



**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:** 9/1/2021      **VisitType:** Licensing Study      **Arrival:** 7:50 AM      **Departure:** 8:50 AM

**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

Phone: (770) 357-5106

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emma.smith@dec.al.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
09/01/2021	Licensing Study	Good Standing	
02/01/2021	Monitoring Visit	Good Standing	
07/29/2020	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	Three Year Olds	2	13	C	15	C	NA	NA	Clean Up,Snack
Main	1L - Right Hall	Infants	1	4	C	11	C	NA	NA	Feeding,Floor Play
Main	1R - Left Hall	Four Year Olds	1	8	C	15	C	21	C	Centers,Free Play
Main	1R - Right Hall	Infants	2	6	C	10	C	NA	NA	Music,Feeding
Main	2L - Left Hall		0	0	C	18	C	NA	NA	Not In Use
Main	2L - Right Hall	One Year Olds and Two Year Olds	1	5	C	12	C	NA	NA	Clean Up,Art
Main	2R - Left Hall	Three Year Olds and Four Year Olds	2	7	C	18	C	NA	NA	Outside
Main	2R - Right Hall	One Year Olds	2	6	C	10	C	NA	NA	Diapering,Clean Up,Story
Main	3L - Left Hall	PreK	2	16	C	18	C	NA	NA	Story,Circle Time
Main	3L - Right Hall	Two Year Olds	2	9	C	13	C	NA	NA	Music,Free Play
Main	3R - Left Hall	PreK	2	17	C	18	C	25	C	Circle Time,Clean Up
Main	3R - Right Hall	Two Year Olds	1	6	C	13	C	NA	NA	Circle Time,Story

Total Capacity @35 sq. ft.: 171

Total Capacity @25 sq. ft.: 184

Total # Children this Date: 97

Total Capacity @35 sq. ft.: 171

Total Capacity @25 sq. ft.: 184

<u>Building</u>	<u>Playground</u>	<u>Playground Occupancy</u>	<u>Playground Compliance</u>
Main	Large Middle Yard	197	C

**Comments**

An Administrative Review was conducted on August 31, 2021. Staff files, children’s files, training, and background checks were all reviewed. A virtual inspection was conducted on September 8, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

Consultant left a one day letter and A to Z Video Affidavit on this date.

Consultant discussed and provided flyer regarding the CCLC Virtual Core Rules Refresher Sessions, OLLI Beyond th Rules and Active Supervision trainings, and GA PDS information flyer on this date.

Plan of Improvement: Developed This Date 09/01/2021

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.al.ga.gov/CCS/RulesAndRegulations.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.al.ga.gov](mailto: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).

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.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@decal.ga.gov](mailto:qualityrated@decal.ga.gov)

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Barbara Bowler, Program Official

Date

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Emma Smith, Consultant

Date



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### Findings Report

**Date:** 9/1/2021    **VisitType:** Licensing Study    **Arrival:** 7:50 AM    **Departure:** 8:50 AM

#### CCLC-86

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Same

The following information is associated with a Licensing Study:

### Activities and Equipment

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

Met

#### Comment

A variety of equipment and toys were observed throughout the center.

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

N/A

#### 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 for five records reviewed.

### Facility

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**591-1-1-.06 Bathrooms** **Met**

**Comment**

Bathrooms observed to be clean and well maintained.

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

**Comment**

Licensed capacity observed to be routinely met by center.

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

**Technical Assistance**

591-1-1-.25 - Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

**Comment**

Center appears clean and well maintained.

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**591-1-1-.26 Playgrounds(CR)** **Technical Assistance**

**Technical Assistance**

591-1-1-.26 - Discussed maintenance of resilient surface after previous nights weather. Please fluff and redistribute mulch around all fall zones.

**Comment**

Playground observed to be clean and in good repair.

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**Food Service**

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**591-1-1-.15 Food Service & Nutrition** **Technical Assistance**

**Technical Assistance**

591-1-1-.15 - Please ensure that infant feeding forms are updated regularly.

**Comment**

Center menu meets USDA guidelines.

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

**Comment**

Kitchen appears clean and well organized.

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**Health and Hygiene**

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

**Comment**

Proper diapering procedures observed.

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Comment**

Proper hand washing observed throughout the center.

**Comment**

Staff were observed to remind children to wash hands.

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**591-1-1-.20 Medications(CR)** **N/A**

**Comment**

The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures****Not Met****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 a review of records that a lock down drill has not been conducted within the last six months.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years. Director will conduct a lock down drill this month. Director stated a new system is in the process of being put in place.

**Correction Deadline: 9/6/2021****Comment**

Program observed to have complete emergency response plan.

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

Observed all required posted notices.

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**Safety**

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**591-1-1-.05 Animals****Met****Comment**

Animals maintained clean and appropriately caged.

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**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 on this date. Regulations regarding proper discipline were discussed with the director and staff on this date.

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**591-1-1-.13 Field Trips(CR)****N/A****Comment**

Center does not participate in field trips at this time.

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**591-1-1-.36 Transportation(CR)****Technical Assistance****Technical Assistance**

591-1-1-.36 - Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

**Comment**

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

**Comment**

The two vehicles used for transporting children had an approved fire extinguisher and first aid kit on this date.

**Technical Assistance**

591-1-1-.36(3)(a-b) - Discussed transportation training rule requirements with the director on this date.

**Correction Deadline: 9/11/2021****Sleeping & Resting Equipment**

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

Discussed SIDS and infant sleeping position.

**Comment**

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.

<b>Staff Records</b>
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**Records Reviewed: 26**

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

Staff # 1 Date of Hire: 10/19/2015	Met
Staff # 2 Date of Hire: 07/08/2019	Met
Staff # 3 Date of Hire: 05/13/2021 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing	Not Met
Staff # 4	Met
Staff # 5 Date of Hire: 07/28/2021	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 6 Date of Hire: 04/24/2019	Met
Staff # 7 Date of Hire: 07/25/2014	Met
Staff # 8 Date of Hire: 10/09/2019	Met
Staff # 9	Met
Staff # 10 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not Met
Staff # 11 Date of Hire: 08/21/2017	Met
Staff # 12	Met
Staff # 13 Date of Hire: 08/05/2021	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>

**Records Reviewed: 26****Records with Missing/Incomplete Components: 3**

Staff # 14 Date of Hire: 08/29/2013	Met
Staff # 15 Date of Hire: 10/02/1995	Met
Staff # 16 Date of Hire: 02/10/2020	Met
Staff # 17	Met
Staff # 18 Date of Hire: 12/01/1997	Met
Staff # 19 Date of Hire: 06/01/1999	Met
Staff # 20 Date of Hire: 09/17/1998	Met
Staff # 21 Date of Hire: 02/15/2021	Met
Staff # 22 Date of Hire: 03/25/1991	Met
Staff # 23 Date of Hire: 10/27/2004	Met
Staff # 24 Date of Hire: 08/23/2021	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 25 Date of Hire: 03/01/2021 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing	Not Met
Staff # 26	Met

**Staff Credentials Reviewed: 17**


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<b>591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)</b>	<b>Not Met</b>
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**Comment**

Director provided nine files for employees hired since last visit.

**Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on review of records that independent contractor #10, did not submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. During the virtual walk through the therapist was observed to be in the 1R Left Hall four-year-old classroom with eight children and supervised by a staff member. The therapist was observed sitting at a table with one child on this date.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as 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 ten videos and follow up on all staff CBC letters to ensure the CRC rules are maintained.

**Correction Deadline: 9/1/2021**

**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 a review of records that independent contractor #10 did not have a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center. During the virtual walk through the therapist was observed to be in the 1R Left Hall four-year-old classroom with eight children and supervised by a staff member. The therapist was observed sitting at a table with one child on this date.

**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 video units and follow up on all staff CBC letters to ensure the CRC rules are maintained.

**Correction Deadline: 9/1/2021**

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**591-1-1-.14 First Aid & CPR****Not Met****Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of records that two staff members did not obtain CPR and First Aid certification within 90 days of their hire date.

**POI (Plan of Improvement)**

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

**Correction Deadline: 10/1/2021**

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

**Met**

**Comment**

Documentation observed of required staff training.

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

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**Staffing and Supervision**

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

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

Staff observed to provide direct supervision and be attentive to children's needs.