



**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:** 12/28/2021 **VisitType:** Licensing Study

**Arrival:** 10:00 AM

**Departure:** 11:00 AM

**CCLC-32403**

**Sheltering Arms - Buford Drive Center**

1470 Buford Drive Lawrenceville, GA 30043 Gwinnett County  
 (678) 376-7479 luvasquez@shelteringarmsforkids.com

**Regional Consultant**

Leena Mitchell

Phone: (706) 433-7111

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**Mailing Address**

1470 Buford Drive  
 Lawrenceville, GA 30043-3720

**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.
12/28/2021	Licensing Study	Good Standing	
03/17/2021	Licensing Study	Good Standing	
08/31/2020	Monitoring Visit	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	Room #1- Left Front	Infants and One Year Olds	1	2	C	13	C	NA	NA	Floor Play
Main	Room #2- 2L	One Year Olds and Two Year Olds	2	4	C	16	C	NA	NA	Circle Time
Main	Room #3- 3L		0	0	C	18	C	NA	NA	Not In Use
Main	Room #4 -1R		0	0	C	21	C	NA	NA	Not In Use
Main	Room #5 - 2R	Three Year Olds and Four Year Olds	1	5	C	24	C	NA	NA	Circle Time
Main	Room #6- 3R		0	0	C	26	C	NA	NA	Not In Use
Main	Room #7- 4R		0	0	C	29	C	NA	NA	Not In Use
Main	Room #8- Center Back		0	0	C	26	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 173			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 11			Total Capacity @35 sq. ft.: 173			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A infant	31	C
Main	B Preschool	95	C
Main	C School Age	105	C

### Comments

An Administrative Review was conducted on December 28, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on December 28, 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.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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Luisa Vasquez, Program Official

Date

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Leena Mitchell, 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)

Met

#### Comment

A virtual walk through was conducted on this date due to the COVID-19 pandemic. Upon the virtual walk through, a variety of equipment was observed to be clean, properly secured, and in good repair.

#### 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

**Technical Assistance**

#### Technical Assistance

Please ensure that parents provide and/or update the following information as needed: release to persons' name and full address.

**Facility****591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

**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**

A virtual walk through was conducted on this date due to the COVID-19 pandemic. The center appeared to be clean, well maintained, and safe from hazardous condition upon virtual walk through.

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

Playground observed to be clean and in good repair.

**Food Service****591-1-1-.15 Food Service & Nutrition****Technical Assistance****Comment**

Center menu meets USDA guidelines.

**Technical Assistance**

Please ensure the new updated infant feeding form is used. The consultant discussed the revised written feeding plans for children under the age of one (1) years old. Age-appropriate solid foods (including cereal) shall not be given to infants or children less than one (1) 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.

**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)****Technical Assistance****Comment**

Staff stated proper knowledge of diapering procedures. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date.

**Technical Assistance**

591-1-1-.10(1) - Consultant discussed with director that room #1 - left front is not licensed for diapering but all the requirements for a diapering classroom were met. Please ensure an amendment is submitted for this classroom within 10 business days of the visit.

**Correction Deadline: 12/28/2021**

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

Staff stated proper knowledge of hand washing and hygiene procedures for staff and children during virtual visit.

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

Discussed proper medication documentation and procedures.

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**Policies and Procedures**

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

Program observed complete emergency drills

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

Observed all required posted notices.

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**591-1-1-.29 Required Reporting****Met****Comment**

The consultant discussed the updated required reporting requirements regarding suspected cases of child abuse (at the center and/or home) reported to the Department of Family and Children Services, communicable illness required to be reported to the Department of Public Health, and temporary closure of the center via DECAL KOALA.

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**Safety**

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

Center does not keep animals on premises.

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**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.

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

Center does not participate in field trips at this time.

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

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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**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.

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**Staff Records**

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Staff # 1 Date of Hire: 11/08/2013	Met
Staff # 2 Date of Hire: 04/26/2004	Met
Staff # 3 Date of Hire: 08/23/2021	Met
Staff # 4 Date of Hire: 07/25/2016	Met
Staff # 5 Date of Hire: 10/23/2012	Met
Staff # 6 Date of Hire: 08/27/2019	Met
Staff # 7 Date of Hire: 02/04/2019	Met
Staff # 8 Date of Hire: 02/11/1998	Met
Staff # 9 Date of Hire: 09/10/2011	Met
Staff # 10 Date of Hire: 11/12/2002	Met
Staff # 11 Date of Hire: 04/22/2012	Met
Staff # 12 Date of Hire: 02/02/2017	Met
Staff # 13 Date of Hire: 07/25/2016	Met
Staff # 14 Date of Hire: 09/03/2019	Met
Staff # 15 Date of Hire: 09/04/2001	Met

Staff # 16 Met  
Date of Hire: 01/30/2016

Staff # 17 Met  
Date of Hire: 11/01/1999

Staff # 18 Met  
Date of Hire: 08/01/2018

**Staff Credentials Reviewed: 11**

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

**Comment**

The director provided one file for staff members hired since the previous visit conducted on March 17, 2021. The consultant observed newly hired staff member to have evidence of a satisfactory criminal record check letter on file.

**591-1-1-.09 Criminal Records Check(CR)** Met

**Comment**

Criminal records checks were observed to be complete.

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

**Comment**

Complete first aid kit observed in center.

**Comment**

Evidence observed of 100% of center staff certified in First Aid and CPR.

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

**Comment**

Documentation observed of required staff training.

**Correction Deadline: 4/16/2021**

**Corrected on 12/28/2021**

**.33(4) - The consultant observed the previous citation to be corrected in that the consultant observed the current cook and director to have evidence of nutrition training.**

**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**

A Virtual Visit was conducted due to the COVID-19 pandemic. Proper supervision of children, including being prompt to children's needs, was discussed with the Director on this date.