



**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

Cover Sheet

Date: 10/18/2021 **VisitType:** Licensing Study

Arrival: 12:30 PM

Departure: 1:30 PM

CCLC-39489

Arbor Montessori School-Scott Campus

1434 Scott Boulevard Decatur, GA 30030 DeKalb County
(404) 321-9304 violetm@arbormontessori.org

Regional Consultant

LaTanya Barber-Swift

Phone: (470) 346-1054

Fax: (678) 302-3041

latanya.barber-swift@decal.ga.gov

Mailing Address

Same

Quality Rated: No

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.
10/18/2021	Licensing Study	Good Standing	
05/27/2021	Monitoring Visit	Good Standing	
12/03/2020	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	Primary 1 (upstairs)	Two Year Olds and Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	3	21	C	33	C	NA	NA	Free Play
Main	Primary 2 (upstairs)	Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	3	20	C	33	C	NA	NA	Story
Main	Toddler 1 (downstairs)	One Year Olds and Two Year Olds	3	10	C	18	C	NA	NA	Story
Main	Toddler 2 (downstairs)		0	0	C	19	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.:			103			Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 51			Total Capacity @35 sq. ft.: 103			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	15	C
Main	B	106	C

Comments

An Administrative Review was conducted October 18, 2021. Staff files, children's files, training, and background checks were all reviewed. An in-person visit was not conducted due to the COVID-19 pandemic.

Plan of Improvement: Developed This Date 10/18/2021

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.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



Important New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

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

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)

Violet Mohabir, Program Official

Date

LaTanya Barber-Swift, Consultant

Date



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Findings Report

Date: 10/18/2021 **VisitType:** Licensing Study

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Departure: 1:30 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 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: 5

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities,.08(1)-Doctor, Clinic, Phone Numbers,.08(1)-Emergency Contact information Missing,.08(1)(a)-Work Address Missing,.08(3)-Address of Release Person Missing,.08(3)-Name of Release Person Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(3)-Name of Release Person Missing,.08(1)(a)-Work Address Missing

Child # 3

Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities,.08(1)(a)-Work Address Missing,.08(3)-Address of Release Person Missing,.08(3)-Name of Release Person Missing

Child # 4 Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(3)-Address of Release Person Missing,.08(3)-Name of Release Person Missing

Child # 5 Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities,.08(1)(a)-Work Address Missing,.08(3)-Address of Release Person Missing,.08(3)-Name of Release Person Missing

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

Not 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 a review of children's files that the following documents were missing:

- 1 of 5 Emergency Contact information
- 1 of 5 Doctor's Information
- 5 of 5 Work Address
- 5 of 5 Release Person Information-Name and Address
- 3 of 5 Known Allergies

POI (Plan of Improvement)

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.

Correction Deadline: 11/1/2021

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

Center appears clean and well maintained.

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

N/A

Comment

Playground not observed on this date due to inclement weather.

Food Service

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

591-1-1-.15(7) - Discussed new revision to restricted food rule which states: Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

Correction Deadline: 10/18/2021

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**

Please ensure soiled items are stored inaccessible to children.

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

The Provider currently does not dispense/administer medication.

Safety

591-1-1-.05 Animals**N/A****Comment**

Center does not keep animals on premises.

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

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

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

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)**N/A****Comment**

Center does not provide routine transportation.

Sleeping & Resting Equipment

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.

Staff Records

Records Reviewed: 22**Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 08/01/2017

Staff # 2 Met

Staff # 3 Met

Date of Hire: 12/01/2017

Staff # 4 Met

Date of Hire: 12/01/2017

Staff # 5 Met

Date of Hire: 08/15/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 6 Met

Staff # 7 Met

Date of Hire: 08/01/2017

Staff # 8 Met

Date of Hire: 08/01/2017

Staff # 9 Met

Date of Hire: 08/01/2017

Staff # 10 Met

Staff # 11 Met

Date of Hire: 08/09/2018

Staff # 12 Met

Date of Hire: 08/09/2018

Staff # 13 Met

Date of Hire: 08/01/2017

Staff # 14 Met

Date of Hire: 08/01/2017

Staff # 15 Met

Date of Hire: 10/18/2017

Staff # 16 Met

Date of Hire: 08/01/2018

Staff # 17 Met

Records Reviewed: 22**Records with Missing/Incomplete Components: 0**

Date of Hire: 08/01/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 18

Met

Date of Hire: 08/01/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 19

Met

Date of Hire: 08/31/2020

Staff # 20

Met

Staff # 21

Met

Date of Hire: 08/01/2017

Staff # 22

Met

Date of Hire: 08/01/2017

Staff Credentials Reviewed: 6**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Criminal record checks were observed to be complete.

591-1-1-.33 Staff Training**Met****Correction Deadline: 1/2/2021****Corrected on 10/18/2021****.33(5) - The previous citation was corrected on this date. The staff 10 hours of annual training that were reviewed was completed.****591-1-1-.31 Staff(CR)****Met****Comment**

Staff observed to be compliant with applicable laws and regulations.

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.