



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: 4/13/2022 **VisitType:** Monitoring Visit

Arrival: 10:45 AM **Departure:** 12:45 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

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Fax: (706) 310-6944

leena.mitchell@decal.ga.gov

Mailing Address
 Same

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.
04/13/2022	Monitoring Visit	Good Standing	
12/10/2021	Licensing Study	Good Standing	
04/22/2021	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-138	Two Year Olds and Three Year Olds	2	11	C	12	C	NA	NA	Lunch
Main	B-140	Two Year Olds	2	8	C	11	C	NA	NA	Outside
Main	C-142	One Year Olds	2	10	C	11	C	NA	NA	Free Play
Main	D-145	Three Year Olds and Four Year Olds	2	12	C	13	C	NA	NA	Outside
Main	E-147/149	Three Year Olds	2	11	C	17	C	23	C	Outside
Main	Room F	Three Year Olds and Four Year Olds	2	14	C	16	C	22	C	Lunch
Main	Room G		0	0	C	12	C	17	C	Not In Use
Total Capacity @35 sq. ft.: 92			Total Capacity @25 sq. ft.: 129							
Upstairs	Room H - Upstairs School-Age	Four Year Olds and Five Year Olds	4	33	C	37	C	52	C	Lunch
Total Capacity @35 sq. ft.: 37			Total Capacity @25 sq. ft.: 129							
Total # Children this Date: 99			Total Capacity @35 sq. ft.: 129			Total Capacity @25 sq. ft.: 129				

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

Comments

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.state.ga.us/CCS/RuleAndRegulations.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 at 855-800-7747 or qualityrated@dec.state.ga.us for more information. Free technical 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)

Janet Martin, Program Official

Date

Leena Mitchell, Consultant

Date



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Findings Report

Date: 4/13/2022 **VisitType:** Monitoring Visit

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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)

Met

Comment

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

Comment

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

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 hazards:

- Normal wear and tear of playground equipment and toys.
- Potential entrapment hazards in the fence surrounding the playground area.
- Biting and/or stinging insects (i.e. ants, bees, etc.)
- Loose and/or weak tree branches surrounding the playground area.
- Standing water in and around playground equipment after inclement weather.
- Fluff and redistribute resilient surface as needed.

Food Service

591-1-1-.15 Food Service & Nutrition**Not Met****Finding**

591-1-1-.15(7) requires that food be served according to manufacturer's instructions and recommendations. Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking. Food shall not be accessible or served to children until it has been chopped, diced, cut or mashed and is appropriate for each child's age and individual eating, chewing and swallowing ability. It was determined based on observation that children two-year-old and three-year-old were eating grapes and raw carrots that were brought from home for lunch.

POI (Plan of Improvement)

The Center will train Staff and monitor food served and accessible to children to ensure that the food does not present a choking hazard.

Correction Deadline: 4/25/2022

Health and Hygiene

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

Staff state proper knowledge of diapering procedures.

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

Proper hand washing observed throughout the center.

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

Discussed proper medication documentation and procedures.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Met**

Correction Deadline: 12/15/2021

Corrected on 4/13/2022

.21(3) - The consultant observed the previous citation to be corrected in that the consultant observed complete emergency drills for 2022.

Technical Assistance

591-1-1-.29 - Discussed reporting requirements.

Safety**591-1-1.11 Discipline(CR)****Met****Comment**

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

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

The consultant observed the following vehicles to have a current vehicle inspection report on file:

- Vehicle Tag # - PYB 2843 - Expires June 14, 2022.
- Vehicle Tag # - AWM 0546 - Expires June 17, 2022.

Correction Deadline: 12/20/2021**Corrected on 4/13/2022****.36(3)(a-b) - The consultant observed the previous citation to be corrected in that the consultant observed evidence of two (2) hours transportation training for each staff member that participates in transportation.****Correction Deadline: 12/14/2021****Corrected on 4/13/2022****.36(7)(c) - The consultant observed the previous citation to be corrected in that the consultant observed evidence of separate transportation forms for each school.****Finding**

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on review of records that the center did not document with a check or other mark/symbol to account for the load and unloading of one of five children receiving school transportation services to Gwin Oaks Elementary during the week of April 11, 2022.

POI (Plan of Improvement)

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

Correction Deadline: 4/25/2022**Finding**

591-1-1-.36(8) restricts a child's travel time to forty-five minutes on each trip between the Center and destination unless accompanied by the Parent and excluding field trips. It was determined based on review of records that children transported the week of April 11, 2022, from Gwin Oaks Elementary School travel time was over forty-five minutes.

POI (Plan of Improvement)

The center will ensure that the travel time is no more than forty-five minutes on each trip.

Correction Deadline: 4/25/2022**Sleeping & Resting Equipment**

Comment

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

Staff Records**Records Reviewed: 27****Records with Missing/Incomplete Components: 3**

Staff # 1	Met
Date of Hire: 12/01/2011	
Staff # 2	Met
Date of Hire: 09/04/2010	
Staff # 3	Met
Date of Hire: 01/04/2022	
Staff # 4	Met
Date of Hire: 01/04/2021	
Staff # 5	Met
Date of Hire: 06/14/2021	
Staff # 6	Not Met
Date of Hire: 01/04/2022	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 7	Met
Date of Hire: 11/04/2019	
Staff # 8	Met
Date of Hire: 08/16/2021	
Staff # 9	Met
Date of Hire: 12/16/2014	
Staff # 10	Met
Date of Hire: 07/26/2021	
Staff # 11	Met
Date of Hire: 03/28/2022	
Staff # 12	Met
Date of Hire: 09/27/2021	
Staff # 13	Met
Date of Hire: 07/31/2017	

Staff # 14	Met
Date of Hire: 07/30/2018	
Staff # 15	Not Met
Date of Hire: 09/25/2019	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 16	Met
Date of Hire: 03/28/2022	
Staff # 17	Met
Date of Hire: 01/05/2016	
Staff # 18	Met
Date of Hire: 09/13/2021	
Staff # 19	Met
Date of Hire: 09/14/2017	
Staff # 20	Met
Date of Hire: 09/27/2021	
Staff # 21	Met
Date of Hire: 03/19/2021	
Staff # 22	Met
Date of Hire: 05/28/2013	
Staff # 23	Met
Date of Hire: 09/08/2017	
Staff # 24	Not Met
Date of Hire: 01/04/2022	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 25	Met
Date of Hire: 11/29/2021	
Staff # 26	Met
Date of Hire: 04/11/2016	
Staff # 27	Met

Date of Hire: 01/06/2021

Staff Credentials Reviewed: 9**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met**

Correction Deadline: 12/10/2021

Corrected on 4/13/2022

.09(1)(j) - The consultant observed the previous citation to be corrected in that the consultant observed all staff to have evidence of satisfactory comprehensive records check determination letter.

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

Correction Deadline: 12/31/2021

Corrected on 4/13/2022

.14(2) - The consultant observed the previous citation to be corrected in that the consultant observed newly hired staff to have evidence of current CPR and first aid training.

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

591-1-1-.33(3)- 591-1-1-.33(3)- It was determined based on review of records that the following staff members had not completed health and safety orientation training within their first 90 days of employment:

Staff member #6 with a documented date of hire of January 4, 2022.

Staff member #24 with a documented date of hire of January 4, 2022.

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: 4/25/2022

Recited on 4/13/2022

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)****Not Met****Finding**

591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20; and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined based on observation that on two separate occasions classroom C was left out of ratio when one of the teacher's left the classroom. The classroom was observed to have one teacher with ten one-year-old children.

POI (Plan of Improvement)

The Center will hire additional Staff or reschedule current Staff to meet required Staff:child ratios and will organize children into groups that meet requirements.

Correction Deadline: 4/13/2022

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

Comment

Adequate supervision observed on this date.