



**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:** 11/21/2019 **VisitType:** Monitoring Visit

**Arrival:** 10:10 AM

**Departure:** 12:40 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@dec.al.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
11/21/2019	Monitoring Visit	Good Standing
05/20/2019	Licensing Study	Good Standing
01/09/2019	Monitoring Visit	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	Room 2L	Two Year Olds and Three Year Olds	2	7	C	12	C	NA	NA	Free Play, Floor Play
Main	Room 2R	Three Year Olds and Four Year Olds	2	6	C	13	C	NA	NA	Free Play, Centers
Main	Room A	Three Year Olds and Four Year Olds	2	12	C	21	C	NA	NA	Centers
Main	Room B	Four Year Olds and Five Year Olds	2	20	C	22	C	NA	NA	Free Play, Clean Up
Main	Room C	Three Year Olds and Four Year Olds	2	16	C	19	C	NA	NA	Outside, Transitioning
Main	Room D	Three Year Olds and Four Year Olds	2	16	C	17	C	NA	NA	Free Play
Main	Room E	PreK	2	18	C	20	C	NA	NA	Circle Time
Main	Room F	Four Year Olds and Five Year Olds	2	17	C	21	C	NA	NA	Floor Play, Free Play, Centers
Main	Room G	Three Year Olds and Four Year Olds	20	13	C	17	C	NA	NA	Circle Time
Main	Room I	One Year Olds and Two Year Olds	1	6	C	13	C	NA	NA	Centers

Total Capacity @35 sq. ft.: 175

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 131

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 monitoring visit and follow up to the previous visit on May 20, 2019.

The consultant provided the director with the required training clarification form on this date.

The consultant left a one-day letter, read the consultant script, and left the criminal record check affidavit with the director on this date for staff member #5 and #6 with expired criminal record check letters.

Plan of Improvement: Developed This Date 11/21/2019

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.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](mailto:qualityrated@dec.state.ga.us)

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Sally Crutcher, Program Official

Date

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Emma Smith, Consultant

Date



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**Findings Report**

**Date:** 11/21/2019 **VisitType:** Monitoring Visit

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The following information is associated with a Monitoring Visit:

**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)**

**Met**

**Comment**

Center does not provide swimming activities.

**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)**

**Not Met**

**Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that in room 2L a drawer contained: a stapler, stapler remover, tape, and three permanent markers that were accessible to children on this date. The consultant also observed in room B that a drawer was unlocked that contained two permanent markers.

**POI (Plan of Improvement)**

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

**Correction Deadline: 11/21/2019**

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

**Met**

**Comment**

Playground observed to be clean and in good repair.

**Health and Hygiene**

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

**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.

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

**Comment**

Documentation for medication dispensing observed complete for five medications currently being dispensed on this date.

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**Safety**

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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-.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: 19**

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

Staff # 1	Met
Date of Hire: 11/21/2013	
Staff # 2	Met
Date of Hire: 01/23/2007	
Staff # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Dissatisfied	
Staff # 4	Not Met
Date of Hire: 08/29/2018	
<u>"Missing/Incomplete Components"</u>	

**.09-Criminal Records Check Dissatisfied**

Staff # 5 Date of Hire: 07/16/2018	Met
Staff # 6	Met
Staff # 7	Met
Staff # 8 Date of Hire: 07/13/2017	Met
Staff # 9 Date of Hire: 08/07/2019	Met
Staff # 10 Date of Hire: 10/20/2006	Met
Staff # 11 Date of Hire: 07/16/2018	Met
Staff # 12 Date of Hire: 11/19/2018	Met
Staff # 13 Date of Hire: 07/17/2019	Met
Staff # 14 Date of Hire: 11/01/2010	Met
Staff # 15 Date of Hire: 09/25/2019	Met
Staff # 16 Date of Hire: 04/23/2019	Met
Staff # 17 Date of Hire: 04/23/2019	Met
Staff # 18 Date of Hire: 12/01/2014	Met
Staff # 19 Date of Hire: 07/17/2019	Met

**Staff Credentials Reviewed: 17**

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**Comment**

Director provided four files for employees hired since last visit.

**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 # 5 and #6 had expired criminal record check letters on this date. Staff member #5 was observed to be in the office with no contact with the children on this date. Staff member #6 was observed to be the lead teacher in classroom D on this date supervised by another staff member with a comprehensive criminal record check letter. The staff members were released from work due to expired criminal record check letters.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will follow up on all staff criminal record check letters 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. 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 videos to ensure the CRC rules are maintained.

**Correction Deadline: 11/21/2019****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 staff member # 5 and #6 had expired criminal record check letters on this date. Staff member #5 was observed to be in the office with no contact with the children on this date. Staff member #6 was observed to be the lead teacher in classroom D on this date supervised by another staff member with a comprehensive criminal record check letter. The staff members were released from work due to expired criminal record check letters.

**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 continue to follow up with each staff member's criminal record check letters and watch the A to Z Background Check videos to ensure CRC rules are maintained.

**Correction Deadline: 11/21/2019****Recited on 11/21/2019**

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

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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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.