



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: 7/19/2023 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 9:15 AM **Departure:** 5:35 PM

CCLC-46298

The Children's Courtyard #3215

4795 Windermere Pkwy Cumming, GA 30041 Forsyth County
 CCLC-46298 3215@childrenscourtyard.com

Regional Consultant

Lynn Schnitzer

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lynn.schnitzer@dec.al.ga.gov

Mailing Address
 Same

Quality Rated: ★ ★

<u>Compliance Zone Designation</u>			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.
07/19/2023	Complaint Closure	Good Standing	
07/19/2023	Complaint Investigation & Licensing Study	Good Standing	
04/18/2023	Complaint 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	1L		0	0	C	23	C	32	C	
Main	1R	Infants	1	2	C	25	C	NA	NA	Floor Play
Main	2L		0	0	C	22	C	NA	NA	
Main	2R	One Year Olds	2	13	C	27	C	NA	NA	Diapering, Transitioning, Art
Main	3L		0	0	C	22	C	NA	NA	
Main	3R	Two Year Olds	2	12	C	18	C	NA	NA	Transitioning, Outside
Main	4L Pre-K	Three Year Olds and Four Year Olds	1	14	C	19	C	NA	NA	Outside
Main	4R	Two Year Olds and Three Year Olds	2	10	C	17	C	NA	NA	Art
Main	5L		0	0	C	23	C	NA	NA	
Main	BK End	Four Year Olds and Five Year Olds and Six Year Olds and Over	1	15	C	24	C	NA	NA	Transitioning, Clean Up
Total Capacity @35 sq. ft.: 220			Total Capacity @25 sq. ft.: 220							
Total # Children this Date: 66			Total Capacity @35 sq. ft.: 220							
			Total Capacity @25 sq. ft.: 220							

Building	Playground	Playground Occupancy	Playground Compliance
Main	Infant PG	27	C
Main	Preschool PG	52	C
Main	School-Age PG	57	C
Main	Toddler PG	55	C

Comments

The purpose of today's visit was to conduct a complaint investigation and to follow up from the previous visit conducted on April 18, 2023.

Plan of Improvement: Developed This Date 07/19/2023

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.decgal.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!

Brandy Escamilla, Program Official

Date

Lynn Schnitzer, Regional Consultant

Date



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(Findings Report)

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The following information is associated with a Licensing Study 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)

Not Evaluated

Comment

Center does not provide swimming activities.

Children's Records

591-1-1-.08 Children's Records

Met

Comment

Records were observed to be complete and well organized.

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 met by center.

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

591-1-1-.25(13) - Please be mindful to keep items that pose a hazard inaccessible to children, such as, but not limited to:

- 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

Correction Deadline: 7/19/2023**Technical Assistance**

591-1-1-.25(17) -Consultant discussed with the provider to ensure that plants with thorns are not growing on the playground.

Correction Deadline: 7/19/2023**Technical Assistance**

591-1-1-.25(8) - Consultant discussed with the provider to ensure that electrical outlets accessible to children are capped.

Correction Deadline: 7/19/2023

591-1-1-.26 Playgrounds(CR)**Not Met****Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that the bottom of the fence had a gap with protruding wires on the Preschool playground.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 7/19/2023**Technical Assistance**

591-1-1-.26(8) - Consultant discussed with the provider to fluff and redistribute the mulch surrounding the playground equipment.

Correction Deadline: 7/29/2023

Food Service

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

Center menu meets USDA guidelines.

Comment

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

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**

Proper diapering procedures observed.

591-1-1-.17 Hygiene(CR)**Not Met****Comment**

Proper hand washing observed throughout the center.

Finding

591-1-1-.17(10) requires that if used potty chairs be emptied in a flush toilet after each use, cleaned with a disinfectant and stored in the bathroom. If a sink is used, the sink shall also be disinfected. It was determined based on observation that a potty chair contained urine in the shared restroom between classrooms 3R and 4R.

POI (Plan of Improvement)

The Center will instruct staff to ensure the sanitary use of potty chairs and sinks.

Correction Deadline: 7/19/2023

591-1-1-.20 Medications(CR)**Not Met****Finding**

591-1-1-.20(3) requires the Center to maintain a record of medication dispensed that includes the date, time and amount of medication, any noticeable adverse reaction, and the signature or initials of the person administering the medication. It was determined based on review of records that "albuterol" was to administered between June 9, 2023, and June 23, 2023, at 10:00a.m. and 2:00 p.m. The dispensing record indicated that the medication was not administered on June 14, 2023, June 15, 2023, at 2:00p.m., June 16, 2023 at 10:00a.m., and on June 19, 2023, at 2:00 p.m. and no reason was given. Further, the dispensing record indicated that the medication was administered on June 17, 2023, at 10:00 a.m. and 2:00 p.m. which was a Saturday.

POI (Plan of Improvement)

The Center will train Staff responsible for dispensing medication in the accurate completion and storage of the records and will implement a plan to monitor this.

Correction Deadline: 7/19/2023

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Not Met****Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on review of records that the center did not have evidence of emergency drills administered between September 2022 and June 2023.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 7/24/2023

591-1-1-.27 Posted Notices**Technical Assistance****Technical Assistance**

591-1-1-.27 - Please make sure that all required signs are posted and up to date.

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

Thank you for reporting as required.

591-1-1-.05 Animals**Not Evaluated****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)**Not Met****Comment**

Field trip documentation observed to be complete.

Finding

591-1-1-.13(6) requires Center Staff to have emergency medical information on each child who goes on a field trip that includes allergies, special medical needs and conditions, current prescribed medications required to be taken on a daily basis for a chronic condition, the name and phone number of the child's doctor, the local medical facility the Center uses in the area where the Center is located, and the telephone numbers where the parent can be reached. The emergency medical information shall be left at the Center as well as taken on the trip in the possession of the adult in charge of the trip. It was determined based on observation that three of twelve children did not have emergency medical information on a field trip to Chuck E. Cheese on July 7, 2023, and two of twelve children did not have emergency medical information on a field trip to Yellow River Wildlife Sanctuary on July 13, 2023.

POI (Plan of Improvement)

Center Staff will review emergency medical information for each child who goes on a field trip and obtain any missing information. The Center will ensure that this information is in the possession of both the Center and the required adult on the trip.

Correction Deadline: 7/19/2023

591-1-1-.36 Transportation(CR)**Not Met****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 #13, hire date 5/23/2023, staff #16, hire date 5/22/2023, and staff #17, hire date 6/12/2023, did not have two (2) hours of state-approved transportation training before participating in field trips conducted in June and July.

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: 7/29/2023

Correction Deadline: 4/15/2023

Corrected on 7/19/2023

.36(7)(b) - The previous citation was observed to be corrected. Consultant observed emergency medical records for seven of seven children who received school transportation services.

Sleeping & Resting Equipment

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

Discussed SIDS and infant sleeping position.

Technical Assistance

591-1-1-.30(1)(a)2 - Consultant discussed with the provider to ensure that all crib mattresses fit tightly within the crib.

Correction Deadline: 7/19/2023

Staff Records

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

Criminal record checks were observed to be complete.

Comment

Director provided twelve files for employees hired since last visit April 18, 2023.

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

Consultant observed 100% of staff hired more than 90 days to have evidence of current certification in first aid/ CPR.

591-1-1-.33 Staff Training**Defer****Comment**

Documentation observed of required Health and Safety orientation training for all employees.

Defer

591-1-1-.33(5)-The previous citation was deferred due to the center having until December 31, 2023 to correct the citation.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 4/21/2023

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.

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

Adequate supervision observed on this date.