



**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:** 10/18/2022 **VisitType:** Licensing Study

**Arrival:** 9:25 AM

**Departure:** 12:00 PM

**CCLC-50063**

**Building Kidz School of Roswell**

11516 Woodstock Road Roswell, GA 30075 Fulton County  
 (678) 275-8338 ashley.stevenson@buildingkidz.com

**Mailing Address**  
 Same

**Regional Consultant**

LaToya Longshore

Phone: (470) 542-7388

Fax: (404) 478-8102

latoya.longshore@decal.ga.gov

Joint with: Sharnette Glenn

**Quality Rated:** No

<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.
10/18/2022	Licensing Study	Good Standing	
07/05/2022	Incident Investigation Closure	Good Standing	
05/18/2022	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	A1- Infant	Infants	3	8	C	10	C	NA	NA	Nap, Floor Play
Main	A2-Infant	Infants	3	70	C	10	NC	NA	NA	Snack
Main	B-Ones	One Year Olds	3	13	C	15	C	NA	NA	Transitioning, Snack
Main	C-Ones & Twos	Two Year Olds	3	14	C	18	C	NA	NA	Centers, Art
Main	D-Twos	Two Year Olds	2	17	C	18	C	NA	NA	Outside
Main	E-Fours	Two Year Olds and Three Year Olds	2	15	C	18	C	NA	NA	Transitioning
Main	F-Fours	PreK	2	15	C	18	C	NA	NA	Outside
Main	G-Fives	PreK	2	19	C	22	C	NA	NA	Outside
Main	H-Fives	Three Year Olds	2	12	C	15	C	NA	NA	Centers
Main	I-Threes	Three Year Olds	1	15	C	16	C	NA	NA	Outside
Main	J-Threes	Three Year Olds	2	15	C	18	C	NA	NA	Music
Main	K-After School		0	0	C	25	C	NA	NA	
Total Capacity @35 sq. ft.: 203						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 213			Total Capacity @35 sq. ft.: 203			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Adventure	12	C
Main	Adventure Playground B	62	C

Main	A-Preschool	52	C
Main	B-Toddler	12	C

**Comments**

A Licensing Study was conducted jointly with Sharnette Glenn on October 18, 2022. Staff files, Transportation, Training, and Comprehensive Records Check files were reviewed.

Physical Plant, Comprehensive Background Check, and Amendments rules were discussed with the provider.

Plan of Improvement: Developed This Date 10/18/2022

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.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 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](mailto:qualityrated@dec.al.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](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.





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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)**

**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.

**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**

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

**Corrected on 10/18/2022**

**Previous citation corrected.**

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

**Met**

**Comment**

Playground observed to be clean and in good repair.

**Health and Hygiene**

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

**Met**

**Comment**

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

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

**Corrected on 10/18/2022**

Previous citation corrected. Infant room A1 and A2 were observed with screens on the window for ventilation.

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

**Comment**

Proper hand washing observed throughout the center.

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

**Comment**

The Provider currently does not dispense/administer medication.

**Organization**

**591-1-1-.16 Governing Body & License Not Met**

**Finding**

591-1-1-.16(f) requires the Center to submit an application for an amended License at least 30 days prior to a change if there is a change in the name of the program or Center, changes in the ages of the children to be served, an increase in the regular hours of operation such that the Center would be providing evening or night-time care in addition to day-time care, changes in the services provided, or additions to or changes in the use of the building by the licensed Center. If an emergency situation arises which makes it impossible to give thirty (30) days' notice, the management of the Center shall notify the Department by telephone and shall submit an application for an amended License as soon as management becomes aware of the change that will be necessitated by the emergency situation. In no case, however, shall a new owner operate the Center without first securing a new License or Permit from the Department. It was determined based on observation in Classroom F, changes in ages served were made prior to notifying and submitting an application for an amended License.

**POI (Plan of Improvement)**

The provider was recommended to move the classroom into an area that is licensed with a capacity of 20 which is required for GA Pre-K.

**Correction Deadline: 10/18/2022**

**Safety**

**591-1-1-.05 Animals Met**

**Comment**

Center does not keep animals on premises.

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

**Comment**

Staff were observed to maintain a positive learning environment on this date.

**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**

Complete documentation of transportation observed.

**Sleeping & Resting Equipment**

**Technical Assistance**

Discussed with provider to ensure nothing is stored in cribs and all sheets are fitted appropriately.

**Staff Records****Records Reviewed: 42****Records with Missing/Incomplete Components: 4**

Staff # 1	Not Met
Date of Hire: 08/09/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
"Missing/Incomplete Components"	
.09-Criminal Records Check Missing	
Staff # 2	Not Met
Date of Hire: 09/26/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
"Missing/Incomplete Components"	
.09-Criminal Records Check Missing	
Staff # 3	Met
Date of Hire: 10/12/2021	
Staff # 4	Met
Date of Hire: 05/29/2019	
Staff # 5	Met
Date of Hire: 02/01/2019	
Staff # 6	Met
Date of Hire: 06/28/2021	
Staff # 7	Met
Staff # 8	Met
Date of Hire: 09/01/2021	
Staff # 9	Met
Date of Hire: 11/04/2020	
Staff # 10	Met
Date of Hire: 10/01/2018	
Staff # 11	Met
Date of Hire: 01/14/2022	
Staff # 12	Met
Staff # 13	Met

**Records Reviewed: 42**

**Records with Missing/Incomplete Components: 4**

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Date of Hire: 04/23/2019

Staff # 14 Met

Staff # 15 Met

Staff # 16 Not Met

Date of Hire: 08/23/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 17 Met

Date of Hire: 09/30/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 18 Met

Date of Hire: 08/08/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 19 Met

Date of Hire: 02/24/2020

Staff # 20 Met

Date of Hire: 07/13/2020

Staff # 21 Met

Date of Hire: 02/24/2020

Staff # 22 Met

Date of Hire: 08/07/2020

Staff # 23 Met

Date of Hire: 08/07/2020

Staff # 24 Met

Date of Hire: 06/01/2021

Staff # 25 Met

Date of Hire: 05/17/2021

Staff # 26 Not Met

Date of Hire: 08/17/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 27 Date of Hire: 08/07/2020	Met
Staff # 28 Date of Hire: 04/30/2021	Met
Staff # 29	Met
Staff # 30 Date of Hire: 08/16/2022	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 31 Date of Hire: 02/10/2020	Met
Staff # 32	Met
Staff # 33 Date of Hire: 09/23/2019	Met
Staff # 34 Date of Hire: 01/01/2018	Met
Staff # 35 Date of Hire: 08/29/2022	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 36 Date of Hire: 06/21/2021	Met
Staff # 37 Date of Hire: 10/28/2020	Met
Staff # 38 Date of Hire: 02/14/2022	Met
Staff # 39 Date of Hire: 07/14/2022	Met
Staff # 40 Date of Hire: 12/14/2020	Met
Staff # 41	Met
Staff # 42 Date of Hire: 07/31/2019	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 staff records, staff #1 and staff #2 did not submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will create a staff checklist 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 update the staff checklist to ensure the Comprehensive Records Check rules are maintained.

**Correction Deadline: 10/18/2022**

**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 staff records, staff #1, #2, and #16 did not have a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the center.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will create staff checklist 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 update the staff checklist to ensure the Comprehensive Records Check rules are maintained.

**Correction Deadline: 10/18/2022**

**Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of staff records, staff #26 was not electronically ported with the most recently issued determination letter on file.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will create staff checklist to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. 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 update staff checklist to ensure Comprehensive Records Check rules are maintained.

**Correction Deadline: 10/18/2022**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

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

**Corrected on 10/18/2022**

**Previous citation corrected. Staff/Child ratios were observed meeting requirements.**

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

**Met**

**Correction Deadline: 7/5/2022**

**Corrected on 10/18/2022**

**Previous citation corrected. Staff were observed adequately supervising children in care.**