



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: 12/7/2022 **VisitType:** Monitoring Visit

Arrival: 10:15 AM **Departure:** 12:30 PM

CCLC-130

Sheltering Arms - Norcross Center

5360 Old Norcross Road Norcross, GA 30071 Gwinnett County
 (770) 263-6595 rjordan@shelteringarmsforkids.com

Regional Consultant

Leena Mitchell

Phone: (706) 433-7111

Fax: (706) 310-6944

leena.mitchell@decal.ga.gov

Mailing Address

Same

Quality Rated: ★ ★ ★

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.
12/07/2022	Monitoring Visit	Good Standing	
05/17/2022	Monitoring Visit	Good Standing	
11/09/2021	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	2L	PreK	3	11	C	28	C	NA	NA	Circle Time
Main	3L	Three Year Olds and Four Year Olds	2	13	C	22	C	NA	NA	Lunch
Main	4L	Two Year Olds and Three Year Olds	2	5	C	22	C	NA	NA	Circle Time
Main	5L	Two Year Olds and Three Year Olds	2	6	C	21	C	NA	NA	Lunch
Main	6L	Two Year Olds and Three Year Olds	2	6	C	21	C	NA	NA	Lunch
Main	Front - 1st Right	Infants	1	2	C	20	C	NA	NA	Floor Play
Main	I L	PreK	2	15	C	30	C	NA	NA	Circle Time
		Total Capacity @35 sq. ft.: 164			Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 58		Total Capacity @35 sq. ft.: 164			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	A - Infant	7	C
Main	B - Middle	41	C
Main	Playground - Right	47	C

Comments

The purpose of today's visit was to conduct a monitoring visit and follow up on previous citations.

Plan of Improvement: No Plan Developed 01/01/0001

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)

Rickia Jordan, Program Official

Date

Leena Mitchell, Consultant

Date



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Findings Report

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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)

N/A

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.

Correction Deadline: 6/3/2022

Corrected on 12/7/2022

.25(3) - The consultant observed the previous citation to be corrected in that the consultant observed the facility to be clean, free of debris and in good repair on this date.

591-1-1.26 Playgrounds(CR)

Met

Comment

Playground observed to be clean and in good repair.

Health and Hygiene

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

Hand washing requirements for diapering were discussed with the director on this date.

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.

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)**Met****Comment**

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

591-1-1-.30 - Discussed SIDS and infant sleeping position.

Staff Records

Records Reviewed: 19**Records with Missing/Incomplete Components: 1**

Staff # 1

Not Met

Date of Hire: 07/25/2022

"Missing/Incomplete Components"

.14(2)-CPR missing

Staff # 2

Met

Date of Hire: 01/13/2020

Staff # 3

Met

Date of Hire: 04/23/2001

Staff # 4

Met

Date of Hire: 04/23/2001

Staff # 5

Met

Date of Hire: 09/01/2007

Records Reviewed: 19**Records with Missing/Incomplete Components: 1**

Staff # 6 Met
Date of Hire: 08/27/1987

Staff # 7 Met
Date of Hire: 11/01/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 8 Met
Date of Hire: 08/01/2011

Staff # 9 Met
Date of Hire: 04/14/2021

Staff # 10 Met
Date of Hire: 09/20/2021

Staff # 11 Met
Date of Hire: 01/15/2021

Staff # 12 Met
Date of Hire: 08/20/1990

Staff # 13 Met
Date of Hire: 10/01/2005

Staff # 14 Met
Date of Hire: 02/21/2022

Staff # 15 Met
Date of Hire: 09/13/2004

Staff # 16 Met
Date of Hire: 04/04/2022

Staff # 17 Met
Date of Hire: 10/11/1999

Staff # 18 Met
Date of Hire: 04/22/2019

Staff # 19 Met
Date of Hire: 01/23/2017

Staff Credentials Reviewed: 11

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

Comment

The director provided two files for staff members hired since the previous visit conducted on May 17, 2022. The consultant observed two of two newly hired staff members to have evidence of a satisfactory criminal record check letter on file.

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

The consultant discussed first aid and CPR requirements with the director:

- Ensure that all newly hired staff members complete the required first aid and CPR training within 90-days of their date of hire.
- CPR training must have a hands-on training component. Online only CPR training will not be accepted by the department.

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.

Comment

Discussed combining children of mixed ages.

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

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