



**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: 12/9/2021 **VisitType:** Licensing Study **Arrival:** 11:30 AM **Departure:** 12:45 PM

CCLC-29210

The Goddard School Atlanta Buckhead

3525 Piedmont Rd. Building 7, Suite 110 Atlanta, GA 30305 Fulton County
(404) 467-7577 atlantaga@goddardschools.com

Mailing Address
Same

Regional Consultant

Beth Houtz

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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.
12/09/2021	Licensing Study	Good Standing	
06/28/2021	Monitoring Visit	Good Standing	
12/10/2020	Licensing Study	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:5L	Two Year Olds	2	11	C	16	C	NA	NA	Nap
Main	B:4L	Two Year Olds	2	12	C	16	C	NA	NA	Nap
Main	C:3L	Two Year Olds	2	8	C	11	C	NA	NA	Nap
Main	D:2L	One Year Olds	2	8	C	11	C	NA	NA	Lunch
Main	E:1L	Infants	2	8	C	10	C	NA	NA	Feeding
Main	F:1R	Three Year Olds	2	16	C	22	C	NA	NA	Transitioning,Ce nters
Main	G:2R	Four Year Olds	2	15	C	22	C	NA	NA	Circle Time
Main	H:3R	Four Year Olds	2	16	C	23	C	NA	NA	Outside
Main	I:4R	Infants	2	6	C	14	C	NA	NA	Transitioning,Fee ding
Main	J:5R	One Year Olds	2	8	C	12	C	NA	NA	Lunch
Main	K: 6R	Two Year Olds and Three Year Olds	3	16	C	19	C	NA	NA	Lunch
Main	L: 7R Gym		0	0	C	21	C	NA	NA	
Total Capacity @35 sq. ft.: 197						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 124			Total Capacity @35 sq. ft.: 197			Total Capacity @25 sq. ft.: 0				


Building	Playground	Playground Occupancy	Playground Compliance
Main	A: Preschool	24	C
Main	B: Infant/Toddler	16	C

Comments

An Administrative Review was conducted on December 6, 2021. Staff files, children’s files, training, and background checks were all reviewed. A virtual inspection was conducted on December 9, 2021, with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.



Plan of Improvement: No Plan Developed

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.al.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 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.al.ga.gov/>
 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.al.ga.gov

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.al.ga.gov.

- 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.al.ga.gov/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)

Jessica Emanuels, Program Official

Date

Beth Houtz, Consultant

Date



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Findings Report

Date: 12/9/2021 **VisitType:** Licensing Study **Arrival:** 11:30 AM **Departure:** 12:45 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

Discussed rotating toys to support the procedures of daily disinfecting.

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: 2

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Allergies and Disabilities	
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Allergies and Disabilities	
Child # 3	Met
Child # 4	Met
Child # 5	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 a review of uploaded records that two of five children enrollment records did not have a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program 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: 12/10/2021

Facility

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

Please be mindful to keep items that pose a hazard inaccessible to children.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Please ensure to monitor the playground areas for the following hazards: - Normal wear and tear of playground equipment and toys. Potential entrapment hazards in the fence surrounding the playground area. Biting and/or stinging insects (i.e. ants, bees, etc.). Loose and/or weak tree branches surrounding the playground area. Standing water in and around playground equipment after inclement weather.

Regulations regarding the associated rules with fencing, playground equipment, resilient surfacing and keeping playground area free of hazards were discussed with the Director/Provider on this date.

Food Service

591-1-1-.15 Food Service & Nutrition

Met

Comment

Center menu meets USDA guidelines.

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**

A Virtual Visit was conducted due to the COVID-19 pandemic. Diapering was not directly observed during the virtual walk through. Procedures and sanitation regarding proper diapering were discussed with the Director/Provider on this date. Changing pad and table as well as the adjacent sink were observed.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing was not directly observed during the virtual walk through. Hand washing supplies were observed, and hand washing practices were discussed with the Director on this date.

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

Documentation for medication dispensing observed complete.

Policies and Procedures

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

Program observed to have complete emergency drills.

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/Provider on this date.

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

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Tight fitting sheets, SIDS, and infant sleeping position were discussed with the Director on this date. 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: 29****Records with Missing/Incomplete Components: 7**

Staff # 1

Met

Date of Hire: 11/03/2021

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

Staff # 2

Met

Date of Hire: 12/20/2016

Staff # 3 Date of Hire: 11/06/2018	Met
Staff # 4	Met
Staff # 5 Date of Hire: 07/23/2021 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met
Staff # 6 Date of Hire: 08/06/2020	Met
Staff # 7 Date of Hire: 10/20/2017	Met
Staff # 8 Date of Hire: 02/09/2021	Met
Staff # 9 Date of Hire: 07/27/2021	Met
Staff # 10 Date of Hire: 08/22/2020	Met
Staff # 11 Date of Hire: 06/08/2021	Met
Staff # 12 Date of Hire: 01/16/2021	Met
Staff # 13 Date of Hire: 07/30/2019	Met
Staff # 14 Date of Hire: 07/23/2021 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not Met
Staff # 15 Date of Hire: 01/04/2010 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not Met
Staff # 16	Met

Records Reviewed: 29**Records with Missing/Incomplete Components: 7**

Date of Hire: 10/12/2021

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

Staff # 17

Met

Date of Hire: 11/01/2019

Staff # 18

Met

Date of Hire: 11/04/2021

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

Staff # 19

Met

Date of Hire: 03/06/2021

Staff # 20

Not Met

Date of Hire: 09/06/2010

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 21

Not Met

Date of Hire: 03/09/2020

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 22

Met

Date of Hire: 07/23/2021

Staff # 23

Met

Date of Hire: 11/19/2020

Staff # 24

Not Met

Date of Hire: 10/06/2021

Reminder - Health & Safety training is required within 90 calendar days of hired"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 25

Met

Date of Hire: 07/23/2021

Staff # 26

Met

Date of Hire: 08/18/2021

Staff # 27

Met

Date of Hire: 05/20/2019

Staff # 28

Not Met

Date of Hire: 07/30/2021

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 29

Met

Date of Hire: 09/14/2021

Reminder - Health & Safety training is required within 90 calendar days of hired**Staff Credentials Reviewed: 5****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that staff member #14 hired on July 23, 2021, staff member #15 hired on January 4, 2021, staff member #20 hired on September 6, 2010, staff member #21 hired on March 9, 2020, and staff member #24 hired on October 6, 20221 had not submitted both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. Staff member #14 and #21 were outside of portability when they were hired, staff member #15 and #20 had expired record check letters, and staff member #24 had submitted an application but had not been fingerprinted before being allowed to work at the center.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will monitor and submit applications to ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will monitor and submit applications to ensure the CRC rules are maintained.

Correction Deadline: 12/9/2021**Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of records that the following employees did not have a comprehensive satisfactory records check determination letter on file.

-Staff member # 14, hire date of July 23, 2018, was outside of their portability (portability ended 3/20/2018) when hired therefore a new record check should have been obtained. The staff member was observed working in Classroom 10 (J) along side another teacher and with eight (8) one-year-olds in the classroom.

-Staff member #15, hire date of January 4, 2010, had a record check letter that expired on October 28, 2021. The staff member was observed working in Classroom 2 (B) along side another teacher and 12 two-year-olds.

-Staff member #20, hire date of September 6, 2010, had a record check letter that expired on November 11, 2021. The staff member was observed in the kitchen and delivering meals to the classrooms.

-Staff member #21, hire date of March 9, 2020, was outside of their portability (portability ended 8/27/2019) when hired therefore a new record check should have been obtained. The staff member was observed working in Classroom 4 (D) along side another teacher and with eight (8) one-year-olds in the classroom.

-Staff member #24, hire date of October 6, 2021, did not have a comprehensive satisfactory record check letter on file. The staff member was observed working in Classroom 2 (B) along side another teacher and 12 two-year-olds.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will monitor all record checks to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will monitor all record checks to ensure the CRC rules are maintained.

Correction Deadline: 12/9/2021

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

Met

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR.

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 a review of records that staff member #5 hired on July 23, 2021 and staff member #28 hired on July 30, 2021 had not completed the health and safety orientation training within the first 90 days of employment 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. The training was observed to be completed on December 10, 2021, the day after the virtual visit was completed.

Correction Deadline: 1/8/2022

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

Comment

Center observed to maintain appropriate staff:child ratios.

591-1-1-.32 Supervision(CR)

Met

Comment

Center observed to maintain appropriate staff:child ratios.