



**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:** 6/24/2022 **VisitType:** Licensing Study

**Arrival:** 10:25 AM

**Departure:** 1:00 PM

**CCLC-548**

**Great Beginnings of Sugar Hill**

1191 Level Creek Road Sugar Hill, GA 30518 Gwinnett County  
 (770) 945-3995 greatbeginningssugarhill@yahoo.com

**Regional Consultant**

Margarita Collier

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**Mailing Address**  
 Same

**Quality Rated:** ★

| <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. |
|------------------------------------|-------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 06/24/2022                         | Licensing Study   | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 12/15/2021                         | Monitoring Visit  | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 11/09/2021                         | Complaint Closure | 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                         |
|---------------------------------|--------------|-------------------------------------------|-------|----------|---------------------------------|------------|--------------|------------|--------------|-------------------------------|
| Building 2                      | 1L           | Six Year Olds and Over                    | 1     | 14       | C                               | 24         | C            | NA         | NA           | Centers                       |
| Building 2                      | 1R           |                                           | 0     | 0        | C                               | 26         | C            | NA         | NA           | Not In Use                    |
| Building 2                      | Gym          | Five Year Olds and Six Year Olds and Over | 5     | 55       | C                               | 117        | C            | NA         | NA           | Lunch, Centers, Transitioning |
| Building 2                      | Upper Left   |                                           | 0     | 0        | C                               | 26         | C            | NA         | NA           | Not In Use                    |
| Building 2                      | Upper Middle |                                           | 0     | 0        | C                               | 24         | C            | NA         | NA           | Not In Use                    |
| Building 2                      | Upper Right  |                                           | 0     | 0        | C                               | 23         | C            | NA         | NA           | Not In Use                    |
| Total Capacity @35 sq. ft.: 240 |              |                                           |       |          | Total Capacity @25 sq. ft.: 411 |            |              |            |              |                               |
| Building 1                      | 1R           | Infants                                   | 2     | 5        | C                               | 14         | C            | NA         | NA           | Floor Play, Free Play         |
| Building 1                      | 2L           |                                           | 0     | 0        | C                               | 25         | C            | 36         | C            | Not In Use                    |
| Building 1                      | 2R           | Infants                                   | 2     | 7        | C                               | 8          | C            | NA         | NA           | Floor Play, Free Play         |
| Building 1                      | 2R Back      | Two Year Olds                             | 2     | 15       | C                               | 9          | NC           | NA         | NA           | Transitioning                 |
| Building 1                      | 3L           | Four Year Olds                            | 2     | 20       | C                               | 26         | C            | 36         | C            | Lunch                         |

|                                 |    |                 |                                 |    |   |                                 |   |    |    |                            |
|---------------------------------|----|-----------------|---------------------------------|----|---|---------------------------------|---|----|----|----------------------------|
| Building I                      | 3R | Two Year Olds   | 2                               | 14 | C | 21                              | C | NA | NA | Transitioning, Lunch       |
| Building I                      | 4L | Four Year Olds  | 1                               | 13 | C | 18                              | C | NA | NA | Lunch, Transitioning       |
| Building I                      | 4R | Three Year Olds | 1                               | 14 | C | 16                              | C | NA | NA | Transitioning, Outside     |
| Building I                      | 5R | Two Year Olds   | 2                               | 10 | C | 16                              | C | NA | NA | Outside                    |
| Building I                      | 6R | Three Year Olds | 1                               | 14 | C | 18                              | C | NA | NA | Transitioning, Circle Time |
| Total Capacity @35 sq. ft.: 171 |    |                 |                                 |    |   | Total Capacity @25 sq. ft.: 411 |   |    |    |                            |
| Total # Children this Date: 181 |    |                 | Total Capacity @35 sq. ft.: 411 |    |   | Total Capacity @25 sq. ft.: 411 |   |    |    |                            |

| Building   | Playground  | Playground Occupancy | Playground Compliance |
|------------|-------------|----------------------|-----------------------|
| Building I | Back Left   | 75                   | C                     |
| Building I | Back Middle | 25                   | C                     |
| Building I | Front Left  | 61                   | C                     |
| Building I | Front Right | 76                   | C                     |

#### Comments

The purpose of this visit was to conduct a licensing study visit and to follow-up on the previous visit conducted on December 15, 2022. The administrative review was completed on July 15, 2022.

Plan of Improvement: Developed This Date

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/Regulations.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](mailto: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.

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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.'

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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)

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Charlotte Sigler, Program Official

Date

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Margarita Collier, Consultant

Date



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### Findings Report

Date: 6/24/2022 VisitType: Licensing Study

Arrival: 10:25 AM

Departure: 1:00 PM

CCLC-548

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The following information is associated with a Licensing Study:

### Activities and Equipment

591-1-1.12 Equipment & Toys(CR)

Technical Assistance

#### Technical Assistance

Please ensure to monitor toys and equipment for normal wear and tear.

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 |
| Child # 3 | Met |
| Child # 4 | Met |
| Child # 5 | Met |

591-1-1.08 Children's Records

Met

#### Comment

Parent authorizations obtained/completed.

#### Comment

Records were observed to be complete and well organized.

**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)****Not Met****Technical Assistance**

Please be mindful to keep items that pose a hazard inaccessible to children. Ensure that staff members store all potentially hazardous items and/or equipment in a locked cabinet and/or container or on a high enough shelf that the tallest child cannot reach the item.

**Technical Assistance**

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

**Finding**

591-1-1.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation the following areas were not in good repair:

- Building 2 - Classroom 1L - Exposed/chipped paint was observed in the first-left stall, second-right stall, and third-right stall located in the second-back right restroom.
- Building 1 - Classroom 6R - The top toilet seat cover was observed to be cracked located in the first-left restroom.
- Building 1 - Classroom 4L - Exposed screws were observed on the sides of each toilet located on in the first-left restroom and the second-left restroom.

**POI (Plan of Improvement)**

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

**Correction Deadline: 6/24/2022**

**591-1-1.26 Playgrounds(CR)****Technical Assistance****Technical Assistance**

Please ensure to monitor the playground areas for the following:

- Repluff resilient surface as needed. Per the director, the center was scheduled to have a mulch delivery by Friday, June 24, 2022.
- Biting and/or stinging insects/bugs.
- Normal wear and tear of equipment and/or toys.
- Loose and/or weak branches.
- Exposed tree roots.
- The fence for normal wear and tear.
- Shrubs on the opposite of the fence to ensure they are not protruding through the fence.

**Food Service****591-1-1.15 Food Service & Nutrition****Technical Assistance****Technical Assistance**

Please ensure that bottles are covered and fully labeled with child's full name.

**Technical Assistance**

Please ensure that infant feeding forms are updated regularly.

**591-1-1.18 Kitchen Operations****Met****Comment**

Kitchen appears clean and well organized.

## 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.

#### Comment

Staff were observed to remind children to wash hands.

### 591-1-1-.20 Medications(CR)

Met

#### Comment

The Provider currently does not dispense/administer medication.

## Safety

### 591-1-1-.05 Animals

Met

#### Comment

Center does not keep animals on premises.

### 591-1-1-.11 Discipline(CR)

Met

#### Comment

Age-appropriate discussion and/or redirection observed.

#### Comment

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

### 591-1-1-.13 Field Trips(CR)

Technical Assistance

#### Technical Assistance

Please ensure the following items are notated on all field trip forms:

- Arrival/departure times of vehicle.
- Loading and unloading of children with a mark and/or symbol.
- First and second checks of the vehicle upon arriving to the designated destination and upon returning to the center.

### 591-1-1-.36 Transportation(CR)

Not Met

#### Technical Assistance

Please ensure the following items are notated on all school transportation forms:

- Arrival/departure times of vehicle.
- Loading and unloading of children with a mark and/or symbol.
- First and second checks of the vehicle upon arriving to the designated destination and upon returning to the center.

#### Comment

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

- Tag # PCQ 8427 - Expires July 5, 2023
- Tag # CKY 1084 - Expires July 5, 2023
- Tag # ECT 281 - Expires July 5, 2023
- Tag # ACG 446 - Expires July 5, 2023
- Tag # RLI 4316 - Expires July 5, 2023

#### Comment

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

**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 staff member #5, date of hire January 9, 2018, did not have evidence of a current transportation training on file. Staff member #5's previous transportation certificate expired on December 31, 2021.

**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: 7/4/2022**

**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 the unloading of children during a school transportation route conducted from Level Creek Elementary on May 23, 2022. Further review of transportation records revealed that the center did not document the load and unloading of children during a field trip conducted to Sugar Hill Splash Park on June 10, 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: 6/25/2022**

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

**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**

**Met**

**Correction Deadline: 12/15/2021**

**Corrected on 6/24/2022**

The previous citation was observed to be corrected. The consultant observed the children to be positioned head to toe during naptime.

**Correction Deadline: 12/15/2021**

**Corrected on 6/24/2022**

The previous citation was observed to be corrected. The consultant did not observe any infants to have any items attached to their person while in their cribs.

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

**Records Reviewed: 46**

**Records with Missing/Incomplete Components: 4**

Staff # 1

Met

Staff # 2

Met

Date of Hire: 11/28/2021

**Records Reviewed: 46****Records with Missing/Incomplete Components: 4**

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|                                                    |                                                                                             |
|----------------------------------------------------|---------------------------------------------------------------------------------------------|
| Staff # 3                                          | Met                                                                                         |
| Date of Hire: 01/28/2027                           | <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u> |
| Staff # 4                                          | Met                                                                                         |
| Date of Hire: 08/08/2011                           |                                                                                             |
| Staff # 5                                          | Not Met                                                                                     |
| Date of Hire: 01/09/2018                           |                                                                                             |
| <u>"Missing/Incomplete Components"</u>             |                                                                                             |
| .36(3)(a-b)-2 hrs. Transportation Training missing |                                                                                             |
| Staff # 6                                          | Met                                                                                         |
| Date of Hire: 05/02/2022                           |                                                                                             |
| Staff # 7                                          | Met                                                                                         |
| Date of Hire: 06/04/2003                           |                                                                                             |
| Staff # 8                                          | Met                                                                                         |
| Staff # 9                                          | Not Met                                                                                     |
| Date of Hire: 02/12/1998                           |                                                                                             |
| <u>"Missing/Incomplete Components"</u>             |                                                                                             |
| .31(2)(b)2.-Staff Qualifications-Education Missing |                                                                                             |
| Staff # 10                                         | Met                                                                                         |
| Staff # 11                                         | Met                                                                                         |
| Date of Hire: 08/05/2014                           |                                                                                             |
| Staff # 12                                         | Met                                                                                         |
| Date of Hire: 10/24/2004                           |                                                                                             |
| Staff # 13                                         | Met                                                                                         |
| Staff # 14                                         | Met                                                                                         |
| Staff # 15                                         | Met                                                                                         |
| Staff # 16                                         | Met                                                                                         |
| Staff # 17                                         | Met                                                                                         |
| Date of Hire: 07/20/2020                           |                                                                                             |
| Staff # 18                                         | Met                                                                                         |
| Date of Hire: 08/16/2017                           |                                                                                             |

|                                                    |         |
|----------------------------------------------------|---------|
| Staff # 19                                         | Met     |
| Staff # 20                                         | Met     |
| Staff # 21                                         | Met     |
| Date of Hire: 01/16/2014                           |         |
| Staff # 22                                         | Met     |
| Staff # 23                                         | Met     |
| Date of Hire: 11/29/2021                           |         |
| Staff # 24                                         | Met     |
| Date of Hire: 01/10/2022                           |         |
| Staff # 25                                         | Met     |
| Date of Hire: 08/07/2012                           |         |
| Staff # 26                                         | Met     |
| Date of Hire: 02/02/2022                           |         |
| Staff # 27                                         | Not Met |
| Date of Hire: 11/05/2021                           |         |
| <u>"Missing/Incomplete Components"</u>             |         |
| .31(2)(b)2.-Staff Qualifications-Education Missing |         |
| Staff # 28                                         | Not Met |
| Date of Hire: 10/11/2021                           |         |
| <u>"Missing/Incomplete Components"</u>             |         |
| .31(2)(b)2.-Staff Qualifications-Education Missing |         |
| Staff # 29                                         | Met     |
| Date of Hire: 01/01/2003                           |         |
| Staff # 30                                         | Met     |
| Staff # 31                                         | Met     |
| Date of Hire: 08/04/2013                           |         |
| Staff # 32                                         | Met     |
| Date of Hire: 01/04/2022                           |         |
| Staff # 33                                         | Met     |
| Date of Hire: 04/23/2022                           |         |

**Records Reviewed: 46****Records with Missing/Incomplete Components: 4**

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|                          |     |
|--------------------------|-----|
| Staff # 34               | Met |
| Date of Hire: 08/12/2009 |     |
| Staff # 35               | Met |
| Date of Hire: 10/01/2003 |     |
| Staff # 36               | Met |
| Date of Hire: 08/16/2019 |     |
| Staff # 37               | Met |
| Date of Hire: 07/05/2019 |     |
| Staff # 38               | Met |
| Date of Hire: 01/01/2016 |     |
| Staff # 39               | Met |
| Date of Hire: 08/09/2021 |     |
| Staff # 40               | Met |
| Date of Hire: 08/06/2021 |     |
| Staff # 41               | Met |
| Date of Hire: 05/23/2022 |     |
| Staff # 42               | Met |
| Staff # 43               | Met |
| Date of Hire: 03/02/2022 |     |
| Staff # 44               | Met |
| Date of Hire: 02/28/2022 |     |
| Staff # 45               | Met |
| Date of Hire: 03/08/2022 |     |
| Staff # 46               | Met |
| Date of Hire: 05/16/2022 |     |

**Staff Credentials Reviewed: 17**

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

Criminal record checks were observed to be complete.

**Comment**

The director provided 18 files for staff members hired since the previous visit was conducted on December 15, 2021. The consultant observed 18 of 18 newly hired staff members to have evidence of a satisfactory comprehensive determination letter.

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

Complete first aid kits observed in center and on vehicles.

**Comment**

Evidence observed of 100% of center staff certified in First Aid and CPR.

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**591-1-1-.31 Staff(CR)****Not Met****Comment**

Staff observed to be compliant with applicable laws and regulations.

**Finding**

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on review of records that staff member #9, date of hire February 12, 1998, and staff member #27, date of hire November 5, 2021, did not have evidence of a current Child Development Associate (CDA) credential on file. Staff member #9's CDA credential expired on December 6, 2021 and staff member #27's CDA credential expired on October 26, 2021.

**POI (Plan of Improvement)**

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

**Correction Deadline: 6/24/2022****Finding**

591-1-1-.31(2)(b)3.(ii)(I)-(VIII) requires the Center develop a written plan for newly hired teacher's who do not possess the educational credential or degree listed in 591-1-1-.31(2)(b)2.(i) through (xii). It was determined based on review of records that staff member #28, date of hire October 11, 2021, did not have evidence of a written plan on file.

**POI (Plan of Improvement)**

The Center will develop a written plan for newly hired teacher's and ensure that the teacher's follow the plan.

**Correction Deadline: 6/24/2022**

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

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

Staff observed to provide direct supervision and be attentive to children's needs.