



**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:** 5/20/2019    **VisitType:** Licensing Study    **Arrival:** 9:30 AM    **Departure:** 12:00 PM

**CCLC-954**

**Easter Seals Child Dev Ctr - Brookvalley**

1146 Sheridan Road Atlanta, GA 30324 Fulton County  
(404) 633-6083 scrutcher@esng.org

**Regional Consultant**

Emma Smith

Phone: (770) 357-5106

Fax: (770) 357-5107

emma.smith@decal.ga.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.
05/20/2019	Licensing Study	Good Standing	
01/09/2019	Monitoring Visit	Good Standing	
11/19/2018	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
Main	Room 2L	Two Year Olds and Three Year Olds	2	5	C	12	C	NA	NA	Circle Time, Story
Main	Room 2R	Two Year Olds	2	7	C	13	C	NA	NA	Circle Time, Story
Main	Room A	Three Year Olds and Four Year Olds	2	10	C	21	C	NA	NA	Outside
Main	Room B	Four Year Olds and Five Year Olds	2	18	C	22	C	NA	NA	Story, Circle Time
Main	Room C	Three Year Olds and Four Year Olds	2	13	C	19	C	NA	NA	Transitioning, Outside
Main	Room D	Three Year Olds and Four Year Olds	2	12	C	17	C	NA	NA	Art, Clean Up
Main	Room E	Four Year Olds and Five Year Olds and PreK	2	16	C	20	C	NA	NA	Circle Time
Main	Room F	Four Year Olds and Five Year Olds	2	19	C	21	C	NA	NA	Circle Time, Transitioning
Main	Room G	Three Year Olds and Four Year Olds	2	11	C	17	C	NA	NA	Outside
Main	Room I	Two Year Olds and Three Year Olds	2	7	C	13	C	NA	NA	Outside

Total Capacity @35 sq. ft.: 175

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 118

Total Capacity @35 sq. ft.: 175

Total Capacity @25 sq. ft.: 0


Building	Playground	Playground Occupancy	Playground Compliance
Main	Front Left Playground	45	C
Main	Front Right Playground	9	C
Main	Rear Left Playground	14	C

**Comments**

The purpose of this visit was to conduct a Licensing Study on this date and follow up to the previous visit on January 9, 2019. The consultant left a one day letter for staff member #5 on this date. The consultant read the consultant script and left A to Z Criminal Background Video Affidavit with director to review on this date.

Plan of Improvement: To Be Submitted 05/27/2019

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.decal.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@decal.ga.gov](mailto:CCSRefutations@decal.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://decal.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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Sally Crutcher, Program Official

Date

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Emma Smith, Consultant

Date



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### Findings Report

**Date:** 5/20/2019    **VisitType:** Licensing Study    **Arrival:** 9:30 AM    **Departure:** 12:00 PM

#### CCLC-954

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#### Regional Consultant

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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 variety of equipment and toys were observed throughout the center.

#### Comment

Equipment and furniture observed to be properly secured, as applicable.

#### 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

Parent authorizations obtained/completed for records reviewed on this date.

**Comment**

Records were observed to be complete and well organized.

**Facility**

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

**Met**

**Comment**

Bathrooms observed to be clean and well maintained.

**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**

591-1-1-.25 - Please be mindful to keep items that pose a hazard inaccessible to children.

**Comment**

Center appears clean and well maintained.

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

**Met**

**Comment**

Playground observed to be clean and in good repair.

**Food Service**

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

**Met**

**Comment**

Center menu meets USDA guidelines.

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

**Met**

**Comment**

Kitchen appears clean and well organized.

**Health and Hygiene**

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

**Met**

**Comment**

Staff state proper knowledge of diapering procedures.

**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 after using the restroom on the date.

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

**Met**

**Comment**

Documentation for medication dispensing observed complete for twelve medications on this date.

**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures****Met****Comment**

Program observed complete emergency drills on this date with the last fire drill conducted on May 9, 2019 and other emergency drills conducted on March 12, 2019.

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

Observed all required posted notices. Please ensure to replace 2018 license with 2019 license on this date.

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**Safety**

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

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

**Comment**

Staff were observed to maintain a positive learning environment on this date.

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**591-1-1-.13 Field Trips(CR)****Technical Assistance****Technical Assistance**

591-1-1-.13(5) - Please ensure field trip forms are completely filled out and individually signed.

**Correction Deadline: 5/20/2019**

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

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

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**Staff Records**

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**Records Reviewed: 22****Records with Missing/Incomplete Components: 2**

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Staff # 1

Met

Date of Hire: 07/23/2018

Staff # 2

Not Met

Date of Hire: 02/20/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.09-Criminal Records Check Dissatisfied

Staff # 3

Met

Date of Hire: 05/22/2012

Staff # 4 Met

Date of Hire: 09/15/2015

Staff # 5 Met

Date of Hire: 08/29/2018

Staff # 6 Met

Date of Hire: 01/17/2019

Staff # 7 Met

Date of Hire: 11/07/2011

Staff # 8 Met

Date of Hire: 04/23/2019

Staff # 9 Met

Date of Hire: 01/09/2007

Staff # 10 Met

Date of Hire: 07/23/2018

Staff # 11 Met

Date of Hire: 01/01/2013

Staff # 12 Met

Date of Hire: 08/10/2018

Staff # 13 Met

Date of Hire: 11/19/2018

Staff # 14 Met

Date of Hire: 09/06/2016

Staff # 15 Met

Date of Hire: 11/01/2010

Staff # 16 Met

Date of Hire: 12/01/2014

Staff # 17 Met

Date of Hire: 10/02/2006

Staff # 18 Met

Date of Hire: 10/28/2008

**Records Reviewed: 22**

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

Staff # 19 Met  
Date of Hire: 04/11/2011

Staff # 20 Met  
Date of Hire: 05/15/2018

Staff # 21 Not Met  
Date of Hire: 11/21/2013

"Missing/Incomplete Components"

.09-Criminal Records Check Dissatisfied

Staff # 22 Met  
Date of Hire: 04/15/2013

**Staff Credentials Reviewed: 22**

**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met**

**Comment**

Director provided four files for employees hired since last visit.

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**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 the center did not immediately require a new Comprehensive records check determination for Employee #5 once the employee's Comprehensive Records checks expired. . The consultant left a one-day letter, read the consultant script, and left the criminal record check affidavit with the director on this date.

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**Correction Deadline: 5/20/2019**



**Technical Assistance**

591-1-1-.09(1)(h) - Please ensure that staff present with a national satisfactory fingerprint records check determination and "Waiting for out of state results" are always supervised by another staff member with a comprehensive criminal record check letter. The consultant observed staff member #6 to have a national satisfactory criminal record check on file. Staff member #6 was supervised by a staff member with a comprehensive criminal record check letter. Staff member #6 should complete the Verification of Request for out of State Background Information and submit all information to DECAL Criminal Records Unit within 45 days.

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**Correction Deadline: 5/20/2019**

**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 the center did not immediately require a new Comprehensive records check determination for Employee #5 once the employee's comprehensive records check letter expired. The consultant left a one-day letter, read the consultant script, and left the criminal record check affidavit with the director on this date.

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**Correction Deadline: 5/20/2019**

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

**Comment**

Complete first aid kits observed in center on this date.

**Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR.

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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.

**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.

**Comment**

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