



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: 11/9/2022 **VisitType:** Licensing Study

Arrival: 10:15 AM **Departure:** 3:00 PM

CCLC-29134

Good Shepherd Preschool and Extended Day

1400 Killian Hill Road Lilburn, GA 30047 Gwinnett County
 (770) 925-2411 jmartin@goodshepherdpc.org

Regional Consultant

Leena Mitchell

Phone: (706) 433-7111

Fax: (706) 310-6944

leena.mitchell@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.
11/09/2022	Licensing Study	Good Standing	
08/17/2022	Incident Investigation Closure	Good Standing	
07/19/2022	Incident Investigation & Follow Up	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	Two Year Olds and Three Year Olds	2	12	C	12	C	NA	NA	Outside
Main	B-140	One Year Olds	2	9	C	11	C	NA	NA	Free Play
Main	C-142	One Year Olds	2	9	C	11	C	NA	NA	Free Play
Main	D-145	Two Year Olds and Three Year Olds	2	10	C	13	C	NA	NA	Circle Time
Main	E-147/149	Three Year Olds	2	14	C	17	C	23	C	Music
Main	Room F	Three Year Olds	2	10	C	16	C	22	C	Transitioning
Main	Room G	Three Year Olds and Four Year Olds	1	8	C	12	C	17	C	Transitioning
Total Capacity @35 sq. ft.: 92			Total Capacity @25 sq. ft.: 129							
Upstairs	Room H - Upstairs School-Age	Four Year Olds and Five Year Olds	4	35	C	37	C	52	C	Lunch
Total Capacity @35 sq. ft.: 37			Total Capacity @25 sq. ft.: 129							
Total # Children this Date: 107			Total Capacity @35 sq. ft.: 129			Total Capacity @25 sq. ft.: 129				

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

Comments

The purpose of today's visit was to conduct a licensing study on 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/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)

Janet Martin, Program Official

Date

Leena Mitchell, Consultant

Date



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Findings Report

Date: 11/9/2022 **VisitType:** Licensing Study

Arrival: 10:15 AM

Departure: 3:00 PM

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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.

Comment

Equipment and furniture observed to be properly secured, as applicable.

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

Technical Assistance

Technical Assistance

591-1-1.08(1) - Please ensure that parents provide and/or update the following information as needed: release to persons' name, phone number, full address and relationship to the child.

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)

Technical Assistance

Technical Assistance

591-1-1-.25 - Please be mindful to keep items that pose a hazard inaccessible to children.

Technical Assistance

591-1-1-.25 - Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

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

Met

Comment

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3

Components for breakfast: Grains, Vegetables, Fruits or both, Milk

5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk

2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://dec.al.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

Health and Hygiene

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

Met

Comment

Proper diapering procedures observed.

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

Met

Comment

Please ensure lids remain on trash containing organic waste.

Comment

Proper hand washing observed throughout the center.

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

Discussed proper medication documentation and procedures.

591-1-1-.32 Supervision(CR)	Met
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Correction Deadline: 8/5/2022

Corrected on 11/9/2022

.17(2) - The consultant observed the previous citation to be corrected in that the consultant observed children to be clean, dry and comfortable on this date.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures	Technical Assistance
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Technical Assistance

591-1-1-.21(3) - Please ensure fire drills are conducted monthly and tornado and other emergency situation drills are conducted every six months.

Correction Deadline: 11/14/2022

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

Observed all required posted notices.

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

Thank you for reporting as required.

Safety

591-1-1-.05 Animals	Met
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Comment

Center does not keep animals on premises.

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

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

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

Center does not participate in field trips at this time.

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

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

Comment

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

- Vehicle Tag # - PYLE 2843 - Expires May 31, 2023.

- Vehicle Tag # - AWE 0514 - Expires May 31, 2023.

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

Pleasant naptime environment observed.

Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Staff Records

Records Reviewed: 33

Records with Missing/Incomplete Components: 9

Staff # 1	Met
Date of Hire: 07/25/2022	
Staff # 2	Not Met
Date of Hire: 08/03/2022	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 3	Met
Date of Hire: 07/30/2019	
Staff # 4	Met
Date of Hire: 12/01/2011	
Staff # 5	Not Met
Date of Hire: 09/04/2010	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 6	Met
Date of Hire: 01/04/2022	
Staff # 7	Not Met
Date of Hire: 10/03/2022	
<u>"Missing/Incomplete Components"</u>	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
.24(1)-Evidence of Orientation Missing	
Staff # 8	Met
Date of Hire: 06/14/2021	
Staff # 9	Met
Date of Hire: 01/04/2022	
Staff # 10	Not Met

Records Reviewed: 33**Records with Missing/Incomplete Components: 9**

Date of Hire: 08/08/2022

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 11

Met

Date of Hire: 11/04/2019

Staff # 12

Met

Date of Hire: 08/16/2021

Staff # 13

Met

Date of Hire: 12/16/2014

Staff # 14

Met

Date of Hire: 07/26/2021

Staff # 15

Not Met

Date of Hire: 05/27/2022

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 16

Met

Date of Hire: 03/28/2022

Staff # 17

Met

Date of Hire: 09/27/2021

Staff # 18

Met

Date of Hire: 07/30/2018

Staff # 19

Not Met

Date of Hire: 08/03/2022

"Missing/Incomplete Components"

.14(2)-First Aid Missing,.14(2)-CPR missing,.33(3)-Health & Safety Certificate

Staff # 20

Met

Date of Hire: 10/11/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 21

Met

Date of Hire: 03/28/2022

Staff # 22

Not Met

Date of Hire: 01/05/2016

"Missing/Incomplete Components"

Records Reviewed: 33**Records with Missing/Incomplete Components: 9**

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 23	Met
Date of Hire: 08/16/2021	
Staff # 24	Met
Date of Hire: 09/13/2021	
Staff # 25	Met
Date of Hire: 06/16/2022	
Staff # 26	Not Met
Date of Hire: 09/14/2017	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 27	Not Met
Date of Hire: 06/01/2022	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate	
Staff # 28	Met
Date of Hire: 09/27/2021	
Staff # 29	Met
Date of Hire: 05/28/2013	
Staff # 30	Met
Date of Hire: 01/04/2022	
Staff # 31	Met
Date of Hire: 11/29/2021	
Staff # 32	Met
Date of Hire: 04/11/2016	
Staff # 33	Met
Date of Hire: 01/06/2021	

Staff Credentials Reviewed: 6

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

The director provided nine files for staff members hired since the previous visit conducted on April 13, 2022. The consultant observed nine of nine newly hired staff members to have evidence of a satisfactory criminal record check letter on file.

Comment

Criminal records checks were observed to be complete.

591-1-1-.14 First Aid & CPR**Not Met****Finding**

591-1-1-.14(1) requires the Center Director and, at any given time, at least fifty percent (50%) of the caregiver Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Center shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on review records that director does not have evidence of current CPR and first aid. The following staff members did not obtain first aid and CPR training within the first 90-days of their date of hire:

Staff member #2 with a documented date of hire of August 3, 2022.

Staff member #10 with a documented date of hire of August 8, 2022.

Staff member #19 with a documented date of hire of August 3, 2022.

Staff member #27 with a documented date of hire of June 1, 2022.

POI (Plan of Improvement)

The Center Director and at least 50% of the caregiver Staff will complete the needed training. The Director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time and that evidence of successful completion of the training is on file available for inspection.

Correction Deadline: 11/30/2022

591-1-1-.33 Staff Training**Not Met****Comment**

Please ensure completed orientation checklists are documented and signed.

Finding

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on review of records that the following staff members did not completed health and safety orientation training within their first 90 days of employment:

Staff member #27 with a documented date of hire of June 1, 2022.

Staff member #19 with a documented date of hire of August 3, 2022.

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: 12/16/2022

Comment

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

Correction Deadline: 4/13/2022

Corrected on 11/9/2022

.32(1) - The consultant observed the previous citation to be corrected in that the consultant observed the center to maintain required staff:child ratios on this date.

Correction Deadline: 8/5/2022

Corrected on 11/9/2022

.32(7) - The consultant observed the previous citation to be corrected in that the consultant observed adequate supervision on this date.