



**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:** 6/8/2021    **VisitType:** Monitoring Visit    **Arrival:** 10:00 AM    **Departure:** 10:50 AM

**CCLC-454**

**Suburban Nursery School**

853 Sycamore Dr. Decatur, GA 30030 DeKalb County  
(404) 373-0085 SuburbanNurserySchool@gmail.com

**Regional Consultant**

Verlyn Gant

Phone: (404) 591-6059

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verlyn.gant@dec.al.ga.gov

**Mailing Address**  
Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
06/08/2021	Monitoring Visit	Good Standing
12/04/2020	Licensing Study	Good Standing
11/08/2019	Licensing Study	Good Standing

**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.

**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 - Right Front	Infants	1	4	C	11	C	NA	NA	Floor Play
Main	B - Lunch/Activity Room		0	0	C	12	C	NA	NA	
Main	C1 - Front Middle	Three Year Olds	1	12	C	18	C	NA	NA	Story
Main	C2 - Back Middle PreK	PreK	2	15	C	25	C	NA	NA	Outside, Transitioning
Main	D - Left Rear		0	0	C	22	C	NA	NA	
Main	E - Far Left Front	One Year Olds	2	6	C	7	C	NA	NA	Snack, Transitioning
Main	F - Left Back	Two Year Olds and Three Year Olds	2	3	C	19	C	NA	NA	Art, Centers
Total Capacity @35 sq. ft.:			113			Total Capacity @25 sq. ft.:		0		Building @35 capacity limited by Centers Request
Total # Children this Date:			40	Total Capacity @35 sq. ft.:		113	Total Capacity @25 sq. ft.:		0	

Building	Playground	Playground Occupancy	Playground Compliance
Main	Back	124	C
Main	PreK	85	C
Main	Toddler	27	C

### Comments

Background checks were all reviewed on June 08, 2021. A virtual inspection was conducted on June 08, 2021 with the Director.

An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 01, 2021 was reviewed during the virtual inspection.

The infant feeding plan was discussed with the Director during the virtual visits, for rule changes effective October 01, 2020.

Plan of Improvement: Developed This Date 06/08/2021

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/Regulations.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](mailto: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](mailto: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)

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Leticia Ruff, Program Official

Date

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Verlyn Gant, Consultant

Date



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### Findings Report

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The following information is associated with a Monitoring 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

591-1-1-.12(4) - Please ensure that chairs are not stacked while children are active and awake.

**Correction Deadline: 6/8/2021**

#### 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: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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**591-1-1-.08 Children's Records****Met****Correction Deadline: 12/4/2020****Corrected on 6/8/2021**

.08(1) - Previous citation was observed to be corrected during this visit, in that the children's files had parent's work numbers and the release person's address and telephone number.

<b>Facility</b>
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**591-1-1-.19 License Capacity(CR)****Met****Comment**

Licensed capacity observed to be routinely met by center.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)****Met****Comment**

Center appears clean and well maintained.

**Comment**

Please secure cleaning tools (i.e., broom, plunger, vacuum,) out of reach of children.

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

Playground observed to be clean and in good repair.

<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition****Met****Comment**

591-1-1-.15(2)(c) - Please ensure the new updated infant feeding form is used. Discussed revision to the written feeding plans for children under the age of 1 years old. Age-appropriate solid foods (including cereal) shall not be given to infants or children less than one (1) year of age until recommended as developmentally appropriate by the child's primary care physician and indicated in writing by the Parent(s). As soon as the feeding plan indicates that a child is ready for solid foods, the child shall be fed from individual spoons and individual containers or dishes. A child shall not be fed directly from the original baby food container if the contents are to be fed to the child at more than one (1) meal or to more than one (1) child.

**Correction Deadline: 6/8/2021****Comment**

591-1-1-.15(7) - Discussed new revision to restricted food rule 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: 6/8/2021**

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Hand washing requirements for diapering were discussed with the Director on this date.

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

**Comment**

Staff were observed to remind children to wash hands.

**591-1-1-.20 Medications(CR)** **N/A**

**Comment**

The Provider currently does not dispense/administer medication.

**Safety**

**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-.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)** **Met**

**Comment**

Discussed SIDS and infant sleeping position.

**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.

**Comment**

591-1-1-.30(4) - requires that if cots and mats are stored in the children's activity room or area, they shall be stored to prevent children's access to them and to allow maximum use of play space. Ensure that cots and mats are stored so children do not have access to them.

**Correction Deadline: 6/8/2021**

**Staff Records**

**Records Reviewed: 10**

**Records with Missing/Incomplete Components: 0**

Staff # 1 Met

Date of Hire: 08/02/2020

Staff # 2 Met

Date of Hire: 08/02/2020

Staff # 3 Met

Date of Hire: 02/11/2019

Staff # 4 Met

Date of Hire: 10/28/1995

Staff # 5 Met

Date of Hire: 02/27/2020

**Records Reviewed: 10**

**Records with Missing/Incomplete Components: 0**

Staff # 6	Met
Date of Hire: 03/29/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 7	Met
Staff # 8	Met
Date of Hire: 09/16/2010	
Staff # 9	Met
Date of Hire: 03/17/1997	
Staff # 10	Met
Date of Hire: 11/05/2015	

**Staff Credentials Reviewed: 6**

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

**Comment**

Criminal record checks were observed to be complete.

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

**Correction Deadline: 12/11/2020**

**Corrected on 6/8/2021**

**.33(3) - Previous citation was observed to be corrected during this visit, in that based on a review of records staff members had evidence of completed health and safety orientation training as required.**

**591-1-1-.31 Staff(CR) Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Correction Deadline: 12/31/2020**

**Corrected on 6/8/2021**

**.31(2)(b)2. - Previous citation was observed to be corrected during this visit, in that the required number of staff members met the minimum academic requirements to be a lead teacher.**

**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.

**Comment**

591-1-1-.32(7) - Discussed new revision to the supervision rule which states: 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: 6/8/2021**