



**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:** 11/6/2020 **VisitType:** Licensing Study

**Arrival:** 11:00 AM

**Departure:** 3:00 PM

**CCLC-274**

**Discovery Point #4**

2555 Cruse Road Lawrenceville, GA 30044 Gwinnett County  
(678) 467-9496 discoverypointcruseroad@gmail.com

**Regional Consultant**

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@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.
11/06/2020	Licensing Study	Good Standing	
01/14/2020	Monitoring Visit	Good Standing	
10/28/2019	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	1L		0	0	C	19	C	NA	NA	Not In Use
Main	1R	PreK	2	11	C	22	C	NA	NA	Circle Time
Main	2L	Two Year Olds	1	6	C	16	C	NA	NA	Nap
Main	2R	Two Year Olds and Three Year Olds	1	10	C	25	C	NA	NA	Lunch
Main	3L	Infants	1	4	C	20	C	NA	NA	Nap
Main	3R		0	0	C	26	C	37	C	Not In Use
Main	4R	PreK	2	19	C	28	C	39	C	Outside, Centers
Main	Backroom		0	0	C	27	C	37	C	Not In Use
Main	Dining Room		0	0	C	43	C	60	C	Not In Use
Total Capacity @35 sq. ft.: 226						Total Capacity @25 sq. ft.: 275				
Total # Children this Date: 50			Total Capacity @35 sq. ft.: 226			Total Capacity @25 sq. ft.: 275				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A LEFT SIDE	15	C
Main	Playground B LFT BK	65	C
Main	Playground C	100	C

**Comments**

An initial administrative review was completed on November 10, 2020. Staff file, training, and background checks were all reviewed. A virtual inspection was conducted on November 6, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on August 15, 2020 was reviewed during the virtual inspection.

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](mailto: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](mailto: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)

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Rozina Lakhani, Program Official

Date

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Margarita Collier, Consultant

Date



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### Findings Report

**Date:** 11/6/2020 **VisitType:** Licensing Study **Arrival:** 11:00 AM **Departure:** 3:00 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)**

**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.

**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)

Met

#### Comment

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

#### Comment

Center appears clean and well maintained.

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

Met

#### Technical Assistance

Please ensure to monitor the playground areas for the following hazards:

- Normal wear and tear of playground equipment and toys.
- Potential entrapment hazards in the fence surrounding the playground area.
- Biting and/or stinging insects (i.e. ants, bees, etc.)
- Loose and/or weak tree branches surrounding the playground area.
- Standing water in and around playground equipment after inclement weather.
- Refluff resilient surface as needed.

## Food Service

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

Technical Assistance

#### Comment

Center menu meets USDA guidelines.

#### Technical Assistance

Please ensure that the following information is documented on all infant feeding plans:

- Instructions from the parent(s) shall be updated regularly as new foods are added or other dietary changes are made.
- The child's feeding schedule.
- The amount of formula or breast milk to be given.
- Instructions for the introduction of solid foods.
- The amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies.

### 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.

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

Staff stated the proper handwashing procedures for children and staff members.

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

Documentation for medication dispensing observed complete.

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<b>Policies and Procedures</b>
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**591-1-1-.29 Required Reporting****Technical Assistance****Technical Assistance**

The consultant discussed the updated required reporting requirements regarding suspected cases of child abuse (at the center and/or home) reported to the Department of Family and Children Services, communicable illness required to be reported to the Department of Public Health, and temporary/permanent closure of the center via DECAL KOALA.

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<b>Safety</b>
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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**

A virtual visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the director on this date.

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

Center does not participate in field trips at this time.

**Comment**

The consultant observed complete documentation of field trip forms dated for February 14, 2020

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

A current/completed inspection was observed for all vehicles used in transporting children this date. Per director, the center is not currently using vehicle tag #BVK 3029.

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<b>Sleeping &amp; Resting Equipment</b>
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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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<b>Staff Records</b>
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**Records Reviewed: 15****Records with Missing/Incomplete Components: 9**

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Staff # 1

Met

Date of Hire: 01/25/2016

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Staff # 2	Not Met
Date of Hire: 06/05/2019	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing	
Staff # 3	Met
Date of Hire: 07/29/2014	
Staff # 4	Not Met
Date of Hire: 07/26/2019	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 5	Not Met
Date of Hire: 07/26/2019	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing	
Staff # 6	Not Met
Date of Hire: 02/25/2002	
<u>"Missing/Incomplete Components"</u>	
.33(4)-Food Prep Training Missing 4 hrs.	
Staff # 7	Not Met
Date of Hire: 08/13/2020	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 8	Not Met
Date of Hire: 06/07/2018	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing	
Staff # 9	Met
Date of Hire: 07/19/2012	
Staff # 10	Not Met
Date of Hire: 03/13/2020	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing	
Staff # 11	Not Met
Date of Hire: 08/06/2004	

"Missing/Incomplete Components"

.14(2)-CPR missing,.33(4)-Food Prep Training Missing 4 hrs.

Staff # 12 Met  
Date of Hire: 01/15/2020

Staff # 13 Not Met  
Date of Hire: 07/31/2019

"Missing/Incomplete Components"

.14(2)-CPR missing

Staff # 14 Met  
Date of Hire: 11/15/2018

Staff # 15 Met  
Date of Hire: 09/13/2005

**Staff Credentials Reviewed: 11**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Technical Assistance**

**Technical Assistance**

The consultant discussed the following information regarding criminal record checks with the director:

- Monitor the expiration dates of all staff members' criminal record check letters.
- Submit a portability request via DECAL KOALA for newly hired staff members that have a previous satisfactory comprehensive criminal record check letter issued by the department.
- Ensure that all newly hired staff members have evidence of a satisfactory comprehensive criminal record check letter prior to providing services to children present for care.
- Ensure that all newly hired and/or seasonal staff members with a six-month break of employment from child care submit an updated criminal record check application and complete the fingerprinting process prior to rendering services for child care services (including staff members on leave of absence).

**Comment**

The consultant observed 15 of 15 staff members to have evidence of a satisfactory comprehensive criminal record check letter on file.

**Comment**

The director provided four files for staff members hired since the previous visit conducted on January 14, 2020. The consultant observed four of four newly hired staff members to have evidence of a satisfactory comprehensive criminal record check letter.

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

**Comment**

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

**Finding**

591-1-1-.14(1) requires the Center Director and, at any given time, at least fifty percent (50%) of the caregiver Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Center shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on review of records that staff member #1, date of hire August 12, 2004, completed an online CPR training course on November 3, 2020.



**POI (Plan of Improvement)**

The Center Director and at least 50% of the caregiver Staff will complete the needed training. The Director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time and that evidence of successful completion of the training is on file available for inspection.

**Correction Deadline: 12/6/2020**

**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 review of records that staff member #2, date of hire June 5, 2019, staff member #5, date of hire July 26, 2019, staff member #10, date of hire March 13, 2020, staff member #11, date of hire July 31, 2019, and staff member #13, date of hire July 31, 2019 completed an online CPR training course. Further review of records revealed that staff member #6, date of hire February 25, 2002, first aid and CPR training certificate expired December 7, 2019. Staff member #2, completed CPR training on June 25, 2019, staff member #5 completed CPR training on November 2, 2020, staff member #10 completed CPR training on November 4, 2020, staff member #11 completed CPR training on March 23, 2020, and staff member #13 completed CPR training on March 13, 2020.

**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. The Center will ensure that all CPR training courses are completed in-person.

**Correction Deadline: 12/6/2020**

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**591-1-1-.33 Staff Training****Not Met****Finding**

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on review of records that staff member #4, date of hire July 26, 2019, and staff member #7, date of hire August 13, 2020, did not complete the required health and safety orientation training within the first 90-days of their date of hire. Staff member #4 completed the previous health and safety orientation training on December 26, 2016, and staff member #7 completed the previous health and safety orientation training on August 7, 2017.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates and will ensure that the training includes all required components as required.

**Correction Deadline: 12/6/2020**

**Technical Assistance**

Please ensure that all newly hired staff members complete the required health and safety orientation training and first aid and CPR training within the first 90-days of their date of hire.

**Finding**

591-1-1-.33(4) requires within the first year of employment, the Director and person with primary responsibility for food preparation shall have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on review of records that staff member #6, date of hire February 25, 2002, staff member #10, date of hire March 13, 2020, and staff member #11, date of hire July 31, 2019, did not complete the required four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage.

**POI (Plan of Improvement)**

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

**Correction Deadline: 12/6/2020**

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

**Technical Assistance**

**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 August 15, 2020. Staff observed to be compliant with applicable laws and regulations.

**Technical Assistance**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

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<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.

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Proper supervision of children, including being prompt to children's needs, was discussed with the director on this date. A supervision plan was created on this date.