



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: 9/12/2023 **VisitType:** Licensing Study **Arrival:** 12:30 PM **Departure:** 7:20 PM

CCLC-37208

**Special Investigations Unit
Specialist**

Stepping Stone Montessori of Sugar Hill

65 Peachtree Industrial Boulevard Sugar Hill, GA 30518 Gwinnett
 County
 (770) 614-4310 administrator@steppingstonemontessori.com

Brittany Sawyers

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Fax:

brittany.sawyers@decal.ga.gov

Mailing Address

930 Tresillian Court
 Alpharetta, GA 30022

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.
09/12/2023	Licensing Study	Good Standing	
05/11/2023	Monitoring Visit	Good Standing	
06/08/2022	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/1L		0	0	C	11	C	NA	NA	
Main	B/2L	Infants and One Year Olds	4	12	C	25	C	NA	NA	Floor Play,Nap
Main	C/3L	Two Year Olds and Three Year Olds	3	11	C	17	C	NA	NA	Nap,Floor Play
Main	D/4L	One Year Olds and Two Year Olds	2	12	C	19	C	NA	NA	Nap
Main	E/1R	Three Year Olds and Four Year Olds	2	7	C	32	C	NA	NA	Transitioning,Art
Main	F/2R	Three Year Olds and Four Year Olds and Five Year Olds	2	17	C	28	C	NA	NA	Transitioning
Main	G/3R	Three Year Olds and Four Year Olds	2	13	C	27	C	NA	NA	Snack
Main	H/4R	Three Year Olds and Four Year Olds	2	15	C	22	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 181			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 87			Total Capacity @35 sq. ft.: 181							
			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG/A/Front L	28	C

Main	PG/B/Back L	23	C
Main	PG/C/Right	52	C

Comments

Licensing visit was conducted on this date.

Plan of Improvement: No Plan Developed

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.decgal.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 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@decgal.ga.gov for more information. Free technical assistance is available!

Elizabeth Ashworth, Program Official

Date

Brittany Sawyers, Special Investigations Unit
Specialist

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-.03 Activities

Technical Assistance

Technical Assistance

591-1-1-.03(2) - Director will ensure that current lesson plans will be kept on-site and accessible within each classroom.

Correction Deadline: 9/12/2023

591-1-1-.12 Equipment & Toys(CR)

Met

Comment

Equipment and furniture observed to be properly secured, as applicable.

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: 2

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

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, intellectual disabilities or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records, that there were two out of five children files missing child's doctor and phone number information.

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: 9/14/2023

	Facility
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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 the following were observed hazards and accessible to children:

-Classroom 3L bottom sink cabinets were unlocked, containing plastic trash bags and a staff member's brown Michael Kors purse. The Michael Kors purse contained hand sanitizer, Alba Botanical sunscreen, and Kopiko Cappuccino candies.

-To the far back of Classroom 3L , there were two staff members' black bookbag and pink purse hanging on hooks, containing phone charging cords.

-Classroom 3L and 4L shared bathroom, contained a staff member's olive book bag hanging on hooks, containing Naramig Naratriptan and Trimebutina medications. A staff member's tan and red bag, containing a plastic bag was also hanging the same hooks.

-Classroom 2R had an observable red purse on the floor that was in front of the black bookcase to the right. The purse contained a laptop and a long charging cord.

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: 9/12/2023

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that the back splash above the sinks in classroom 3R had rotting and chipping wood. Classroom 3L also was observed with rotting and chipped wood. In addition, the sink on the left in classroom 4R warm water was not operable. The faucet handle water does not run water when turned to the left.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 9/19/2023

Recited on 9/12/2023

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

Met

Comment

Playground observed to be clean and in good repair.

Food Service

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

Met

Correction Deadline: 5/11/2023

Corrected on 9/12/2023

.15(7) - This citation was observed to be corrected. Consultant observed children eating appropriate food that does not present a choking hazard.

Health and Hygiene

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

Not Met

Correction Deadline: 5/19/2023

Corrected on 9/12/2023

.10(1) - This citation was observed to be corrected. Consultant observed all ventilations to be properly working on this date.

Finding

591-1-1-.10(3) requires Center Staff to change diapers in the child's own crib or on a diaper changing surface that is used for no purposes other than changing diapers and other clothing in each room where infants or any other children wearing diapers are served. It was determined based on observation that classrooms 3L and 4L did not have diaper changing tables or a diaper changing surface to change diapers.

POI (Plan of Improvement)

The Center will ensure Staff are trained regarding specifically where to change diapers and clothing in each room housing children who are wearing diapers.

Correction Deadline: 10/12/2023

Recited on 9/12/2023

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

Technical Assistance

Technical Assistance

591-1-1-.17(7) - Director will ensure all staff are following proper hand washing procedures.

Correction Deadline: 9/12/2023

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

Correction Deadline: 6/17/2022

Corrected on 9/12/2023

.20(1) - This citation was observed to be corrected. After a review of records, the consultant observed children records to have complete medication forms on this date.

Safety

591-1-1-.05 Animals **Met**

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) **Met**

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Technical Assistance

591-1-1-.30(1)(b)2 - Director will ensure that cots and mats are used by the same child daily and marked for individual use.

Correction Deadline: 9/12/2023

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-.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**

Correction Deadline: 5/11/2023

Corrected on 9/12/2023

.32(4)(a) - The previous citation was observed to be corrected on this date. Consultant observed required ratio on this date.

Comment

Staff observed to provide direct supervision and be attentive to children's needs.