



**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:** 2/9/2022    **VisitType:** Monitoring Visit    **Arrival:** 2:30 PM    **Departure:** 3:30 PM

**CCLC-32675**

**The Schoolhouse**

2466 Buford Hwy Duluth, GA 30097 Gwinnett County  
(678) 240-2507 ajones@theschoolhouse.com

**Regional Consultant**

Leena Mitchell

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leena.mitchell@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
02/09/2022	Monitoring Visit	Good Standing
09/08/2021	Licensing Study	Good Standing
01/06/2021	Monitoring Visit	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	Room A: 1L	Two Year Olds	1	6	C	12	C	NA	NA	Snack,Nap
Main	Room B: 2L		0	0	C	12	C	NA	NA	Not In Use
Main	Room C: 2R	Four Year Olds and Five Year Olds and Six Year Olds and Over	1	15	C	18	C	NA	NA	Centers
Main	Room D: 1R	Three Year Olds and Four Year Olds	1	7	C	18	C	NA	NA	Nap

Total Capacity @35 sq. ft.: 60

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 28

Total Capacity @35 sq. ft.: 60

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG A: 2-4 years	91	C
Main	PG B: Toddler-Preschool	25	C

**Comments**

The purpose of today's visit was to conduct a monitoring visit and follow up on previous citations.

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.decal.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.decal.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@decal.ga.gov](mailto:qualityrated@decal.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@decal.ga.gov](mailto:CCSRefutations@decal.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://decal.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)

Angilla Jones, Program Official

Date

Leena Mitchell, Consultant

Date



Bright from the Start Georgia Department of Early Care and Learning  
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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-.03 Activities** **Technical Assistance**

**Technical Assistance**

591-1-1-.03(1) - Consultant discussed with provider that a daily schedule must be posted in each classroom.

**Correction Deadline: 2/9/2022**

**591-1-1-.12 Equipment & Toys(CR)** **Met**

**Comment**

A variety of equipment and toys were observed throughout the center.

**Comment**

Equipment and furniture observed to be properly secured, as applicable.

**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)** **Not Met**

**Comment**

Center appears clean and well maintained.

**Comment**

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

**Finding**

591-1-1-.25(7) requires that doors to rooms not approved for child care, other than the kitchen doors, be latched or locked so children cannot wander into those areas. Except in School-age Centers, interior Center door locks shall permit Personnel to open the locked room from outside of the room in an emergency. It was determined based on observation that the maintenance closet door was not locked as required.

**POI (Plan of Improvement)**

The Center will routinely check that doors to unapproved rooms remain latched or locked and that Staff can open the locked rooms in an emergency.

**Correction Deadline: 2/16/2022**

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

**Not Met**

**Finding**

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on observation the see-saw on playground A had one and a half (1.5) inches of resilient in the fall zone beneath the equipment.

**POI (Plan of Improvement)**

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

**Correction Deadline: 2/19/2022**

**Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that the playgrounds had the following hazards:

Playground A - Concrete bike path not level with the ground and could pose a tripping hazard, exposed tree roots were observed in the back of the playground near fence.

Playground B - A six (6) inch deep hole in the ground near the pavilion, and a cracked plastic white pipe was observed near the pavilion.

**POI (Plan of Improvement)**

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

**Correction Deadline: 3/2/2022**

**Food Service**

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.18(12) - Please ensure the kitchen door is kept closed at all times if staff is not present in the kitchen area.

**Correction Deadline: 2/9/2022**

**Health and Hygiene**

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

**Not Met**

**Comment**

Staff state proper knowledge of diapering procedures.

**Finding**

591-1-1-.10(9) requires Center Staff to not use the area used for diapering for food preparation and to keep the diapering area clear of formulas, food, food utensils and food preparation items. It was determined based on observation used food utensils were left on the diaper changing table in classroom 1L.

**POI (Plan of Improvement)**

Center staff will be trained, specified areas will be available for food preparation and placement of food-related items, and the director will monitor.

**Correction Deadline: 2/16/2022**

**591-1-1-.17 Hygiene(CR)****Not Met****Finding**

591-1-1-.17(6) requires garbage and organic waste to be stored in containers that are lined with plastic liners and have tight-fitting covers. Trash and garbage shall be removed from the building daily or as often as necessary to maintain the premises in a clean condition. It was determined based on observation that the trash can in classroom 1R had exposed food visible without a tight-fitting cover available.

**POI (Plan of Improvement)**

The Center will provide the required containers and implement a plan to ensure that trash and garbage are taken out daily, or more often, if needed.

**Correction Deadline: 2/16/2022**

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

Discussed proper medication documentation and procedures.

<b>Policies and Procedures</b>
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**591-1-1-.21 Operational Policies & Procedures****Met**

**Correction Deadline: 9/13/2021**

**Corrected on 2/9/2022**

**.21(3) - The consultant observed the previous citation to be corrected in that the consultant observed complete emergency drills.**

**591-1-1-.22 Parental Access****Technical Assistance****Technical Assistance**

591-1-1-.22 - Consultant discussed with provider that as of July 1, 2021, custodial parent(s) of the child shall be permitted access to all child care areas of the child care program at any time their child is in attendance.

**Correction Deadline: 2/9/2022**

<b>Safety</b>
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**591-1-1-.11 Discipline(CR)****Met****Comment**

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

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

Center does not provide routine transportation.

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

Pleasant naptime environment observed.

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**Staff Records****Records Reviewed: 5****Records with Missing/Incomplete Components: 1**

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Staff # 1 Not Met

Date of Hire: 08/01/2011

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 2 Met

Date of Hire: 07/31/2019

Staff # 3 Met

Date of Hire: 08/01/2013

Staff # 4 Met

Date of Hire: 08/01/2011

Staff # 5 Met

Date of Hire: 06/04/2018

**Staff Credentials Reviewed: 6**

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

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit on September 8, 2021.

**591-1-1-.14 First Aid & CPR****Met****Correction Deadline: 10/8/2021****Corrected on 2/9/2022****.14(1) - The consultant observed the previous citation to be corrected in that the consultant observed five of five staff members to have evidence of current CPR and first aid cards.**

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**591-1-1-.33 Staff Training****Not Met****Finding**

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on review of records that staff member #1 did not have evidence of ten (10) hours of annual training for the year of 2021.

**POI (Plan of Improvement)**

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

**Correction Deadline: 2/15/2022**

**Recited on 2/9/2022**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

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**Staffing and Supervision**

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

**Not Met**

**Finding**

591-1-1-.32(2) requires the Center maintain Staff:child ratios in mixed-age groups based on the age of the youngest group of children that includes more than twenty percent of the total number of children in the mixed-age group. It was determined based on observation that classrooms 1R and 2R had a staff:child ratio of 1:22, a staff member was responsible for two separate physical areas with the total number of four-year-old children exceeding more than twenty percent. Four children were three-years-old, nine children were four-years-old, six children were five-years-old and three children were six-years-old.

**POI (Plan of Improvement)**

The Center will provide adequate staff when there is a mixed-age group.

**Correction Deadline: 2/9/2022**

**Correction Deadline: 9/8/2021**

**Corrected on 2/9/2022**

**.32(4)(b) - The consultant observed the previous citation to be corrected in that the consultant observed two and three-year-old children to be housed in separate classrooms.**

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

**Not Met**

**Finding**

591-1-1-.32(7) requires that children be supervised at all times appropriate to the individual age, needs and capabilities of each child. Such supervision must include, but not be limited to, indoor and outdoor activities, mealtimes, naptime, transportation, field trips, and transitions between activities. "Supervision" means that the appropriate number of Staff members are physically present in the area where children are being cared for and are providing watchful oversight to the children, volunteers and Students-in-Training. The persons supervising in the child care area must be alert, positioned to maximize their ability to hear and see the children at all times, and able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the volunteers and Students-in-Training, and provide timely attention to the children's actions and needs. 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. It was determined based on observation that a two-year-old child was sitting at a table during mealtime and the staff member was not sitting within arm's length away from the child. The provider was observed sitting across the classroom, rather than sit closely to the child, as required. Additionally, a staff member in classroom 1R and 2R was responsible for two separate physical areas for a brief amount of time.

**POI (Plan of Improvement)**

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

**Correction Deadline: 2/9/2022**