



**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:** 11/29/2022 **VisitType:** Licensing Study

**Arrival:** 9:45 AM

**Departure:** 2:00 PM

**CCLC-993**

**Early Emory Center for Child Development and Enrichment**

1551 Shoup Court Decatur, GA 30322 DeKalb County  
 (404) 727-3964 catherine.funaiock@emory.edu

**Mailing Address**  
 1551 Shoup Court  
 Decatur, GA 30033

**Regional Consultant**

Jessica Johnson  
 Phone: (770) 357-5090  
 Fax:  
 jessica.johnson@decal.ga.gov

**Quality Rated:**

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
11/29/2022	Licensing Study	Good Standing	
06/07/2022	Complaint Closure	Good Standing	
05/19/2022	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	A 107 1L	One Year Olds and Two Year Olds	3	9	C	14	C	NA	NA	Outside
Main	B 116 2 L	Two Year Olds and Three Year Olds	6	12	C	21	C	NA	NA	Centers
Main	C 112 3L	Three Year Olds and Four Year Olds	4	14	C	22	C	NA	NA	Centers
Main	D Pre-K BR	PreK	6	15	C	20	C	NA	NA	Circle Time, Centers
Total Capacity @35 sq. ft.: 77					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 50			Total Capacity @35 sq. ft.: 77			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	57	C

**Comments**

An on-site inspection was conducted on November 29, 2022 with the Director Catherine Funaiock. Staff files, children's files, training, and background checks were all reviewed.

Plan of Improvement: Developed This Date 11/29/2022

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.dec.state.ga.us/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@dec.state.ga.us](mailto: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](http://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)

Catherine Funaiock, Program Official

Date

Jessica Johnson, Consultant

Date



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**Findings Report**

**Date:** 11/29/2022 **VisitType:** Licensing Study

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**Departure:** 2:00 PM

**CCLC-993**

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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.

**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**

**Met**

**Comment**

Consultant discussed the two-year-old agreement with Director.

**Facility**

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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**

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

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**591-1-1-.26 Playgrounds(CR)** **Technical Assistance**

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Correction Deadline: 1/28/2022**

**Corrected on 11/29/2022**

**.26(6) - Citation corrected. The yellow seesaw and white cord were removed and not observed on the playground.**

**Technical Assistance**

591-1-1-.26(9) - Consultant discussed removing discarded masks on the playground.

**Correction Deadline: 11/29/2022**

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**Food Service**

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**591-1-1-.18 Kitchen Operations** **Technical Assistance**

**Technical Assistance**

591-1-1-.18(5) Consultant discussed adding a thermometer to the refrigerators in the classrooms to monitor the temperature.

**Correction Deadline: 11/29/2022**

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**Health and Hygiene**

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

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Comment**

Proper hand washing observed throughout the center.

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**591-1-1-.20 Medications(CR)** **Technical Assistance**

**Technical Assistance**

591-1-1-.20(3) - 591-1-1-.20(3) Consultant discussed with Director documenting the noticeable adverse reactions on the medication form. Consultant discussed updating asthma action plans with the Director.

**Correction Deadline: 11/29/2022**

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**Policies and Procedures**

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**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 fire drill logs was not completed as required on this date.

**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: 12/4/2022**

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

**Not Met**

**Finding**

591-1-1-.27 requires each Center to post in a designated area for public viewing near the front entrance the following: the Center's current License or Permit; a copy of these rules; a copy of the current communicable disease chart; a statement allowing Parent(s) access to all child care areas upon notifying any staff member of his or her presence; names of persons responsible for the administration of the Center in the administrator's absence; the dated current week's menu for meals and snacks; emergency plans for severe weather, fire, and other emergency situations; a statement requiring visitors to check in with Staff when entering the Center; no smoking signs; and a notice provided by the Department which advises Parents of their right to review a copy of the Center's most recent licensure evaluation report upon request to the Center Director. The Center shall provide any Parent with a copy of this evaluation report upon request. It was determined based on observation that the a copy of the current communicable disease chart; a statement allowing Parent(s) access to all child care areas upon notifying any staff member of his or her presence; names of persons responsible for the administration of the Center in the administrator's absence; emergency plans for severe weather, fire, and other emergency situations; a statement requiring visitors to check in with Staff when entering the Center; and a notice provided by the Department which advises Parents of their right to review a copy of the Center's most recent licensure evaluation report was not posted as required on this date.

**POI (Plan of Improvement)**

The Center will post the notices as required and ensure they remain posted.

**Correction Deadline: 11/29/2022**

**Safety**

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

**Met**

**Comment**

Age-appropriate discussion and/or redirection observed.

**591-1-1-.13 Field Trips(CR)**

**Met**

**Comment**

Center does not participate in field trips at this time.

**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**

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**

Staff # 1	Met
Staff # 2	Met
Staff # 3	Met
Staff # 4	Met
Staff # 5	Met
Staff # 6	Met
Staff # 7	Met
Staff # 8	Met
Staff # 9	Met
Staff # 10	Met
Date of Hire: 08/21/2019	
Staff # 11	Met
Staff # 12	Met
Staff # 13	Met
Staff # 14	Met
Staff # 15	Met
Staff # 16	Met
Staff # 17	Met
Staff # 18	Met
Staff # 19	Met
Staff # 20	Met
Staff # 21	Met
Date of Hire: 07/02/2018	
Staff # 22	Met
Staff # 23	Met
Staff # 24	Met

**Records Reviewed: 42****Records with Missing/Incomplete Components: 1**

Staff # 25	Met
Staff # 26	Met
Staff # 27	Met
Staff # 28	Met
Staff # 29	Met
Date of Hire: 09/12/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 30	Met
Staff # 31	Met
Staff # 32	Met
Staff # 33	Met
Staff # 34	Met
Date of Hire: 06/10/2015	
Staff # 35	Not Met
<u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	
Staff # 36	Met
Date of Hire: 09/01/2021	
Staff # 37	Met
Staff # 38	Met
Staff # 39	Met
Staff # 40	Met
Staff # 41	Met
Staff # 42	Met

**Staff Credentials Reviewed: 6**


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

**Correction Deadline: 5/19/2022****Corrected on 11/29/2022****.09(1)(a) - Citation observed corrected in that center staff had obtained satisfactory comprehensive background checks for all current staff.**

**Correction Deadline: 5/20/2022**

**Corrected on 11/29/2022**

**.09(1)(c) -Citation observed corrected in that center staff had obtained satisfactory comprehensive background checks for all current staff.**

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.14(3) - Consultant discussed with Director adding the triangular bandage to the first aid kit.

**Correction Deadline: 12/9/2022**

**591-1-1-.24 Personnel Records**

**Technical Assistance**

**Technical Assistance**

591-1-1-.24(1) - Consultant discussed maintaining a personnel file on all Employees.

**Correction Deadline: 12/4/2022**

**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 bases on review of records that staff # 35 did not complete health and safety orientation training within the first 90 days of employment.

**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: 12/13/2022**

**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**

Staff observed to provide direct supervision and be attentive to children's needs.

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

**Met**

**Comment**

Staff observed to provide direct supervision and be attentive to children's needs.