



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: 10/21/2021 **VisitType:** Licensing Study

Arrival: 10:00 AM

Departure: 11:00 AM

CCLC-48230

Trainers Childcare Center

2341 Beaver Ruin Road Norcross, GA 30071 Gwinnett County
 (770) 263-1981 kidsfirstmarie@yahoo.com

Regional Consultant

Leena Mitchell

Phone: (706) 433-7111

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leena.mitchell@dec.al.ga.gov

Mailing Address

2341 Beaver Ruin Rd
 Norcross, GA 30071

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.
10/21/2021	Licensing Study	Good Standing	
10/21/2021	Complaint Investigation by Phone	Good Standing	
04/27/2021	Monitoring Visit	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-(1R) - 2's	Two Year Olds	1	8	C	17	C	NA	NA	Centers
Main	B- (2R) 2's		0	0	C	17	C	NA	NA	Not In Use
Main	C- (3R)- 1's	One Year Olds	1	6	C	13	C	NA	NA	Free Play
Main	D- (Middle Back) Infants	Infants and One Year Olds	1	6	C	12	C	NA	NA	Free Play
Main	G- (1L) 4's		0	0	C	15	C	22	C	Not In Use
Main	H - (Far left) - Afterschool		0	0	C	27	C	38	C	Not In Use
Main	I - (2L) 3's	Three Year Olds and Four Year Olds	2	14	C	16	C	22	C	Outside
Total Capacity @35 sq. ft.: 117						Total Capacity @25 sq. ft.: 140				
Total # Children this Date: 34			Total Capacity @35 sq. ft.: 117			Total Capacity @25 sq. ft.: 140		Building @25 capacity limited by Fire Marshall Limitations		

Building	Playground	Playground Occupancy	Playground Compliance
Main	A - (1R) 6 wks- 1 years	6	C
Main	B- (2R) 2-3 years	46	C
Main	C - (L) 4 and up	39	C

Comments

An Administrative Review was conducted on October 20, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on October 21, 2021 with the director. An in-person visit was not conducted due to the COVID-19 pandemic.

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 New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.state.ga.us/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@dec.state.ga.us

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), e-mail the following information to CCSRefutations@dec.state.ga.us.

- 1) Facility name, license number and visit date
- 2) Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
- 3) Specific rule number(s) that you are refuting, along with your concerns or questions regarding the rule citation

Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date.

A sample form for submitting a refutation can be found at: <http://dec.state.ga.us/ChildCareServices/RefutationInformation.aspx>

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)

Frances Toney, Program Official

Date

Leena Mitchell, Consultant

Date



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Findings 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 virtual walk through was conducted on this date due to the COVID-19 pandemic. Upon the virtual walk through, a variety of equipment was observed to be clean, properly secured, and in good repair.

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: 3

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 3

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 4

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 5

Met

591-1-1-.08 Children's Records**Technical Assistance****Technical Assistance**

Consultant discussed the following rule with the Provider on this date: 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.

Correction Deadline: 10/21/2021**Technical Assistance**

Consultant discussed the following rule with the Provider on this date: 591-1-1-.08(6) requires the Center to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request.

Correction Deadline: 10/21/2021**Facility****591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

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**

A virtual walk through was conducted on this date due to the COVID-19 pandemic. The center appeared to be clean, well maintained, and safe from hazardous condition upon virtual walk through.

Correction Deadline: 4/27/2021**Corrected on 10/21/2021**

.25(13) - The consultant observed the previous citation to be corrected in that the consultant observed hazardous equipment, materials and supplies to be stored in a locked area inaccessible to children.

Correction Deadline: 10/27/2020**Corrected on 10/21/2021**

.25(3) - The consultant observed the previous citation to be corrected in that the consultant observed all toilets to be clean and in working order.

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

Comment

Playground observed to be clean and in good repair.

Food Service**591-1-1-.15 Food Service & Nutrition****Technical Assistance****Comment**

Center menu meets USDA guidelines.

Correction Deadline: 4/27/2021

Corrected on 10/21/2021

.15(2) - The consultant observed the previous citation to be corrected in that the consultant observed five of five infants to have a feeding plan on file.

Technical Assistance

591-1-1-.15(7) - Discussed new revision as of October 1, 2020, which states: 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.

Correction Deadline: 10/21/2021

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 stated proper knowledge of diapering procedures. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date.

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

Staff stated proper knowledge of hand washing and hygiene procedures for staff and children during virtual visit.

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

The Provider currently does not dispense/administer medication.

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

Program observed complete emergency drills

591-1-1-.27 Posted Notices**Met****Comment**

Observed all required posted notices.

591-1-1-.29 Required Reporting**Met****Comment**

The consultant discussed the updated required reporting requirements regarding suspected cases of child abuse (at the center and/or home) reported to the Department of Family and Children Services, communicable illness required to be reported to the Department of Public Health, and temporary closure of the center via DECAL KOALA.

Safety

591-1-1-.05 Animals**Met****Comment**

Center does not keep animals on premises.

591-1-1-.11 Discipline(CR)**Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date.

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

Center does not participate in field trips at this time.

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 # - EHP 507 - Expires July 20, 2022.
- Vehicle Tag # - EHP 508 - Expires July 20, 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 with a check or other mark/symbol to account for: Unloading two of two children receiving school transportation services to Meadowcreek Elementary on October 15, 2021.

Unloading one of one child receiving school transportation services from Meadowcreek Elementary on October 6, 2021.

Loading and unloading three of three children receiving school transportation services from Ferguson Elementary on October 5, 2021.

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: 10/22/2021

Sleeping & Resting Equipment

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

Correction Deadline: 4/27/2021

Corrected on 10/21/2021

.30(1)(b)2 - The consultant observed the previous citation to be corrected in that the consultant observed all cots to be marked for individual use.

Staff Records

Records Reviewed: 9

Records with Missing/Incomplete Components: 2

Staff # 1	Met
Date of Hire: 10/20/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 2	Met
Date of Hire: 10/15/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 3	Met
Date of Hire: 06/28/2021	
Staff # 4	Met
Date of Hire: 08/12/2021	
Staff # 5	Met
Date of Hire: 08/28/2017	
Staff # 6	Met
Date of Hire: 10/31/2018	
Staff # 7	Not Met
Date of Hire: 07/14/2019	
<u>"Missing/Incomplete Components"</u>	
.31(2)(b)2.-Staff Qualifications-Education Missing	
Staff # 8	Not Met
Date of Hire: 03/13/2019	
<u>"Missing/Incomplete Components"</u>	
.31(2)(b)2.-Staff Qualifications-Education Missing	
Staff # 9	Met
Date of Hire: 01/08/2021	

Staff Credentials Reviewed: 10

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 April 27, 2021. 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-.09 Criminal Records Check(CR)	Met
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Comment

Criminal records checks were observed to be complete.

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

Complete first aid kit observed in center.

Comment

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

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

Documentation observed of required staff training.

Correction Deadline: 5/27/2021

Corrected on 10/21/2021

.33(3) - The consultant observed the previous citation to be corrected in that the consultant observed evidence of health and safety orientation training for all staff hired since last visit.

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

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

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 #4, with a hire date of November 4, 2019 did not have evidence of the minimum academic requirement for a lead teacher. Staff members #7 and #8 had a PLP on file which were not completed before the expiration date of February 1, 2021 and did not have evidence of completing a CDA. Director stated staff member #7 was awaiting a CDA observation.

POI (Plan of Improvement)

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

Correction Deadline: 11/4/2021

Recited on 10/21/2021

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)	Met
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Comment

Center observed to maintain appropriate staff:child ratios.

Technical Assistance

Consultant discussed the following rule with the Provider on this date: 591-1-1-.32(7) requires that children be supervised at all times appropriate to the individual age, needs and capabilities of each child. Such supervision must include, but not be limited to, indoor and outdoor activities, mealtimes, naptime, transportation, field trips, and transitions between activities. "Supervision" means that the appropriate number of Staff members are physically present in the area where children are being cared for and are providing watchful oversight to the children, volunteers and Students-in-Training. The persons supervising in the child care area must be alert, positioned to maximize their ability to hear and see the children at all times, and able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the volunteers and Students-in-Training, and provide timely attention to the children's actions and needs. Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.

Correction Deadline: 10/21/2021