



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: 3/29/2022 **VisitType:** Licensing Study

Arrival: 11:30 AM

Departure: 1:05 PM

CCLC-33320

SoulShine

2052 Hosea Williams Drive Atlanta, GA 30317 DeKalb County
 (404) 377-3560 Tranee@makeyoursoulshine.com

Regional Consultant

Verlyn Gant

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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.
03/29/2022	Licensing Study	Good Standing	
12/07/2021	Incident Investigation Closure	Good Standing	
10/28/2021	Incident Investigation & Follow Up	Good Standing	
			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.

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	Down 1st Rt	Two Year Olds	1	6	C	8	C	NA	NA	Nap
Main	Down 2nd Rt	Two Year Olds	1	7	C	7	C	NA	NA	Nap
Main	Down Left	Two Year Olds	1	11	C	12	C	NA	NA	Nap
Main	Up 1st Left	Three Year Olds	1	7	C	7	C	NA	NA	Nap
Main	Up 2nd Left	Three Year Olds	2	13	C	14	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 48			Total Capacity @25 sq. ft.: 0							
Two	Back Left	One Year Olds	2	11	C	11	C	NA	NA	Nap
Two	Back Right	One Year Olds and Two Year Olds	2	12	C	13	C	NA	NA	Nap
Two	Left	Infants	2	9	C	15	C	NA	NA	Nap
Two	Right	Infants	2	9	C	15	C	NA	NA	Diapering,Nap
Total Capacity @35 sq. ft.: 49			Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Fire Marshall Limitations					
Total # Children this Date: 85			Total Capacity @35 sq. ft.: 97		Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	9	C
Main	Playground B	18	C

Comments

A virtual inspection was conducted on March 29, 2022 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Background checks were all reviewed on March 29, 2022.

An Administrative Review was conducted on April 06, 2022. Staff files, children's files, and training documentation were all reviewed.

The Consultant completed the exit conference via phone and a copy of the Licensing study report was electronically emailed to the Program on April 12, 2022.

Plan of Improvement: Developed This Date 03/29/2022

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.decal.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



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@decal.ga.gov 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)

Tranae Powell, Program Official

Date

Verlyn Gant, 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)

Technical Assistance

Comment

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

Technical Assistance

591-1-1-.12(4) requires that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. Please ensure that the trailing ipad wire in Building Two Back Right one- and two-year-old-classroom is not accessible to children.

Correction Deadline: 3/29/2022

591-1-1-.35 Swimming Pools & Water-related Activities(CR)

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 5

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)-No Record

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)-No Record

Child # 3

Not Met

"Missing/Incomplete Components"

.08(1)-No Record

Child # 4

Not Met

"Missing/Incomplete Components"

.08(1)-No Record

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)-No Record

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, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on consultant's review that the Center failed to upload the requested documentation by April 05, 2022 as required.

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: 3/29/2022**Finding**

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. It was determined based on consultant's review that the Center failed to upload the requested documentation by April 05, 2022 as required.

POI (Plan of Improvement)

The Center will maintain arrival and departure records as required, will ensure the documentation includes all of the required information, and will provide the records to the Department when requested.

Correction Deadline: 3/29/2022**Facility****591-1-1-.06 Bathrooms****Met****Comment**

Please monitor bathrooms for necessary supplies.

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

Licensed capacity observed to be routinely met by center.

Finding

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that the following hazards were observed:

- Main Down 2nd Rt. two-year-old classroom. There were plastic bags stored at low level in cubbies accessible to children.
- Main Down Left two-year-old-classroom. There were plastic bags stored in an unlocked cupboard in the children's restroom, and a spray bottle of the bleach water solution stored at low level accessible to children.
- Main Up 2nd Left three-year-old classroom. There were plastic bags stored at low level. Additionally, there was a bottle of Clorox bleach and a toilet brush accessible to the children in the restroom.
- Building Two Back Right one- and two-year-old-classroom. There were plastic bags stored in the unlocked diaper change station.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 3/29/2022

Finding

591-1-1-.25(17) requires that the Center premises be free of plants and shrubs which are poisonous or hazardous. It was determined based on observation that there were vines growing on the fence.

POI (Plan of Improvement)

The harmful item will be removed.

Correction Deadline: 3/29/2022

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that the sliding wooden door in the Back L classroom in Building Two was coming of the top track causing a potential hazard.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 3/29/2022

Finding

591-1-1-.25(8) requires protective caps on all unused electrical outlets within children's reach and requires that electrical outlets in use be made inaccessible to children. It was determined based on observation that there were multiple unused outlets with missing protective caps in the following classrooms:

- Main Building Down Left two-year-old classroom.
- Building Two Back Right one- and two-year-old classroom.

POI (Plan of Improvement)

The Center will train Staff to check outlets and replace protective caps when needed and identify and monitor how outlets in use are inaccessible to children.

Correction Deadline: 3/29/2022

Finding

591-1-1-.25(19) prohibits the use of unapproved areas for children's activity. It was determined, based on observation, upon arrival to the center that 13 children and one staff member were on the front playground area in Building two which was not an approved area for children's activity.

POI (Plan of Improvement)

The Center will discontinue use of this area.

Correction Deadline: 3/29/2022

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

Not Met

Correction Deadline: 12/7/2021

Corrected on 3/29/2022

.26(4) - Previous citation was observed to be corrected during this visit, in that each of the fence gates were kept closed except when center staff were entering or exiting the area.

Technical Assistance

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.

Main Playground B. Please ensure that the fencing to right side and the back of the playground where there were gaps along the bottom are repaired.

Correction Deadline: 3/29/2022

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 following hazards were observed:

- Main Playground A. There was splintering wood on the panels posing a potential splinter hazard.
- Main Playground B. There was splintering wood on the panels posing a potential splinter hazard.

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: 3/29/2022

Food Service

Technical Assistance

591-1-1-.15(3) requires baby bottles and formula to be labeled with the individual child's name; supplied by the Parent daily in bottles; and refrigerated at a temperature of forty (40) degrees Fahrenheit or less. Only the current day's formula or breast milk shall be served. If formula must be provided by the Center, only commercially prepared, ready-to-feed formula shall be used. Refrigerated or frozen breast milk shall only be heated or thawed under warm running water or in a container of warm water.

Please ensure that a thermometer is provided for the refrigerator in the Building Two Left Infants classroom.

Correction Deadline: 3/29/2022

Health and Hygiene**591-1-1-.10 Diapering Areas & Practices(CR)****Not Met****Finding**

591-1-1-.10(9) requires Center Staff to not use the area used for diapering for food preparation and to keep the diapering area clear of formulas, food, food utensils and food preparation items. It was determined based on observation that there were children's bottles on the diapering station in Building Two Left Infant classroom.

POI (Plan of Improvement)

Center staff will be trained, specified areas will be available for food preparation and placement of food-related items, and the director will monitor.

Correction Deadline: 3/29/2022

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

Proper hand washing of children and staff was discussed with the director on this date.

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****Not Met****Finding**

591-1-1-.21(1)(p) requires the Center to have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by a licensed or certified emergency health care professionals. It was determined based on consultant's review that the Center failed to upload the requested documentation by April 05, 2022 as required.

POI (Plan of Improvement)

The Center will write or revise an emergency plan that includes all of the required items.

Correction Deadline: 4/3/2022

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 consultant's review that the Center failed to upload the requested documentation by April 05, 2022 as required.

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: 4/3/2022

Safety

591-1-1-.05 Animals**N/A****Comment**

Center does not keep animals on premises.

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

Regulations regarding proper discipline were discussed with the director on this date.

591-1-1-.13 Field Trips(CR)**N/A****Comment**

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)**N/A****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(1)(d) requires that all sleeping and resting equipment shall be arranged to avoid obstructing access to exit doors, to provide the caregivers access to each child, and to prevent children's access to cords hanging from window treatments and other hazardous objects. To reduce the transfer of airborne diseases, sleeping and resting equipment shall be arranged as follows. There shall be a minimum of twenty-four inch (24") corridor between each row of sleeping or resting equipment. There shall be a minimum of twelve inches (12") between each piece of sleeping or resting equipment in each row of equipment. Children shall be placed on cots and mats so that one child's head is toward another child's feet in the same row.

Please ensure that there is a minimum of twenty-four inch (24") corridor between each row of sleeping or resting equipment, and a minimum of twelve inches (12") between each piece of sleeping or resting equipment in each row of equipment. Additionally, ensure that children are placed on cots and mats so that one child's head is toward another child's feet in the same row.

Correction Deadline: 3/29/2022

Staff Records

Records Reviewed: 17	Records with Missing/Incomplete Components: 0
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Staff # 1

Met

Date of Hire: 03/07/2022

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

Staff # 2	Met
Date of Hire: 03/14/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 3	Met
Staff # 4	Met
Date of Hire: 07/13/2021	
Staff # 5	Met
Date of Hire: 05/12/2021	
Staff # 6	Met
Date of Hire: 05/03/2021	
Staff # 7	Met
Date of Hire: 07/25/2015	
Staff # 8	Met
Date of Hire: 08/20/2020	
Staff # 9	Met
Staff # 10	Met
Date of Hire: 07/26/2017	
Staff # 11	Met
Date of Hire: 02/21/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 12	Met
Staff # 13	Met
Date of Hire: 03/28/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 14	Met
Date of Hire: 10/12/2021	
Staff # 15	Met
Staff # 16	Met
Date of Hire: 06/08/2018	
Staff # 17	Met
Date of Hire: 03/28/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>

Staff Credentials Reviewed: 2**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Criminal record checks were observed to be complete.

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

Please replace missing items in first aid kits.

591-1-1-.33 Staff Training**Not Met****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 consultant's review that the Center failed to upload the requested documentation by April 05, 2022 as required.

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: 4/28/2022**Finding**

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on consultant's review that the Center failed to upload the requested documentation providing evidence that staff members had completed the ten (10) clock hours of diverse training, by April 05, 2022 as required.

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: 4/5/2022**Recited on 3/29/2022****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
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Comment

Center observed to maintain appropriate staff:child ratios.

591-1-1-.32 Supervision(CR)	Met
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Correction Deadline: 12/7/2021

Corrected on 3/29/2022

.32(7) - Previous citation was observed to be corrected during this visit, in that based on observation, the children were provided adequate supervision.