



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: 7/29/2020 **VisitType:** Licensing Study **Arrival:** 3:50 PM **Departure:** 4:50 PM

CCLC-86

Open Arms Lutheran Child Development Center

4655 Webb Bridge Rd Alpharetta, GA 30005 Fulton County
 (770) 475-6570 openarms@cts.org

Regional Consultant

Emma Smith

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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.
07/29/2020	Licensing Study	Good Standing	
01/10/2020	Monitoring Visit	Good Standing	
07/15/2019	Licensing Study	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	1L - Left Hall		0	0	C	15	C	NA	NA	Not In Use
Main	1L - Right Hall		0	0	C	11	C	NA	NA	Not In Use
Main	1R - Left Hall	Six Year Olds and Over	2	13	C	15	C	21	C	Transitioning,Out side
Main	1R - Right Hall	Infants	1	3	C	10	C	NA	NA	Floor Play
Main	2L - Left Hall		0	0	C	18	C	NA	NA	Not In Use
Main	2L - Right Hall		0	0	C	12	C	NA	NA	Not In Use
Main	2R - Left Hall		0	0	C	18	C	NA	NA	Not In Use
Main	2R - Right Hall	Two Year Olds	2	7	C	10	C	NA	NA	Outside
Main	3L - Left Hall		0	0	C	18	C	NA	NA	Not In Use
Main	3L - Right Hall		0	0	C	13	C	NA	NA	Not In Use
Main	3R - Left Hall		0	0	C	18	C	25	C	Not In Use
Main	3R - Right Hall	Two Year Olds	2	13	C	13	C	NA	NA	Outside

Total Capacity @35 sq. ft.: 171

Total Capacity @25 sq. ft.: 184

Total # Children this Date: 36

Total Capacity @35 sq. ft.: 171

Total Capacity @25 sq. ft.: 184

Building	Playground	Playground Occupancy	Playground Compliance
Main	Large Middle Yard	197	C

Comments

An Administrative Review was conducted on July 28, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on August 13, 2020 with the Provider. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on July 15, 2020 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 07/29/2020

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).



Please refer to the website, <http://www.dec.state.ga.us/CCS/Regulations.aspx>, for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

- New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry
- New clearance is required at least once every five years
- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
- All staff members are required to have completed at least a national fingerprint based clearance check
- Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance
- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee

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.state.ga.us.

- 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.state.ga.us/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).

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.state.ga.us/>

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.state.ga.us

Barbara Bowler, Program Official

Date

Emma Smith, Consultant

Date



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Findings Report

Date: 7/29/2020 **VisitType:** Licensing Study **Arrival:** 3:50 PM **Departure:** 4:50 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. Discussed the set up of classrooms currently not in use at this time.

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: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

Met

Comment

Records were observed to be complete and well organized.

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**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through storage of cleaning supplies and possible hazards were discussed. There were no hazards observed to be accessible to the children this date

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the playground area was observed and appeared to be in good repair. Discussed maintenance of resilient surface. Please fluff and redistribute.

Food Service**591-1-1-.15 Food Service & Nutrition****Met****Comment**

Center menu meets USDA guidelines.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through food storage was observed. Food was observed to be stored on shelving, separately from cleaning products. Kitchen appears clean and well organized.

Health and Hygiene**591-1-1-.10 Diapering Areas & Practices(CR)****Technical Assistance****Technical Assistance**

591-1-1-.10 - A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date. During the virtual walk through staff stated proper knowledge of the rules and regulations.

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

. A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date. Liquid soap and paper towels were observed accessible in the restroom area.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Documentation for medication dispensing observed complete.

Safety

591-1-1-.11 Discipline(CR)**Technical Assistance****Technical Assistance**

591-1-1-.11 - A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding age-appropriate discussion and/or redirection discussed with the director on this date.

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

Center does not participate in field trips at this time.

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

A current/completed inspection was observed for all vehicles used in transporting children this date.

Comment

Complete documentation of transportation logs observed for the last week of transportation from March 9, 2020 to March 12, 2020.

Defer

591-1-1-.36(4)(b)--A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

POI (Plan of Improvement)

The center will maintain that all transportation vehicles are clean, in safe repair, and free from hazards.

Correction Deadline: 2/11/2020

Sleeping & Resting Equipment

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

591-1-1-.30 - A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through SIDS and infant sleeping position was discussed.

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through 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.

Staff Records

Records Reviewed: 20**Records with Missing/Incomplete Components: 2**

Staff # 1 Met

Date of Hire: 11/02/2015

Staff # 2 Met

Date of Hire: 10/19/2015

Staff # 3 Met

Date of Hire: 07/08/2019

Staff # 4 Met

Date of Hire: 04/14/2003

Staff # 5 Date of Hire: 04/24/2019	Met
Staff # 6 Date of Hire: 07/25/2014	Met
Staff # 7 Date of Hire: 04/10/2000 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not Met
Staff # 8	Met
Staff # 9 Date of Hire: 10/15/2018	Met
Staff # 10 Date of Hire: 08/21/2017	Met
Staff # 11 Date of Hire: 02/01/2020	Met
Staff # 12	Met
Staff # 13 Date of Hire: 08/29/2013	Met
Staff # 14 Date of Hire: 10/02/1995	Met
Staff # 15 Date of Hire: 02/10/2020 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Dissatisfied	Not Met
Staff # 16 Date of Hire: 12/01/1997	Met
Staff # 17 Date of Hire: 09/17/1998	Met
Staff # 18 Date of Hire: 03/25/1991	Met
Staff # 19	Met

Date of Hire: 10/27/2004

Staff # 20

Met

Date of Hire: 11/13/2017

Staff Credentials Reviewed: 12**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on review of records that staff member #7, that was hired April 10, 2000, did not have a valid and current satisfactory Comprehensive Records Check Determination on file. Staff member # 7 was present at the center but not with children on this date due to Transitional Kindergarten not starting until August 17, 2020. The consultant left a one-day letter, read the consultant script, and left the video affidavit with the director. The consultant left a one-day letter, read the consultant script, and left the video affidavit with the director.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will watch the A to Z video units to ensure the CRC rules are maintained.

Correction Deadline: 7/29/2020**Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on review of records that staff member #14, that was hired on February 10, 2020, did not port the most recently issued determination letter. The consultant observed that the letter is still within portability. The staff member was supervised by another staff member on this date in the Toddler classroom.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will watch the A to Z video units to ensure CRC rules are maintained.

Correction Deadline: 7/29/2020

Finding

591-1-1-.09(1)(l)3. requires the Center to immediately require a new Comprehensive Records Check Determination for a Director, Employee or Provisional Employee at least once every five years. It was determined based on review of records that staff member # 7, that was hired April 10, 2000, did not recheck for a new Comprehensive Records Check Determination after five years. Staff member #7 was present at the center but not with children on this date due to Transitional Kindergarten not starting until August 17, 2020.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that each Director, Employee and Provisional Employee has a Comprehensive Records Check Determination on file that has been issued within the past five years. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will watch the A to Z video units to ensure CRC rules are maintained.

Correction Deadline: 7/29/2020

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

Evidence observed of 100% of center staff certified in First Aid and CPR.

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

Documentation observed of required staff training.

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

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on July 15, 2020.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through appropriate ratios were observed.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through adequate supervision was observed.