration Dates

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 that one employee hired prior to September 30, 2016, did not complete health and safety training.

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: 1/10/2018

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

Met

Comment

Lead staff education requirements met.

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