



**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:** 11/9/2023    **VisitType:** Monitoring Visit    **Arrival:** 11:45 AM    **Departure:** 4:00 PM

**CCLC-29134**

**Good Shepherd Preschool and Extended Day**

1400 Killian Hill Road Lilburn, GA 30047 Gwinnett County  
 (770) 925-2411 jmartin@goodshepherdpc.org

**Regional Consultant**

Leena Mitchell

Phone: (706) 433-7111

Fax: (706) 310-6944

leena.mitchell@decal.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** No

| <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. |
|------------------------------------|------------------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11/09/2023                         | Monitoring Visit                   | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 01/06/2023                         | Incident Investigation Closure     | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 01/06/2023                         | Incident 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                           | A-138                        | Two Year Olds and Three Year Olds  | 2                               | 9        | C    | 12         | C            | NA         | NA           | Centers       |
| Main                           | B-140                        | Two Year Olds                      | 2                               | 8        | C    | 11         | C            | NA         | NA           | Outside       |
| Main                           | C-142                        | One Year Olds                      | 2                               | 6        | C    | 11         | C            | NA         | NA           | Transitioning |
| Main                           | D-145                        | Two Year Olds and Three Year Olds  | 2                               | 9        | C    | 13         | C            | NA         | NA           | Transitioning |
| Main                           | E-147/149                    | Three Year Olds and Four Year Olds | 2                               | 15       | C    | 17         | C            | 23         | C            | Transitioning |
| Main                           | Room F                       | Three Year Olds and Four Year Olds | 2                               | 7        | C    | 16         | C            | 22         | C            | Nap           |
| Main                           | Room G                       | One Year Olds and Two Year Olds    | 2                               | 9        | C    | 12         | C            | 17         | C            | Transitioning |
| Total Capacity @35 sq. ft.: 92 |                              |                                    | Total Capacity @25 sq. ft.: 161 |          |      |            |              |            |              |               |
| Upstairs                       | Room H - Upstairs School-Age | Four Year Olds                     | 4                               | 24       | C    | 37         | C            | 52         | C            | Outside       |
| Total Capacity @35 sq. ft.: 37 |                              |                                    | Total Capacity @25 sq. ft.: 161 |          |      |            |              |            |              |               |
| Total # Children this Date: 87 |                              |                                    | Total Capacity @35 sq. ft.: 129 |          |      |            |              |            |              |               |
|                                |                              |                                    | Total Capacity @25 sq. ft.: 161 |          |      |            |              |            |              |               |

| Building | Playground           | Playground Occupancy | Playground Compliance |
|----------|----------------------|----------------------|-----------------------|
| Main     | Playground A (Small) | 17                   | C                     |
| Main     | Playground B 2-4 yrs | 84                   | C                     |

### Comments

The purpose of this visit was to conduct a monitoring visit.

Plan of Improvement: Developed This Date 11/09/2023

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.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](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!**

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Janet Martin, Program Official

Date

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Leena Mitchell, Regional Consultant

Date



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(Findings Report)

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The following information is associated with a Monitoring Visit:

Activities and Equipment

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

Met

Comment

A variety of equipment and toys were observed throughout the center.

Comment

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

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 routinely met by center.

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

Technical Assistance

Technical Assistance

591-1-1-.25 - Center appeared to be clean on this date. Consultant discussed replacing ceiling tiles and ensuring the faucet in classroom C is secure.

Comment

Please be mindful to keep items that pose a hazard inaccessible to children.

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

Playground observed to be clean and in good repair. Please ensure to monitor the playground areas for the following hazardous items:

- Fluff and redistribute resilient surface surrounding the fall zones.
- Biting and/or stinging insects (i.e., bees, ants, etc.).
- Vines protruding through the fence becoming accessible to the children present for care.
- Exposed tree roots (i.e., potential tripping hazard, etc.).
- Loose and/or weak tree branches. - Normal wear and tear of playground equipment.
- Normal wear and tear of the fence surrounding the playground areas
- Please ensure gates are kept closed at all times except when entering and exiting the playground.

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**Health and Hygiene**

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**591-1-1-.07 Children's Health****Not Met****Finding**

591-1-1-.07(5) requires Center Staff to not permit children to wear around their necks or attach to their clothing pacifiers or other hazardous items. It was determined based on observation that two children in classroom C had pacifiers attached to their clothing.

**POI (Plan of Improvement)**

The Center will instruct Staff regarding this safety requirement.

**Correction Deadline: 11/9/2023**

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

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

**Comment**

Proper diapering procedures observed.

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

Please ensure lids remain on trash containing organic waste.

**Comment**

Proper hand washing observed throughout the center.

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

Discussed proper medication documentation and procedures.

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**Organization**

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**591-1-1-.16 Governing Body & License****Not Met****Finding**

591-1-1-.16(f) requires the Center to submit an application for an amended License at least 30 days prior to a change if there is a change in the name of the program or Center, changes in the ages of the children to be served, an increase in the regular hours of operation such that the Center would be providing evening or night-time care in addition to day-time care, changes in the services provided, or additions to or changes in the use of the building by the licensed Center. If an emergency situation arises which makes it impossible to give thirty (30) days' notice, the management of the Center shall notify the Department by telephone and shall submit an application for an amended License as soon as management becomes aware of the change that will be necessitated by the emergency situation. In no case, however, shall a new owner operate the Center without first securing a new License or Permit from the Department. It was determined based on observation that classroom G is being used as a diapering classroom prior to an amendment being submitted.

**POI (Plan of Improvement)**

An application for amendment and all necessary documentation will be submitted.

**Correction Deadline: 11/13/2023**

**Safety****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)****Technical Assistance****Technical Assistance**

591-1-1.13(7) - Consultant discussed with Director to ensure that each child on a field trip has on their person their name, and the Center's name, address and telephone number.

**Correction Deadline: 11/9/2023**

**591-1-1.36 Transportation(CR)****Not Met****Comment**

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

**Comment**

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

**Comment**

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

**Finding**

591-1-1.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on review of records that there was no signature on the transportation form indicating that the second check of the vehicle was conducted for school transportation services from Knights Elementary on November 8, 2023.

**POI (Plan of Improvement)**

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

**Correction Deadline: 11/9/2023**

**Sleeping & Resting Equipment****591-1-1.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

Pleasant naptime environment observed.

**Comment**

Please ensure that cribs/cots are labeled for individual use.

**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**

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

The director provided nine files for staff members hired since the previous visit conducted on January 6, 2023. The consultant observed nine of nine newly hired staff members to have evidence of a satisfactory criminal record check letter on file.

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**591-1-1-.14 First Aid & CPR****Technical Assistance****Technical Assistance**

591-1-1-.14 - The consultant discussed first aid and CPR requirements with the director:

- Ensure that all newly hired staff members complete the required first aid and CPR training within 90-days of their date of hire.
- CPR training must have a hands-on training component. Online only CPR training will not be accepted by the department.

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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 #18 with a documented date of hire of April 11, 2023, certificate dated on September 22, 2023. did not complete health and safety orientation training within their first 90 days of employment:

**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: 12/9/2023**

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

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

|                                 |
|---------------------------------|
| <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.

**Comment**

Discussed combining children of mixed ages.

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

Adequate supervision observed on this date.

**Correction Deadline: 1/6/2023**

**Corrected on 11/9/2023**

**.32(7) - The consultant observed the previous citation to be corrected in that the consultant observed adequate supervision on this date.**