



**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:** 2/21/2024 **VisitType:** Licensing Study

**Arrival:** 3:20 PM

**Departure:** 5:50 PM

**CCLC-57751**

**Right at School at Norton Elementary**

3050 Xavier Ray Court Snellville, GA 30039 Gwinnett County  
(256) 749-8288 [licensingteam@rightatschool.com](mailto:licensingteam@rightatschool.com)

**Lead Consultant**

Dianne Clarke

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**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. |
|------------------------------------|-------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 02/21/2024                         | Licensing Study         | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 08/16/2023                         | Monitoring Visit        | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 03/17/2023                         | Initial 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                           | Cafeteria | Six Year Olds and Over                    | 2     | 19       | C                             | 41         | C            | NA         | NA           | Transitioning |
| Main                           | Lab1      | Five Year Olds and Six Year Olds and Over | 1     | 7        | C                             | 17         | C            | NA         | NA           | Transitioning |
| Main                           | Lab2      | Six Year Olds and Over                    | 1     | 16       | C                             | 17         | C            | NA         | NA           | Transitioning |
| Total Capacity @35 sq. ft.: 75 |           |                                           |       |          | Total Capacity @25 sq. ft.: 0 |            |              |            |              |               |
| Total # Children this Date: 42 |           |                                           |       |          | Total Capacity @25 sq. ft.: 0 |            |              |            |              |               |

| Building | Playground  | Playground Occupancy | Playground Compliance |
|----------|-------------|----------------------|-----------------------|
| Main     | Black Top   | 57                   | C                     |
| Main     | Grassy Area | 121                  | C                     |

### Comments

The purpose of the visit is to conduct a Licensing Study visit.

Reminders: Refer to the published communicable disease chart for guidance regarding communicable diseases. In most scenarios, only outbreaks/clusters should be reported to the local health districts.

Please be sure to contact the Gwinnett County Department of Health, if there are any outbreaks/clusters of positive COVID-19 cases immediately and get their guidance. Please be sure to also complete a Required Report in DECAL KOALA for all individual cases of communicable diseases within 24 hours. Be sure to select "Notifiable Communicable Diseases" to report closures for COVID cases.

You must be sure to enter all temporary closures by 8 a.m. (vacation, emergencies, school closures, holidays etc...) in DECAL KOALA at all times under the Required Report tab whenever your facility is closed temporarily because you are not caring for children for one day or more. Please be sure to SAVE the report prior to exiting.

Incident Reports are to be submitted via DECAL KOALA with all signed staff statements for staff and the director.

All amendments are required to be electronically entered in DECAL KOALA effective August 2, 2021.

Please be sure to hide staff who are no longer employed in your DECAL KOALA account. Please reach out for help with this, if needed.

\*\*Beginning January 1, 2024, there is a free Transportation Training available on OLLI as ProSolutions will no longer offer the class for free. Also, you will be able to find the Health and Safety Orientation Training, which will be 18 hours, for free as well.

Provided updated orientation checklist.

Share information regarding the indicator manual and utilizing it.

Discussed regarding ensuring to complete rechecks for Criminal Records checks before the five year expiration.

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.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.

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#### 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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Jessica Boyd, Program Official

Date

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Dianne Clarke, Lead Consultant

Date



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(Findings Report)

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Same

The following information is associated with a Licensing Study:

Activities and Equipment

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

Met

Correction Deadline: 9/8/2023

Corrected on 2/21/2024

.12(6) - The previous citation was observed to be corrected in that the items were observed. Please ensure that items are continuously added.

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

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 6

Records with Missing/Incomplete Components: 3

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)-Emergency Contact information Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)-Emergency Contact information Missing

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work 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 the following files were missing required information:

- Child #1 and #2 was missing their emergency contact address.
- Child #5 was missing their mother and father's work address.

**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: 2/21/2024**

**Facility****591-1-1-.19 License Capacity(CR)****Met**

**Correction Deadline: 8/16/2023**

**Corrected on 2/21/2024**

**.19(1) - The previous citation was observed to be corrected in that the appropriate number of children were observed in the cafeteria. Please ensure that the license capacity is met for each space being occupied.**

**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 hazards were observed to be accessible:

- Lab 1: Stapler and tape dispenser were observed to be accessible on a desk. Also, a bottle of hand sanitizer was observed to be accessible on a desk in the classroom.
- Lab 2: Stapler and tape dispenser was observed to be accessible on a desk. Also, a pair of adult scissors was observed to be hanging from the white board in the classroom. There was a teacher's purse accessible to the children in the classroom.

**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. Some of the items were removed during the visit.

**Correction Deadline: 2/21/2024**

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

Playground observed to be clean and in good repair.

**Health and Hygiene**

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|                                                        |            |
|--------------------------------------------------------|------------|
| <b>591-1-1-.10 Diapering Areas &amp; Practices(CR)</b> | <b>Met</b> |
|--------------------------------------------------------|------------|

**Comment**

No children enrolled who require diapering. School age children attend only for after school hours.

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|                                |            |
|--------------------------------|------------|
| <b>591-1-1-.17 Hygiene(CR)</b> | <b>Met</b> |
|--------------------------------|------------|

**Comment**

Proper hand washing observed throughout the center.

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|                                    |            |
|------------------------------------|------------|
| <b>591-1-1-.20 Medications(CR)</b> | <b>Met</b> |
|------------------------------------|------------|

**Comment**

The Provider currently does not dispense/administer medication.

|                                |
|--------------------------------|
| <b>Policies and Procedures</b> |
|--------------------------------|

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|                                                          |                             |
|----------------------------------------------------------|-----------------------------|
| <b>591-1-1-.21 Operational Policies &amp; Procedures</b> | <b>Technical Assistance</b> |
|----------------------------------------------------------|-----------------------------|

**Technical Assistance**

591-1-1-.21(3) - Please ensure to use the correct form for fire drills and record all drills as required.

**Correction Deadline: 2/26/2024**

|               |
|---------------|
| <b>Safety</b> |
|---------------|

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|                                   |            |
|-----------------------------------|------------|
| <b>591-1-1-.11 Discipline(CR)</b> | <b>Met</b> |
|-----------------------------------|------------|

**Comment**

Age-appropriate discussion and/or redirection observed.

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|                                       |            |
|---------------------------------------|------------|
| <b>591-1-1-.36 Transportation(CR)</b> | <b>Met</b> |
|---------------------------------------|------------|

**Comment**

Center does not provide routine transportation.

|                                         |
|-----------------------------------------|
| <b>Sleeping &amp; Resting Equipment</b> |
|-----------------------------------------|

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|                                                               |            |
|---------------------------------------------------------------|------------|
| <b>591-1-1-.30 Safe Sleeping and Resting Requirements(CR)</b> | <b>Met</b> |
|---------------------------------------------------------------|------------|

**Comment**

Sleeping/Naps are not required for this program. School age children attend only for after school hours.

|                      |
|----------------------|
| <b>Staff Records</b> |
|----------------------|

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|                                                                             |            |
|-----------------------------------------------------------------------------|------------|
| <b>591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)</b> | <b>Met</b> |
|-----------------------------------------------------------------------------|------------|

**Correction Deadline: 8/16/2023**

Corrected on 2/21/2024

.09(1)(a) - The previous citation was observed to be corrected in that all staff has completed fingerprint application and their criminal records check as required before being present. Please ensure that all individuals has a completed their fingerprint and has a current criminal records check at all times before being present.

-Please ensure that applicants/staff are listing exact dates (including month/day/year) on 10-year work history form in order to determine any breaks in service from the childcare industry.

-Please ensure that all staff, volunteers, independent contractors, substitutes etc...has their records check electronically ported to the center's list in KOALA before being present at the facility.

-Please ensure that records checks are redone if there is a six-month (180 calendar days) break in service from the childcare industry.

-Please also ensure that satisfactory records checks are updated before the expiration date after five years.

-Ensure that all therapists and other independent contractors have an updated records check on file, before being present at the center or home or is supervised at all times by a staff with a comprehensive records check.

-Please ensure that staff with a national background check is always present with a staff who has a comprehensive background check. Staff should never be by themselves.

Correction Deadline: 8/16/2023

Corrected on 2/21/2024

.09(1)(c) - The previous citation was observed to be corrected in that all staff has their criminal records check as required before being present. Please ensure that all individuals has a current completed criminal records check at all times before being present.

Correction Deadline: 8/16/2023

Corrected on 2/21/2024

.09(1)(j) - The previous citation was observed to be corrected in that all staff has their criminal records check as required before being present. Please ensure that all individuals has a completed criminal records check at all times before being present.

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

Not Met

#### 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 a review of records that the following staff did not have evidence of CPR and First Aid:

-Staff #3 hired on October 3, 2023.

-Staff #7 hired on June 16, 2023.

#### 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.

Correction Deadline: 3/22/2024

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591-1-1-.24 Personnel Records

Met

Correction Deadline: 8/21/2023

Corrected on 2/21/2024

.24(1) - The previous citation was observed to be corrected in that all staff has a personnel file. Please ensure that all staff has a personnel file and the required information at all times.

**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 a review of records that there was no evidence Health and Safety Orientation Training completed for the following staff:

- Staff #3 hired on October 3, 2023.
- Staff #5 hired on August 16, 2023.
- Staff #7 hired on June 16, 2023.

**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: 3/22/2024**

**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 that staff #1 did not have evidence of ten hours of annual training for 2023.

**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: 3/22/2024**

**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

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

Met

**Comment**

Adequate supervision observed on this date.

