



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

Date: 6/8/2026

VisitType: Licensing Study

Arrival: 9:55 AM

Departure: 3:30 PM

CCLC-29134

Good Shepherd Preschool and Extended Day

1400 Killian Hill Road Lilburn, GA 30047 Gwinnett County
 (770) 925-2411

Regional Consultant

Jermecia Moore-Fulton

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jermecia.moore-fulton@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.
06/08/2026	Licensing Study	Good Standing	
03/12/2026	Incident Investigation & Follow Up	Good Standing	
03/12/2026	Incident Investigation 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
Main	A-138	Three Year Olds	2	9	C	12	C	NA	NA	Transitioning
Main	B-140	Two Year Olds and Three Year Olds	2	7	C	11	C	NA	NA	Transitioning, Outside
Main	C-142	One Year Olds and Two Year Olds	2	15	C	11	NC	NA	NA	Free Play, Diapering
Main	D-145	Two Year Olds	2	9	C	13	C	NA	NA	Free Play, Lunch, Transitioning
Main	E-147/149	GA PreK	2	8	C	17	C	23	C	Centers
Main	Room 9	Three Year Olds and Four Year Olds	2	11	C	19	C	NA	NA	Transitioning, Lunch
Main	Room F		0	0	C	16	C	NA	NA	Not In Use
Main	Room G		0	0	C	12	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 111			Total Capacity @25 sq. ft.: 148							
Upstairs	Room H - Upstairs School-Age	Six Year Olds and Over	4	35	C	37	C	52	C	Circle Time, Free Play
Total Capacity @35 sq. ft.: 37			Total Capacity @25 sq. ft.: 148							
Total # Children this Date: 94			Total Capacity @35 sq. ft.: 148							
			Total Capacity @25 sq. ft.: 148							

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

Enrolled Children						
Under 1 years	1 years	2 years	3 years	4 years	5 years (Prekonly)	5 years and older
0	20	21	16	13	0	52

Comments

*Updates and Reminders:

-Please ensure to complete all temporary closures by 8 a.m. (vacation, emergencies, school closures, holidays, etc.) in DECAL KOALA at all times under the Required Report tab whenever your facility is closed temporarily when you are not caring for children for one day or more. Please be sure to SAVE the report prior to exiting.

-Please ensure to complete rechecks for Criminal Records Checks at least 90 days before the five year expiration. Suggestion: Check monthly or sooner to ensure that staff's Criminal Records Checks are not about to expire.

-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.

-Please ensure to hide staff who are no longer employed in your DECAL KOALA account.

-Please ensure that director and staff responsible for food preparation completes the four (4) hours of nutrition training as soon as possible but within the first year of employment.

• Staff Training: -Initial Program Orientation- All Employees, including volunteers, independent contractors, students-in-training, etc. should have a completed initial program orientation form on file.

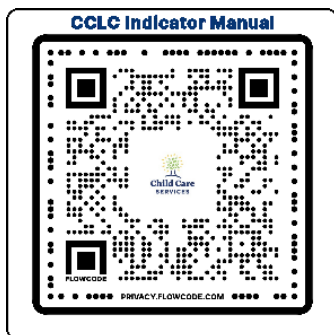
• Annual Training: Effective July 1, 2025, all staff are required to obtain at least two hours in evidence based, developmentally appropriate language and literacy practices and at least two hours in on-going child development and health and safety related topics as part of their 10 hours of annual training.

• First Aid and CPR:

Effective July 1, 2025, new staff are required to obtain pediatric First Aid and pediatric CPR training within 45 days of employment. Programs must also have at least one person with current pediatric First Aid and pediatric CPR training in each classroom at all times.

-For centers conducting or planning on conducting transportation, please remember that the transportation training must be completed prior to participating in transportation and renewed every two years for anyone checking the vehicle, chaperoning on a trip, and signing the checklist, including the director/provider. Please ensure that directors/providers ensure that they also complete the transportation training upon being hired at the center. *Please ensure to mark/indicate when children are loading and unloading and do a physical first and second check (and document by signing) of vehicles used to transport children on transportation documents.

Plan of Improvement: Developed This Date



For additional information regarding any licensing topics discussed during this visit, please consult the Rules and Regulations Indicator Manual. This manual provides comprehensive clarification of each rule, including evaluation indicators, related best practices, and relevant considerations to support your program's continued and sustained compliance.

To access the Indicator Manual, please scan the QR code below or visit our website at <https://www.decal.ga.gov/CCS/RulesAndRegulations.aspx>.

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.al.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

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)

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.al.ga.gov for more information. Free technical assistance is available!



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Summary Report

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.12 Equipment & Toys(CR)

Met

Comment

A variety of equipment and toys were observed throughout the center on this date.

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: 2

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers,.08(1)-Emergency Contact information Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

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, intellectual disabilities or developmental disabilities which limit the child's participation in the program. It was determined based on review of records, 2 out of 5 children files did not include the name and telephone number of the child's primary source of health care and the name(s) and telephone number(s) of person(s) to contact in emergencies when the parent cannot be reached.

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.

Correction Deadline: 6/8/2026

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

Bathrooms observed to be clean and well maintained. However, please ensure to monitor ceiling tiles/panels for stains, water damage, dust, etc.

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

Licensed capacity observed to be routinely met by center on this date.

591-1-1-.25 Physical Plant - Safe Environment(CR)**Technical Assistance****Technical Assistance**

591-1-1-.25(13) - requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. Please be mindful to keep items that pose a hazard inaccessible to children, such as, but not limited to:

- grocery/plastic bags, wipes packages, etc.
- adult office supplies, such as white out, scissors, permanent markers
- cleaning tools, such as mops, brooms, plungers
- hygiene supplies, such as wipes, hand sanitizer
- tripping or entanglement hazards such as loose cords, etc.
- Sunscreen, Diaper rash cream, etc.

Correction Deadline: 6/8/2026

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

Playground observed to be clean and in good repair on this date. However, please monitor the playground/outside area for items that could possibly pose a hazard in the future:

- Biting and/or stinging insects (i.e., bees, ants, etc.).
- Normal wear and tear of the fence surrounding the playground areas.
- Normal wear and tear of playground equipment (i.e., chipped/peeling paint, cracked/broken, etc.).
- Refluff resilient surface as needed.
- Standing water in and/or around playground equipment and/or toys.

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

Center does not prepare or provide food for children.

		Health and Hygiene
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591-1-1-.10 Diapering Areas & Practices(CR)**Technical Assistance****Comment**

Proper diapering procedures observed.

Technical Assistance

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. Please monitor diapering changing pads for normal wear and tear and ensure diapering changing surfaces/pads are free of rips and tears.

Correction Deadline: 6/8/2026

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

Comment

Proper hand washing observed throughout the center on this date.

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**

Comment

Program observed complete emergency drills

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.

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

Comment

Please denote the full address of field trip destination.

591-1-1-.36 Transportation(CR) **Met**

Comment

A current/completed inspection was observed for all vehicles used in transporting children this date.

Comment

Complete documentation of transportation observed on this date.

Comment

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

Sleeping & Resting Equipment

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

Comment

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

Staff Records

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

Comment

Director provided one file for employees hired since the last visit was conducted on January 15, 2026. The Consultant observed one new staff member to have evidence of a satisfactory comprehensive criminal background check on file.

591-1-1-.14 First Aid & CPR(CR) **Met**

Comment

At least one staff person with current and valid pediatric first aid and pediatric CPR observed in each classroom where children were present.

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

Comment

Discussed staff training. Please obtain required documentation.

Comment

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

Comment

Center observed to maintain appropriate staff:child ratios.

Comment

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

Correction Deadline: 3/12/2026

Corrected on 6/8/2026

.32(7) - The previous citation was observed to be corrected. The Consultant observed staff members to be providing active supervision as required on this date.