**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

# Cover Sheet

**Date:** 7/28/2022 **VisitType:** Licensing Study **Arrival:** 8:35 AM **Departure:** 12:00 PM

**CCLC-45925**

**Kids' Galaxy of Dacula**

2243 Alcovy Road Dacula, GA 30019 Gwinnett County
(484) 557-1356 SHEFALI.PATT@GMAIL.COM

**Mailing Address**
P O Box 1955
Suwanee, GA 30024

**Regional Consultant**
Lynn Schnitzer
Phone: (678) 717-5720
Fax: (770) 344-5683
lynn.schnitzer@decal.ga.gov

**Quality Rated:**

| Compliance Zone Designation | | |
|---|---|---|
| 07/28/2022 | Licensing Study | Good Standing |
| 04/19/2022 | Complaint Investigation by Phone | Good Standing |
| 03/24/2022 | Complaint Closure | Good Standing |

**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.

**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 | A1L-Private Prek | Five Year Olds | 3 | 28 | C | 37 | C | NA | NA | Centers,Outside, Transitioning |
| Main | B-2L- Play Room | | 0 | 0 | C | 46 | C | NA | NA | |
| Main | C 3L Storage Rm. | | 0 | 0 | C | 32 | C | NA | NA | |
| Main | D-Bk Left School age | | 0 | 0 | C | 30 | C | NA | NA | |
| Main | EBk Right- School age | Four Year Olds | 2 | 17 | C | 28 | C | NA | NA | Centers,Art |
| Main | F4R- 3's | Three Year Olds | 2 | 20 | C | 26 | C | NA | NA | Art,Centers |
| Main | G3R- 1's & 2's | Two Year Olds and Three Year Olds | 2 | 13 | C | 21 | C | NA | NA | Story |
| Main | H2R- Toddlers | One Year Olds and Two Year Olds | 2 | 10 | C | 19 | C | NA | NA | Story |
| Main | I1R- Infants | Infants and One Year Olds | 2 | 12 | C | 19 | C | NA | NA | Nap,Breakfast,Feeding,Floor Play |
| | | Total Capacity @35 sq. ft.: 258 | | | Total Capacity @25 sq. ft.: 0 | | | | | |
| Total # Children this Date: 100 | | Total Capacity @35 sq. ft.: 258 | | | Total Capacity @25 sq. ft.: 0 | | | | | |

| Building | Playground | Playground Occupancy | Playground Compliance |
|---|---|---|---|
| Main | A-Preschool | 101 | C |
| Main | B-School Age | 141 | C |

| | | | |
|---|---|---|---|
| Main | C-Infants | 26 | C |

**Comments**
The purpose of today's visit was to conduct a licensing study and follow up on the previous visit conducted on January 26, 2022. An administrative review was conducted on August 8, 2022. Staff files, children's files, training, and background checks were all reviewed.

Plan of Improvement: Developed This Date 07/28/2022

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.decal.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

## 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 a1 855-800-7747 or** qualityrated@decal.ga.gov **for more information. Free techical assistance is available!**

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)

| | | | |
|---|---|---|---|
| Shefali Pattharwala, Program Official | Date | Lynn Schnitzer, 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:** 7/28/2022 **VisitType:** Licensing Study **Arrival:** 8:35 AM **Departure:** 12:00 PM

**CCLC-45925**

**Kids' Galaxy of Dacula**

2243 Alcovy Road Dacula, GA 30019 Gwinnett County
(484) 557-1356 SHEFALI.PATT@GMAIL.COM

**Mailing Address**
P O Box 1955
Suwanee, GA 30024

**Regional Consultant**

Lynn Schnitzer

Phone: (678) 717-5720
Fax: (770) 344-5683
lynn.schnitzer@decal.ga.gov

**The following information is associated with a Licensing Study:**

## Activities and Equipment

### 591-1-1-.12 Equipment & Toys(CR) — Not Met

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

**Finding**
591-1-1-.12(2) requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. It was determined based on observation that the blue vinyl chair contained torn fabric located in classroom EBk Right-School age.

**POI (Plan of Improvement)**
The Center will ensure that equipment and furniture are used by the age-appropriate group of children.

**Correction Deadline: 7/28/2022**

**Technical Assistance**
591-1-1-.12(4) - Consultant discussed with director to ensure that cords in unused classrooms are secured prior to reopening.

**Correction Deadline: 7/28/2022**

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

**Comment**
Center does not provide swimming activities.

## Children's Records

| Records Reviewed: 5 | Records with Missing/Incomplete Components: 0 |
|---|---|
| Child # 1 | Met |
| Child # 2 | Met |

| Records Reviewed: 5 | Records with Missing/Incomplete Components: 0 |
|---|---|
| Child # 3 | Met |
| Child # 4 | Met |
| Child # 5 | Met |

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

**Comment**
Records were observed to be complete and well organized.

## Facility

**591-1-1-.06 Bathrooms** **Technical Assistance**

**Technical Assistance**
591-1-1-.06 - Consultant discussed with director to ensure that vents in the bathrooms are cleaned regularly.

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

**Comment**
Licensed capacity observed to be met by center.

**591-1-1-.25 Physical Plant - Safe Environment(CR)** **Not Met**

**Finding**
591-1-1-.25(11) requires that floor coverings be tight, smooth, free of odors and washable or cleanable. It was determined based on observation that the floor contained a broken tile located near the back door in classroom B-2L-Play Room.

**POI (Plan of Improvement)**
Floors will be maintained to be safe and sanitary.

**Correction Deadline: 8/27/2022**

**Technical Assistance**
591-1-1-.25(13) - Consultant discussed with director to ensure that brooms and toilet brushes and office supplies are stored away from the children.

**Correction Deadline: 7/28/2022**

**Finding**
591-1-1-.25(8) requires protective caps on all unused electrical outlets within children's reach and requires that electrical outlets in use be made inaccessible to children. It was determined based on observation that three of four outside receptacles located on playground B-School-age did not have protective caps.

**POI (Plan of Improvement)**
The Center will train Staff to check outlets and replace protective caps when needed and identify and monitor how outlets in use are inaccessible to children.

**Correction Deadline: 7/28/2022**

**591-1-1-.26 Playgrounds(CR)** **Not Met**

**Technical Assistance**
591-1-1-.26(6) - Consultant discussed with director to ensure that playground equipment is monitored for rust.

**Correction Deadline: 8/7/2022**

**Finding**
591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that the middle flower bed located on playground A-Preschool contained protruding nails and a protruding wire was observed by the entry door to classroom I1R-Infants accessible to the children present for care.

**POI (Plan of Improvement)**
The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

**Correction Deadline: 7/28/2022**

## Food Service

**591-1-1-.15 Food Service & Nutrition** — **Met**

**Comment**
Center menu meets USDA guidelines.

**Comment**
Staff stated that infant feeding forms are updated quarterly or more often, as required.

**591-1-1-.18 Kitchen Operations** — **Not Met**

**Comment**
Kitchen appears clean and well organized.

**Finding**
591-1-1-.18(5) requires the refrigeration of all perishable and potentially hazardous foods at 40 degrees Fahrenheit or below and served promptly after cooking. Freezer temperature shall be maintained at zero (0) degrees Fahrenheit or below. It was determined based on observation that the temperature of the refrigerator located in the kitchen was observed to be fifty-five degrees Fahrenheit.

**POI (Plan of Improvement)**
The Center will refrigerate foods as required, will train Staff on proper refrigerator and freezer temperature settings and monitor the settings. Food will be served promptly after cooking.

**Correction Deadline: 7/28/2022**

## Health and Hygiene

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

**Comment**
Proper diapering procedures observed.

**591-1-1-.17 Hygiene(CR)** — **Technical Assistance**

**Technical Assistance**
591-1-1-.17 - Consultant observed proper hand washing throughout the center. Consultant discussed with the director to ensure that children's hands are washed upon arrival.

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

**Correction Deadline: 3/11/2022**

**Corrected on 7/28/2022**
**.20(3) - The previous citation was observed to be corrected. Per the director, the center is no longer administering medication.**

## Policies and Procedures

**591-1-1-.21 Operational Policies & Procedures** **Not Met**

**Finding**

591-1-1-.21(1)(p) requires the Center to have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. It was determined based on review of records that the center did not have an emergency preparedness plan on file.

**POI (Plan of Improvement)**

The Center will write or revise an emergency plan that includes all of the required items.

**Correction Deadline: 8/8/2022**

**Recited on 7/28/2022**

**Comment**

Program observed complete emergency drills

**591-1-1-.27 Posted Notices** **Technical Assistance**

**Technical Assistance**

591-1-1-.27 - Please make sure that all required signs are posted and up to date.

## Safety

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

**Comment**

Center does not keep animals on premises.

**591-1-1-.11 Discipline(CR)** **Technical Assistance**

**Technical Assistance**

591-1-1-.11 - Please be mindful of voice tone in redirecting children.

**591-1-1-.13 Field Trips(CR)** **Not Evaluated**

**Comment**

Center does not participate in field trips at this time.

**591-1-1-.36 Transportation(CR)** **Not Met**

**Comment**

Consultant observed completed checklists with arrival times, departure times, and first and second vehicle checks documented.

**Finding**

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on review of records that the center did not have evidence of biannual transportation training on file for staff #6, date of hire March 8, 2021, staff #17, date of hire November 4, 2019, staff #2, date of hire February 16, 2016, and staff #33, date of hire September 8, 2020.

**POI (Plan of Improvement)**

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

**Correction Deadline: 8/7/2022**

**Finding**
591-1-1-.36(4)(a) requires . The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on review of records that the center did not have evidence of an annual safety check for vehicle tag #RLS6578 on file.

**POI (Plan of Improvement)**
The Center will obtain the annual vehicle inspection.

**Correction Deadline: 8/2/2022**

**Finding**
591-1-1-.36(6) requires written Parental authorization for routine transportation provided by or on behalf of the Center. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined based on review of records that the center did not have evidence of authorization for routine transportation for three of 35 transported children on file.
.

**POI (Plan of Improvement)**
The Center will obtain the required written parental authorization.

**Correction Deadline: 7/29/2022**

**Finding**
591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on review of records that the center did not have an emergency medical form on file for one of 35 children that receive school transportation services.

**POI (Plan of Improvement)**
The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

**Correction Deadline: 7/29/2022**

## Sleeping & Resting Equipment

**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)** **Not Met**

**Finding**
591-1-1-.30(1)(b)1 requires that cots and mats are of sound construction and of sufficient size to accommodate comfortably the size and weight of the child; and that mats are in good repair, washable, covered with a waterproof material and at least two inches (2") thick. It was determined based on observation that two mats contained torn corners in classroom C3L-Storage Room and one mat contained a hole in the corner with exposed foam in classroom EBk Right-School-age.

**POI (Plan of Improvement)**
The Center will ensure that cots and mats are of sound construction and of sufficient size to accommodate the size and weight of the child and mats are in good repair, washable, covered with a waterproof material and is at least two inches thick. Director stated that new mats have been ordered.

**Correction Deadline: 7/28/2022**

**Technical Assistance**
591-1-1-.30(4) - Consultant discussed with director to ensure that mats are stored so that the sheets are not touching any other cots, mats or bedding.

**Correction Deadline: 7/28/2022**

## Staff Records

| Records Reviewed: 33 | Records with Missing/Incomplete Components: 0 |
|---|---|
| Staff # 1 | Met |
| Date of Hire: 10/04/2021 | |
| Staff # 2 | Met |
| Date of Hire: 08/03/2022 | Reminder - Health & Safety training is required within 90 calendar days of hired |
| Staff # 3 | Met |
| Date of Hire: 01/31/2022 | |
| Staff # 4 | Met |
| Date of Hire: 07/20/2022 | Reminder - Health & Safety training is required within 90 calendar days of hired |
| Staff # 5 | Met |
| Date of Hire: 08/16/2021 | |
| Staff # 6 | Met |
| Date of Hire: 03/08/2021 | |
| Staff # 7 | Met |
| Staff # 8 | Met |
| Date of Hire: 08/01/2022 | Reminder - Health & Safety training is required within 90 calendar days of hired |
| Staff # 9 | Met |
| Date of Hire: 07/07/2022 | Reminder - Health & Safety training is required within 90 calendar days of hired |
| Staff # 10 | Met |
| Date of Hire: 07/07/2022 | Reminder - Health & Safety training is required within 90 calendar days of hired |
| Staff # 11 | Met |
| Date of Hire: 07/27/2022 | Reminder - Health & Safety training is required within 90 calendar days of hired |
| Staff # 12 | Met |
| Date of Hire: 10/05/2020 | |

| **Records Reviewed: 33** | **Records with Missing/Incomplete Components: 0** | |
|---|---|---|
| Staff # 13<br>Date of Hire: 10/05/2020 | | Met |
| Staff # 14<br>Date of Hire: 08/30/2021 | | Met |
| Staff # 15<br>Date of Hire: 05/11/2022 | | Met |
| Staff # 16<br>Date of Hire: 06/06/2022 | <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u> | Met |
| Staff # 17<br>Date of Hire: 11/04/2019 | | Met |
| Staff # 18<br>Date of Hire: 07/26/2021 | | Met |
| Staff # 19<br>Date of Hire: 05/26/2021 | | Met |
| Staff # 20<br>Date of Hire: 08/01/2016 | | Met |
| Staff # 21 | | Met |
| Staff # 22<br>Date of Hire: 02/16/2016 | | Met |
| Staff # 23<br>Date of Hire: 05/03/2022 | | Met |
| Staff # 24<br>Date of Hire: 08/01/2019 | | Met |
| Staff # 25<br>Date of Hire: 07/12/2018 | | Met |
| Staff # 26 | | Met |
| Staff # 27<br>Date of Hire: 05/06/2022 | | Met |
| Staff # 28 | | Met |

| Records Reviewed: 33 | Records with Missing/Incomplete Components: 0 |
|---|---|
| Date of Hire: 07/21/2022 | Reminder - Health & Safety training is required within 90 calendar days of hired |
| Staff # 29 | Met |
| Date of Hire: 08/03/2022 | Reminder - Health & Safety training is required within 90 calendar days of hired |
| Staff # 30 | Met |
| Date of Hire: 08/13/2025 | Reminder - Health & Safety training is required within 90 calendar days of hired |
| Staff # 31 | Met |
| Date of Hire: 02/22/2022 | |
| Staff # 32 | Met |
| Date of Hire: 08/01/2022 | Reminder - Health & Safety training is required within 90 calendar days of hired |
| Staff # 33 | Met |
| Date of Hire: 09/08/2020 | |

**Staff Credentials Reviewed: 13**

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

**Comment**
Criminal record checks were observed to be complete.

**Comment**
Director provided16 files for employees hired since last visit January 27, 2022.

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

**Comment**
Consultant observed all staff members hired more than 90-days to have evidence of a current first aid and CPR training card on file.

**Technical Assistance**
591-1-1-.14(3) - Consultant discussed with director to ensure that complete first aid kits are located in the center and on each vehicle used for transportation.

**Correction Deadline: 8/7/2022**

**591-1-1-.33 Staff Training** — **Not Met**

**Comment**
Documentation observed of required annual staff training

**Finding**
591-1-1-.33(4) requires within the first year of employment, the Director and person with primary responsibility for food preparation shall have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on review of records that the director did not have evidence of required food training on file.

**POI (Plan of Improvement)**
The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

**Correction Deadline: 8/27/2022**

**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.