



**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: 11/28/2017 **VisitType:** Licensing Study

Arrival: 11:30 AM

Departure: 3:30 PM

CCLC-798

Kids First Daycare, Inc.

1479 Purcell Rd. Lawrenceville, GA 30043 Gwinnett County
(678) 442-0200 lindahicks100@yahoo.com

Regional Consultant

Neli Todorova

Phone: (770) 359-5167

Fax: (678) 891-5630

neli.todorova@decal.ga.gov

Mailing Address

Same

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.
11/28/2017	Licensing Study	Good Standing	
05/02/2017	Licensing Study	Good Standing	
12/02/2016	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	1st Right		0	0	C	15	C	NA	NA	
Main	2nd Right	One Year Olds	1	4	C	8	C	NA	NA	Nap,Free Play
Main	3rd Right		0	0	C	19	C	NA	NA	
Main	Back Left	PreK	2	21	C	22	C	NA	NA	Transitioning
Main	Front Left		0	0	C	18	C	NA	NA	
Main	Middle Left	Three Year Olds	1	13	C	15	C	NA	NA	Nap
Main	Rear		0	0	C	20	C	NA	NA	

Total Capacity @35 sq. ft.: 117

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 38

Total Capacity @35 sq. ft.: 117

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG- Infant/Toddler Playground	20	C
Main	PG- Preschool/Afterschool Playground	104	C

Comments

The purpose of this visit is to follow up on visit from May 2, 2017 and to conduct a Licensing study. Consultant discussed updating Emergency Preparedness plan, new USDA requirements, Quality Rated, new core rules.

Plan of Improvement: Developed This Date 11/28/2017

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@dec.al.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://dec.al.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.dec.al.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@dec.al.ga.gov

Linda Hicks, Program Official

Date

Neli Todorova, 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

Technical Assistance

Technical Assistance

591-1-1-.03(2) - Consultant discussed with the director to make sure that the teachers update their lesson plans regularly.

Correction Deadline: 11/28/2017

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: 1**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	

.08(1)-Emergency Contact information Missing

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

Not Met

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 review of records that five of five records reviewed had the name and phone number of the child's primary health care provider, but one of five files reviewed did not have name(s) and addresses of the person(s) to whom the child may be released.

POI (Plan of Improvement)

Previously Cited: 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.

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: 12/5/2017

Recited on 11/28/2017

Facility

591-1-1-.06 Bathrooms

Technical Assistance

Technical Assistance

591-1-1-.06(7) - Consultant discussed with the director to make sure that the bathrooms are cleaned after each use.

Correction Deadline: 11/28/2017

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(11) - Consultant discussed with the director to make sure that the floors in the bathrooms around the water drain is smooth and tight.

Correction Deadline: 12/28/2017

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

Not Met

Technical Assistance

591-1-1-.26(4) - Consultant discussed with the director to monitor the fence and repair/close all gaps at the bottom and top of the fence.

Correction Deadline: 11/28/2017

Finding

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on consultant's observation, that the resilient surface in the fall zones around the swings on the PG-Preschool/Afterschool playground measured approximately one to one and a half inches, and the resilient surface under the slide on the big playstructure on playground PG-Preschool/Afterschool measured approximately one to two inches.

POI (Plan of Improvement)

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

Correction Deadline: 12/1/2017

Finding

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on consultant's observation, that there were exposed tree roots that presented tripping hazards on the PG-Infant/Toddler playground by the small yellow play-structure and on PG-Preschool/Afterschool playground around the swings and the big playstructure on the same playground.. It was additionally determined that the mats under the yellow slide on the PG-Infant/Toddler playground and the mat under the slide on the PG-Preschool/Afterschool playground were not flush to the ground and presented tripping hazards.

POI (Plan of Improvement)

Previously Cited: To ensure the cleanliness, sanitation and safety of the playground, the center will spray paint the roots with a bright colored paint so they are visible to the children, paint and then cover any tree roots that are inside the mulch, and rake the mulch back around the mat so it is not a tripping hazard.

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

Correction Deadline: 11/28/2017

Recited on 11/28/2017

Food Service

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

Not Met

Technical Assistance

591-1-1-.15 - Ensure Bottles are Fully Labeled with date .

Technical Assistance

591-1-1-.15(1) - New USDA requirements discussed.

Correction Deadline: 11/28/2017

Finding

591-1-1-.15(2) requires that for the feeding of children less than one year old the following must be met: 1) a signed written feeding plan from Parent(s); 2) updated instructions as new food are added or changes made; 3) posting of the feeding plan in the child's assigned room; 4) amount of formula or breast milk/food to be given; 5) instructions for introducing solid foods; and 6) notation of any types of commercially premixed formula which may not be given in an emergency. Information for an infant in care did not include the following: It was determined based on review of records that six of six feeding plans reviewed were last updated in May 2017 and July 2017.

POI (Plan of Improvement)

The center will secure all required information, and to ensure that all information is updated and on file for future children enrolled.

Correction Deadline: 12/8/2017

Recited on 11/28/2017

Health and Hygiene

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

Technical Assistance

Technical Assistance

Consultant discussed diapering requirements and using diapering surface for diapering only.

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

Met

Comment

Observed-Staff Remind Children Wash Hand

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

Not Met

Finding

591-1-1-.20(1) requires Personnel to obtain specific written authorization from the child's physician or parent in order to dispense prescription or non-prescription medications, except for first aid. Such authorization will include when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent. It was determined based on review of records that Authorization for Medication form dated 6/20/2017 had Albuterol as well as Hydroxyzine with two different prescription numbers listed on the same form. There was no amount of the medication to be given specified, time was entered 'as needed', and the dates to be given were entered as 'everyday'.

POI (Plan of Improvement)

The Center will train Staff to obtain and review parental authorizations to ensure the authorization contains complete information. The designated person(s) will monitor daily.

Correction Deadline: 11/28/2017

Finding

591-1-1-.20(3) requires the Center to maintain a record of medication dispensed that includes the date, time and amount of medication, any noticeable adverse reaction, and the signature or initials of the person administering the medication. It was determined base on review of records that Authorization for Medication form dated 6/20/17 for Albuterol and Hydroxyzine did not have any documentation of the dates, times and adverse reaction when the medication was given. Additionally it was determined that Authorization for Medication for Albuterol dated 11/16/17 had documentation for administration for 11/16/17 at 10 am, but not for 2 pm on 11/16/17 and but no documented times for 11/17/17 as requested on the form by the parent.

POI (Plan of Improvement)

The Center will train Staff responsible for dispensing medication in the accurate completion and storage of the records and will implement a plan to monitor this.

Correction Deadline: 11/28/2017

Correction Deadline: 5/2/2017

Corrected on 11/28/2017

.20(5) - Previous citation corrected on this date as consultant observed no unused medication to be stored at the center.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Not Met****Technical Assistance**

591-1-1-.21(1)(p) - Consultant discussed with the director to update the existing Emergency preparedness plan to include all required topics.

Correction Deadline: 12/3/2017**Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on review of records that the center conducted Fire drills, but no tornado drills for 2017.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 12/3/2017

Safety

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

Observed-Discussion/Redirection

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

Complete documentation of field trips during the summer. No Field Trips at This Time.

591-1-1-.36 Transportation(CR)**Not Met****Comment**

Vehicle had fire extinguisher and first aid kit

Finding

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on review of records that one staff who is the main bus driver, has transportation training completed 1/28/15 that needed to be renewed before 1/28/2017. Additionally it was determined, that the director had completed transportation training on 6/3/2014 that needed to be renewed by 6/3/2016.

POI (Plan of Improvement)

Previously Cited: The center will ensure that the director, center staff, and any person responsible for the transportation of children has completed the required transportation training.

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 12/8/2017**Recited on 11/28/2017**

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**Technical Assistance****Comment**

Discussed-SIDS/Infant Sleeping Position

Technical Assistance

591-1-1-.30(1)(b)1 - Consultant discussed with the director to make sure that mats used are at least 2 inches thick and with no cracks and tears on the surface.

Correction Deadline: 11/28/2017

Staff Records**Records Reviewed: 7****Records with Missing/Incomplete Components: 2**

Staff # 1

Met

Date of Hire: 11/27/2006

Staff # 2

Met

Staff # 3

Met

Date of Hire: 01/05/2015

Staff # 4

Not Met

Date of Hire: 11/01/2007

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 5

Met

Date of Hire: 11/08/2017

Staff # 6

Not Met

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 7

Met

Date of Hire: 09/27/2017

Staff Credentials Reviewed: 7

591-1-1-.09 Criminal Records Check(CR)**Met****Comment**

Director reported two new staff. Criminal Records Check complete for seven employees.

Correction Deadline: 5/2/2017**Corrected on 11/28/2017****.09(1)(a) - Previous citation corrected on this date as consultant observed complete background check letters for all current employees.**

591-1-1-.14 First Aid & CPR**Technical Assistance****Comment**

Observed-more than 50% Certified First Aid & CPR

Technical Assistance

591-1-1-.14(3) - Consultant discussed with the director that the First Aid kit has all required items and they are replaced as needed.

Correction Deadline: 12/8/2017

591-1-1-.33 Staff Training

Defer

Correction Deadline: 6/1/2017

Corrected on 11/28/2017

.33(2) - Previous citation corrected today as consultant observed documentation for completed Health and safety training for five staff and newly hired staff is still within the 90 days of hire.

Defer

591-1-1-.33(5)-Previous citation deferred today as 2016 had passed and staff has until end of 2017 to complete required training for 2017.

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: 6/1/2017

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

Met

Comment

Consultant observed staff comply with 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-Adequate Supervision