**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:** 10/19/2022 **VisitType:** Complaint Investigation Follow Up **Arrival:** 10:35 AM **Departure:** 2:45 PM

**CCLC-46916**

**Kids In Motion Academy**

2215 Bethany Church Road Snellville, GA 30039 Gwinnett County
(470) 545-2600 amitchell@kimalearningcenter.com

**Regional Consultant**
Dianne Clarke
Phone: (770) 357-4923
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dianne.clarke@decal.ga.gov

**Mailing Address**
Same

**Quality Rated:**

| Compliance Zone Designation | | |
|---|---|---|
| 10/19/2022 | Complaint Investigation Follow Up | Good Standing |
| 09/14/2022 | Licensing Study | Good Standing |
| 05/09/2022 | 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 | 1R - Front - Infant - Room G | One Year Olds | 2 | 8 | C | 10 | C | NA | NA | Nap,Free Play,Floor Play |
| Main | 2L - Middle - Pre-K - Room B | Two Year Olds | 1 | 9 | C | 20 | C | NA | NA | Centers |
| Main | 2R - Middle-Rear - Toddler 1 - Room F | | 0 | 0 | C | 12 | C | NA | NA | |
| Main | 3L - Rear-Left - Pre-K - Room C | Three Year Olds | 1 | 9 | C | 19 | C | NA | NA | Transitioning,Outside |
| Main | 3R - Rear-Right - Toddler 2 - Room E | PreK | 2 | 13 | C | 19 | C | NA | NA | Outside |
| Main | Front - 1L - School-Age - Room A | | 0 | 0 | C | 21 | C | NA | NA | |
| Main | Front-Middle - Preschool - Room D | One Year Olds | 2 | 10 | C | 22 | C | NA | NA | Centers |
| | | Total Capacity @35 sq. ft.: 123 | | | Total Capacity @25 sq. ft.: 0 | | | | | |
| Total # Children this Date: 49 | | Total Capacity @35 sq. ft.: 123 | | | Total Capacity @25 sq. ft.: 0 | | | | | |

| Building | Playground | Playground Occupancy | Playground Compliance |
|---|---|---|---|
| Main | Playground A - Preschool - School-Age | 104 | C |
| Main | Playground B - Infant - Preschool | 21 | C |

**Comments**
This is a complaint investigation and follow up 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 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.

Please be sure to enter all temporary closures in DECAL KOALA under the Required Report tab whenever your facility is closed temporarily for one day or more.

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.

For centers conducting transportation, please remember that the transportation training certificates must be renewed every two years for everyone participating in transportation including the director.

Plan of Improvement: Developed This Date 10/19/2022

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

QUALITY™ RATED CHILD CARE

CAPS CHILDCARE AND PARENT SERVICES

**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 techincal 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)

| | | | |
|---|---|---|---|
| Ashley Mitchell, Program Official | Date | Dianne Clarke, Consultant | Date |

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## Findings Report

**Date:** 10/19/2022 **VisitType:** Complaint Investigation Follow Up **Arrival:** 10:35 AM **Departure:** 2:45 PM

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**The following information is associated with a Complaint Investigation Follow Up:**

## Children's Records

**591-1-1-.08 Children's Records** **Not Met**

**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, mental retardation or developmental disabilities which limit the child’s participation in the program. It was determined based on a review of records that child #2 mother's work address was not completed and child #3 and #4 did not have their 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. Discussed regarding getting the information for the children by the end of the day and will send to consultant.

**Correction Deadline: 10/19/2022**

**Recited on 10/19/2022**

## Facility

**591-1-1-.06 Bathrooms** **Met**

**Correction Deadline: 10/14/2022**

**Corrected on 10/19/2022**
**.06(4) - The previous citation was observed to be corrected in that the fan was observed to be repaired. Please ensure that the fans in the bathrooms are in good repair at all times.**

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

**Correction Deadline: 9/14/2022**

**Corrected on 10/19/2022**
**.26(4) - The previous citation was observed to be corrected in that the boards were observed to be replaced. Please be sure to keep an eye on the wooden fence and replace boards accordingly.**

**Correction Deadline: 9/14/2022**

**Corrected on 10/19/2022**
**.26(9) - The previous citation was observed to be corrected in that the plants were removed and the crack covered with tape temporarily. Please ensure that keep an eye for plants growing through the fence and the tape being secure until the borders can be replaced.**

## Health and Hygiene

**591-1-1-.07 Children's Health** **Met**

**Correction Deadline: 9/14/2022**

**Corrected on 10/19/2022**
**.07(5) - The previous citation was observed to be corrected in that the children were observed to not have pacifier attachments. Please ensure that children do not used attachments at all times.**

**591-1-1-.10 Diapering Areas & Practices(CR)** **Not Met**

**Finding**
591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. It was determined based on observation that the red changing pad in the Front-Middle-Preschool-Room D was observed to be worn in several areas and the foam exposed.

**POI (Plan of Improvement)**
The Center will ensure there is a smooth, nonporous changing surface that has a guard or rails for safety in each classroom that houses children wearing diapers. Center Staff will be trained and have adequate supplies to properly clean the diaper changing surface between each diaper change. Discussed with the director that a changing pad will be ordered like the one in the infant classroom today.

**Correction Deadline: 10/24/2022**

**Recited on 10/19/2022**

**591-1-1-.20 Medications(CR)** **Not Met**

**Finding**
591-1-1-.20(1) requires Personnel to obtain specific written authorization from the child's physician or parent in order to dispense prescription or non-prescription medications, except for first aid. Such authorization will include when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent. It was determined based on a review of records that medication was not observed to be recorded as dispensed for a child on October 18, 2022 between three and four p.m., according to the authorization form.

**POI (Plan of Improvement)**
The Center will train Staff to obtain and review parental authorizations to ensure the authorization contains complete information. The designated person(s) will monitor daily. Discussed with the director regarding communicating about children needing medication and a checklist was created to check daily.

**Correction Deadline: 10/19/2022**

**Correction Deadline: 10/19/2022**

**Corrected on 10/19/2022**
**.20(3) - The previous citation was observed to be corrected in that  the times and dates were observed to be completed.  Please ensure that the medication forms are completed before the parent leaves when instructions are given to administer medication.**

## Policies and Procedures

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

**Correction Deadline: 9/19/2022**

**Corrected on 10/19/2022**
**.21(3) - The previous citation was observed to be corrected in that the date was recorded.  Please ensure that the dates are recorded during the required intervals for all of the required emergency plans and procedures.**

## Safety

**591-1-1-.13 Field Trips(CR)** **Met**

**Correction Deadline: 9/14/2022**

**Corrected on 10/19/2022**
**.13(2) - The previous citation was observed to be corrected in that there were no field trips since the last visit.  Please ensure that field trip documentation is maintained one year from when trip occurred.**

## Staff Records

**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 staff #13 and #20 did not have current evidence of their CPR and First Aid completed within their 90 day period.

**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.  Discussed regarding scheduling class and will send the consultant the date of the scheduled class.

**Correction Deadline: 11/19/2022**

**Recited on 10/19/2022**

**591-1-1-.33 Staff Training** **Defer**

**Defer**
591-1-1-.33(3)-  This citation is deferred as provider has until December 31, 2022 to complete annual training and should be reviewed during the next licensing study regulatory visit.

**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: 10/14/2022**