



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: 12/20/2023 **VisitType:** Licensing Study

Arrival: 11:20 AM

Departure: 3:20 PM

CCLC-48802

Top Notch Kids Care

9914 Highway 92 Woodstock, GA 30188 Cherokee County
 (678) 903-5837 haritha@topnotchkidscare.com

Regional Consultant

Marquita Brown-Opeloyeru

Phone: (706) 434-6831

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marquita.brown-

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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.
12/20/2023	Licensing Study	Good Standing	
06/14/2023	Monitoring Visit	Good Standing	
01/26/2023	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	A - 1st R - Infant	Infants	1	2	C	13	C	NA	NA	Diapering
Main	B - 2nd R - 3's	Three Year Olds	2	9	C	25	C	NA	NA	Transitioning, Lunch
Main	C - 3 R - 1's	One Year Olds	1	5	C	18	C	NA	NA	Nap
Main	D - Left Back - 2's	Two Year Olds	2	7	C	18	C	NA	NA	Nap
Main	E - 1st Left	GA PreK	2	7	C	16	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 90					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 30					Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	A - Right	32	C
Main	B - Back	36	C

Comments

The purpose of this visit was to conduct a Licensing Study and to follow-up on the previous visit conducted June 14, 2023.

Consultant provided a copy of CBC quick tips and reminder form with the Director on this date.

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), do the following:

- 1) Log into DECAL KOALA www.decalkoala.com with the user id for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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 Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

Contact the Quality Rated help desk at 855-800-7747 or qualityrated@dec.al.ga.gov for more information. Free technical assistance is available!

Jackie Edwards, Program Official

Date

Marquita Brown-Opeloyeru, Regional Consultant

Date



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(Findings Report)

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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

Consultant observed a variety of equipment and toys throughout the center.

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

N/A

Comment

Per the Provider, the center does not provide swimming activities.

Children's Records

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

Technical Assistance

Comment

Consultant observed parent agreements obtained and completed.

Technical Assistance

591-1-1-.08(1) - Ensure 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, intellectual disabilities or developmental disabilities which limit the child's participation in the program.

Correction Deadline: 12/20/2023

Facility

591-1-1-.06 Bathrooms	Met
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Comment

Please monitor bathrooms for necessary supplies.

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

Consultant observed licensed capacity to be routinely met by center.

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

Please be mindful to keep items that pose a hazard inaccessible to children like phone charges and cords on radios throughout the center.

Comment

Please secure cleaning tools (i.e., broom, dust pan, and plunger) out of reach of children.

Technical Assistance

591-1-1-.25(8) - Ensure protective caps are on all unused electrical outlets within children's reach and electrical outlets in use be made inaccessible to children.

Correction Deadline: 12/20/2023

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

Consultant discussed maintenance of resilient surface. Ensure to fluff and redistribute wood chips in fall zone areas.

Comment

Consultant observed the playground to be clean and in good repair.

Food Service

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

Center menu meets USDA guidelines.

Comment

Please ensure that infant feeding forms are updated regularly.

591-1-1-.18 Kitchen Operations	Technical Assistance
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Technical Assistance

591-1-1-.18(7) - Ensure kitchen items (refrigerator and freezer) are kept clean and free of accumulation of dust, dirt, food particles and grease deposits.

Correction Deadline: 12/20/2023

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR)	Not Met
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Comment

Hand washing requirements for diapering were discussed with the director on this date.

Finding

591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. It was determined based on observation, staff #1 in Room A-1st right, did not clean the diaper changing surface after diaper changing and before changing another child.

POI (Plan of Improvement)

The Center will ensure there is a smooth, nonporous changing surface that has a guard or rails for safety in each classroom that houses children wearing diapers. Center Staff will be trained and have adequate supplies to properly clean the diaper changing surface between each diaper change.

Correction Deadline: 12/20/2023

591-1-1-.17 Hygiene(CR)**Not Met****Comment**

Please ensure lids remain on trash containing organic waste.

Finding

591-1-1-.17(8) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means. It was determined based on observation, staff #1 in Room A-1st right, did not wash hands immediately after diapering a child and before diapering another child.

POI (Plan of Improvement)

The Center will ensure liquid soap and warm running water are available for handwashing, train Staff on the handwashing requirements, review the requirements with Staff periodically, and monitor handwashing.

Correction Deadline: 12/20/2023

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

Consultant discussed proper medication documentation and procedures on this date.

Policies and Procedures

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

Consultant observed all required posted notices.

591-1-1-.29 Required Reporting**Met****Comment**

Consultant discussed reporting requirements with the provider on this date.

Safety

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

Center does not keep animals on premises.

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

Consultant observed age-appropriate discussion and redirection.

Comment

Consultant observed staff to maintain a positive learning environment on this date.

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

Per the Director, the center does not participate in field trips at this time.

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

Per the director, the center does not provide routine transportation.

Sleeping & Resting Equipment

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

Correction Deadline: 6/14/2023

Corrected on 12/20/2023

.30(2) - Previous citation corrected. Consultant observed infants sleeping with no items in the crib and infants sleeping were in cribs.

Staff Records

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**Not Met****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 staff records that staff #11 had an expired satisfactory Comprehensive Records Check Determination on file which expired March 24, 2023.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will regularly check staff files 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 regularly check staff files to ensure the CRC rules are maintained.

Correction Deadline: 12/20/2023

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 a review of records that staff #11 had a Comprehensive Records Check Determination that expired March 24, 2023.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will check each staff file monthly and keep an Excel Spreadsheet to 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 check each staff file monthly and keep an Excel Spreadsheet to ensure CRC rules are maintained.

Correction Deadline: 12/20/2023

591-1-1-.09 Criminal Records Check(CR)	Met
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Comment

Director provided six file(s) for employees hired since last visit.

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

Consultant observed complete first aid kits in the center and in each classroom throughout the center..

591-1-1-.33 Staff Training	Not Met
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Comment

Consultant discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

Finding

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on a review of records, staff #26 did not have the annual ten clock hours of training in the year 2022.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 1/19/2024

591-1-1-.31 Staff(CR)	Technical Assistance
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Technical Assistance

591-1-1-.31 - Consultant discussed with the provider that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months. Consultant also discussed with the provider that staff #8 must enroll in an approved education program within six months of hire and complete degree within 18 months.

Comment

Consultant observed staff to be compliant with applicable laws and regulations.

Staffing and Supervision

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

Consultant observed staff to provide direct supervision were attentive to children's needs.

Comment

Consultant observed the center to maintain appropriate staff:child ratios.

591-1-1-.32 Supervision(CR)	Met
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Comment

Consultant discussed combining children of mixed ages with the provider on this date.