



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: 5/17/2018 **VisitType:** Monitoring Visit **Arrival:** 8:35 AM **Departure:** 11:40 AM

CCLC-798

Kids First Daycare, Inc.

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

Regional Consultant

Tamra Thomas

Phone: (770) 405-7962

Fax: (404) 591-6172

tamra.thomas@decal.ga.gov

Mailing Address

Same

Quality Rated: ★

| Compliance Zone Designation | | |
|------------------------------------|------------------|---------------|
| 05/17/2018 | Monitoring Visit | Good Standing |
| 11/28/2017 | Licensing Study | Good Standing |
| 05/02/2017 | 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 | 1st Right | Two Year Olds | 1 | 2 | C | 15 | C | NA | NA | Circle Time |
| Main | 2nd Right | One Year Olds | 1 | 4 | C | 8 | C | NA | NA | Diapering, Floor Play |
| Main | 3rd Right | | 0 | 0 | C | 19 | C | NA | NA | |
| Main | Back Left | PreK | 2 | 17 | C | 22 | C | NA | NA | Circle Time |
| Main | Front Left | | 0 | 0 | C | 18 | C | NA | NA | |
| Main | Middle Left | Three Year Olds and Four Year Olds | 1 | 10 | C | 15 | C | NA | NA | Floor Play |
| 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: 33 | | | 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 provider will print the updated July 1, 2017 DECAL rules and regulation handbook.

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. 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

Tamra Thomas, Consultant

Date



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Findings Report

Date: 5/17/2018 **VisitType:** Monitoring Visit **Arrival:** 8:35 AM **Departure:** 11:40 AM

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The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.03 Activities

Technical Assistance

Technical Assistance

The consultant discussed with the staff to ensure the lesson plan observed has the current week date.

Correction Deadline: 5/17/2018

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

Met

Comment

Discussed adding equipment and toys to enhance variety.

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

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 1

| | |
|--|---------|
| Child # 1 | Met |
| Child # 2 | Met |
| Child # 3 | Not Met |
| <u>"Missing/Incomplete Components"</u> | |
| .08(1)-Emergency Contact information Missing | |
| Child # 4 | Met |
| Child # 5 | 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 one of five records reviewed did not have telephone number for the release person listed.

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.

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Correction Deadline: 5/17/2018**Recited on 5/17/2018**

| |
|-----------------|
| Facility |
|-----------------|

591-1-1-.06 Bathrooms**Technical Assistance****Technical Assistance**

591-1-1-.06(4) - The consultant discussed with the director to ensure the ventilation fans are working properly given the units are not able to pass the tissue test.

Correction Deadline: 6/16/2018

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)**Technical Assistance****Technical Assistance**

The consultant discussed with the director to replace any stained or damaged ceiling tiles throughout the center.

Correction Deadline: 5/17/2018

591-1-1-.26 Playgrounds(CR)**Not Met****Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation PG-infant/toddler playground front gate has a 10 inch gap, and the gate leading from PG-infant/toddler to PG-preschool/after school gate has a six inch gap posing an entrapment hazard on this date.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 5/18/2018

Correction Deadline: 12/1/2017

Corrected on 5/17/2018

Correction of previous citation. The provider had added resilient surface to the fall zones on this date.

Correction Deadline: 11/28/2017

Corrected on 5/17/2018

Correction of previous citation. The consultant did not observe any tripping hazards on this date.

Food Service

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

Met

Correction Deadline: 12/8/2017

Corrected on 5/17/2018

Correction of previous citation. The provider stated the center does not have infants presently enrolled on this date.

Health and Hygiene

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

Technical Assistance

Technical Assistance

The consultant discussed with the staff to ensure required diapering steps are followed.

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

Not Met

Finding

591-1-1-.17(8) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means. It was determined based on observation in class 2nd right the staff did not wash hands before diapering, and in between beginning to change and going to assist two children before returning to finish diapering.

POI (Plan of Improvement)

The Center will ensure liquid soap and warm running water are available for handwashing, train Staff on the handwashing requirements, review the requirements with Staff periodically, and monitor handwashing.

Correction Deadline: 5/17/2018

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

Met

Comment

The consultant discussed with the provider to ensure all records are maintained on file according to DECAL rules and regulations.

Correction Deadline: 11/28/2017

Corrected on 5/17/2018

Correction of previous citation. The provider stated she has not dispensed medication since November 2017, but the records could not be located on this date.

Correction Deadline: 11/28/2017

Corrected on 5/17/2018

Correction of previous citation. The provider stated she has not dispensed medication since November 2017.

Policies and Procedures

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

Met

Correction Deadline: 12/3/2017

Corrected on 5/17/2018

Correction of previous citation. The provider completed an updated fire drill and tornado drill. The consultant provided the updated emergency drill form to ensure all required checks are done including a lockdown drill.

Safety

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

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

Met

Correction Deadline: 12/8/2017

Corrected on 5/17/2018

Correction of previous citation. The provider had current transportation training on this date.

Sleeping & Resting Equipment

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

Technical Assistance

Technical Assistance

The consultant discussed with the provider to ensure all mats are labeled for individual use in class Middle left.

Correction Deadline: 5/17/2018

Staff Records

Records Reviewed: 7

Records with Missing/Incomplete Components: 0

Staff # 1

Met

Date of Hire: 11/27/2006

Staff # 2

Met

Date of Hire: 01/05/2015

Staff # 3

Met

Date of Hire: 11/01/2007

Staff # 4

Met

Date of Hire: 04/17/2018

Records Reviewed: 7

Records with Missing/Incomplete Components: 0

Staff # 5 Met
Date of Hire: 11/08/2017

Staff # 6 Met
Date of Hire: 02/28/2013

Staff # 7 Met
Date of Hire: 04/30/2018

Staff Credentials Reviewed: 7

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

Comment

Criminal records checks were observed to be complete.

591-1-1-.33 Staff Training Met

Correction Deadline: 6/1/2017

Corrected on 5/17/2018

Correction of the previous citation. The provider had proof of 2017 training on this date.

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

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

Staffing and Supervision

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

Comment

Center observed to maintain appropriate staff:child ratios.

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

Comment

Adequate supervision observed on this date.