



**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:** 12/28/2023 **VisitType:** Licensing Study

**Arrival:** 10:45 AM

**Departure:** 2:45 PM

**CCLC-3583**

**The Roane School**

1967 Spring Place Jonesboro, GA 30236 Clayton County  
 (770) 472-5354 tracyroane@bellsouth.net

**Regional Consultant**

Twantaye Compton

Phone: (770) 357-1660

Fax: (770) 357-1661

twantaye.compton@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.<br><br><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|------------------------------------|-----------------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12/28/2023                         | Licensing Study                   | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 11/17/2023                         | Complaint Closure                 | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 10/03/2023                         | Complaint Investigation Follow Up | 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 A: Infant : 1st Left            | Infants                | 1     | 3        | C    | 16         | C            | NA         | NA           | Nap                                |
| Main     | Room B: Toddler:1Right               | One Year Olds          | 1     | 6        | C    | 15         | C            | NA         | NA           | Free Play                          |
| Main     | Room C: 1yr olds: 2nd left           | Two Year Olds          | 1     | 5        | C    | 23         | C            | NA         | NA           | Clean Up,Transitioning             |
| Main     | Room D: 2 & 3 yr olds: 2nd right     | Three Year Olds        | 1     | 8        | C    | 22         | C            | NA         | NA           | Circle Time                        |
| Main     | Room E: 3 yr olds: 3rd left          | Three Year Olds        | 1     | 10       | C    | 21         | C            | NA         | NA           | Circle Time                        |
| Main     | Room F: Private Pre-K: Rear right    | Two Year Olds          | 2     | 11       | C    | 21         | C            | NA         | NA           | Clean Up,Circle Time,Transitioning |
| Main     | Room G: GA Pre-K: 3rd right          |                        | 0     | 0        | C    | 21         | C            | NA         | NA           | Not In Use                         |
| Main     | Room H: GA Pre-K: 4th right          |                        | 0     | 0        | C    | 21         | C            | NA         | NA           | Not In Use                         |
| Main     | Room I: preschool: Rear right        | Six Year Olds and Over | 1     | 13       | C    | 20         | C            | NA         | NA           | Outside                            |
| Main     | Room J: Gym / Afterschool: rear left | Four Year Olds         | 1     | 15       | C    | 20         | C            | NA         | NA           | Outside                            |

Total Capacity @35 sq. ft.: 200

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 71

Total Capacity @35 sq. ft.: 200

Total Capacity @25 sq. ft.: 0

### Comments

The purpose for today's visit was to conduct a Licensing Study. All questions were answered and Technical Assistance was provided in the areas of Facility, Staff Records and Food Services. A copy of the report was provided during the exit conference.

Plan of Improvement: Developed This Date 12/28/2023

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.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](http://www.decalkoala.com) with the userid 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](mailto:qualityrated@dec.al.ga.gov) for more information. Free technical assistance is available!**

---

Angela Hayes, Program Official

Date

---

Twantaye Compton, Regional Consultant

Date



**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

**(Findings Report)**

**Date:** 12/28/2023 **VisitType:** Licensing Study

**Arrival:** 10:45 AM

**Departure:** 2:45 PM

**CCLC-3583**

**The Roane School**

1967 Spring Place Jonesboro, GA 30236 Clayton County  
(770) 472-5354 tracyroane@bellsouth.net

**Regional Consultant**

Twantaye Compton

Phone: (770) 357-1660

Fax: (770) 357-1661

twantaye.compton@decal.ga.gov

**Mailing Address**  
Same

The following information is associated with a Licensing Study:

**Activities and Equipment**

**591-1-1-.03 Activities**

**Technical Assistance**

**Technical Assistance**

Consultant discussed with center staff to ensure to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development in all classrooms.

**Correction Deadline: 12/28/2023**

**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 met by center on this date.

**591-1-1-.25 Physical Plant - Safe Environment(CR)**

**Not Met**

**Comment**

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

**Finding**

591-1-1-.25(12) requires heating and cooling equipment to be protected to prevent children from touching it. Fans, space heaters, etc. shall be positioned or installed so as to be inaccessible to the children. It was determined based on observation that the closet where the heating and cooling equipment are stored was unlocked and accessible to children in the following rooms:

Room D: 2 & 3 yr olds: 2nd Right

Room E: 3 yr. olds: 3rd Left

**POI (Plan of Improvement)**

The Center will re-position or re-install equipment, as needed, and will make all such equipment inaccessible to children.

**Correction Deadline: 12/28/2023**

**Technical Assistance**

Consultant discussed with center staff to ensure that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. Storage cabinet latches should be checked to ensure that the securely lock all cabinets in all classrooms throughout the center.

**Correction Deadline: 12/28/2023**

**Technical Assistance**

Consultant discussed with center staff to ensure that protective caps on all unused electrical outlets within children's reach and requires that electrical outlets in use be made inaccessible to children throughout the center.

**Correction Deadline: 12/28/2023**

---

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

Playground observed to be clean and in good repair.

---

**Food Service**

---

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

Consultant discussed with center staff to ensure that kitchen Staff wash their hands and arms thoroughly with liquid soap and warm running water before starting food service work and to wash hands during work hours as often as may be necessary. Liquid soap should always be accessible and present in the kitchen. Kitchen staff should not wash their hands in any other area besides the kitchen when handling food.

**Correction Deadline: 12/28/2023**

---

**Health and Hygiene**

---

**591-1-1-.10 Diapering Areas & Practices(CR)****Not Met****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 the diaper changing surface area was not equipped with guard rails to prevent falls in the following rooms:

Room A: Infant: 1st Left

Room B Toddler: 1 Right

**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: 12/28/2023**

---

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

**Comment**

Staff were observed to remind children to wash hands.

---

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

**Comment**

The Provider currently does not dispense/administer medication.

---

**Safety**

---

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

**Comment**

Please be mindful of voice tone in redirecting children.

**Comment**

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

---

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

**Comment**

A current/completed inspection was observed for all vehicles used in transporting children this date.

**Comment**

The vehicle had an approved fire extinguisher and first aid kit on this date.

---

**Sleeping & Resting Equipment**

---

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

**Comment**

Pleasant naptime environment observed.

**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**

---

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

**Comment**

Criminal record checks were observed to be complete.

---

**591-1-1-.24 Personnel Records** **Technical Assistance**

**Technical Assistance**

Consultant discussed with the center staff to ensure to include the following in all personnel files for review: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience.

**Correction Deadline: 1/2/2024**

---

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

**Technical Assistance**

Consultant discussed with the center staff to ensure that a qualified director is hired within sixty days of the former director resignation. Consultant discussed to ensure the Center to have a Director who is responsible for the supervision, operation and maintenance of the Center. The Director must be on the Center's premises.

Correction Deadline: 12/28/2023

|                                 |
|---------------------------------|
| <b>Staffing and Supervision</b> |
|---------------------------------|

---

**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**

**Correction Deadline: 11/17/2023**

**Corrected on 12/28/2023**

**Adequate supervision observed on this date.**