



**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:** 6/8/2022      **VisitType:** Licensing Study      **Arrival:** 2:45 PM      **Departure:** 4:45 PM

**CCLC-37208**

**Stepping Stone Montessori of Sugar Hill**

65 Peachtree Industrial Boulevard Sugar Hill, GA 30518 Gwinnett  
 County  
 (770) 614-4310 administrator@steppingstonemontessori.com

**Mailing Address**

930 Tresillian Court  
 Alpharetta, GA 30022

**Regional Consultant**

Leena Mitchell

Phone: (706) 433-7111  
 Fax: (706) 310-6944  
 leena.mitchell@dec.al.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.<br><br><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|------------------------------------|------------------|---------------|--|
| 06/08/2022                         | Licensing Study  | Good Standing |  |
| 12/14/2021                         | Monitoring Visit | Good Standing |  |
| 01/20/2021                         | 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                            | A/1L |   | 0     | 0        | C                             | 11         | C            | NA         | NA           | Not In Use |
| Main                            | B/2L | Infants and One Year Olds                             | 2     | 5        | C                             | 25         | C            | NA         | NA           | Floor Play |
| Main                            | C/3L | Two Year Olds   | 2     | 7        | C                             | 17         | C            | NA         | NA           | Snack      |
| Main                            | D/4L | One Year Olds and Two Year Olds                       | 1     | 7        | C                             | 19         | C            | NA         | NA           | Snack      |
| Main                            | E/1R |   | 0     | 0        | C                             | 32         | C            | NA         | NA           | Not In Use |
| Main                            | F/2R | Three Year Olds and Four Year Olds and Five Year Olds | 2     | 7        | C                             | 28         | C            | NA         | NA           | Centers    |
| Main                            | G/3R | Three Year Olds and Four Year Olds and Five Year Olds | 3     | 12       | C                             | 27         | C            | NA         | NA           | Centers    |
| Main                            | H/4R | Three Year Olds and Four Year Olds and Five Year Olds | 1     | 7        | C                             | 22         | C            | NA         | NA           | Centers    |
| Total Capacity @35 sq. ft.: 181 |      |   |       |          | Total Capacity @25 sq. ft.: 0 |            |              |            |              |            |
| Total # Children this Date: 45  |      |   |       |          | Total Capacity @25 sq. ft.: 0 |            |              |            |              |            |

| Building | Playground   | Playground Occupancy | Playground Compliance |
|----------|--------------|----------------------|-----------------------|
| Main     | PG/A/Front L | 28                   | C                     |
| Main     | PG/B/Back L  | 23                   | C                     |
| Main     | PG/C/Right   | 52                   | C                     |

### Comments

The purpose of this visit was to conduct a licensing study 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.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 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)

---

Elizabeth Ashworth, Program Official

Date

---

Leena Mitchell, Consultant

Date



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

### Findings Report

**Date:** 6/8/2022 **VisitType:** Licensing Study **Arrival:** 2:45 PM **Departure:** 4:45 PM

**CCLC-37208**

**Stepping Stone Montessori of Sugar Hill**

65 Peachtree Industrial Boulevard Sugar Hill, GA 30518 Gwinnett County  
(770) 614-4310 administrator@steppingstonemontessori.com

**Mailing Address**

930 Tresillian Court  
Alpharetta, GA 30022

**Regional Consultant**

Leena Mitchell

Phone: (706) 433-7111

Fax: (706) 310-6944

leena.mitchell@decal.ga.gov

The following information is associated with a Licensing Study:

### Activities and Equipment

**591-1-1-.03 Activities**

**Technical Assistance**

**Technical Assistance**

591-1-1-.03(2) - Please ensure that each classroom has a current lesson plan on site that reflects appropriate instruction practices and activities to support children's development. Please ensure that each lesson plan has a sufficient and various play and learning equipment and materials to support the above program of activities in all developmental areas.

**Correction Deadline: 6/8/2022**

**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.

### Children's Records

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 0**

Child # 1 Met

Child # 2 Met

Child # 3 Met

---

**Records Reviewed: 5****Records with Missing/Incomplete Components: 0**

---

Child # 4

Met

Child # 5

Met

---

**591-1-1-.08 Children's Records****Met****Comment**

Records were observed to be complete and well organized.

**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)****Not Met****Comment**

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

**Comment**

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

**Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that the back splash above the sinks in classroom 2R and 3R had rotting and chipping wood. In addition, the sink on the right in classroom 4R had a loose faucet handle.

**POI (Plan of Improvement)**

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

**Correction Deadline: 7/1/2022**

---

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

591-1-1-.26 - 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.
- Fall zones and resilient surface.

**Food Service**

---

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

**Technical Assistance**

591-1-1-.15 - Consultant discussed with provider to add thermometer's to both the refrigerator and freezer in the infant classroom. Please ensure the refrigerated is temperature is kept at forty (40) degrees Fahrenheit or less

**Technical Assistance**

591-1-1-.15 - The consultant discussed the revision as of October 1, 2020, which states: Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

**Comment**

Please ensure that infant feeding forms are updated regularly.

**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**

Proper diapering procedures observed.

**Comment**

Staff state proper knowledge of diapering procedures.

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

Proper hand washing observed throughout the center.

**591-1-1-.20 Medications(CR)****Not Met****Finding**

591-1-1-.20(1) requires Personnel to obtain specific written authorization from the child's physician or parent in order to dispense prescription or non-prescription medications, except for first aid. Such authorization will include when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent. It was determined based on review of records that four of five medication forms did not have complete information.

**POI (Plan of Improvement)**

The Center will train Staff to obtain and review parental authorizations to ensure the authorization contains complete information. The designated person(s) will monitor daily.

**Correction Deadline: 6/17/2022**

**Policies and Procedures****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.

**Safety**

---

|                            |            |
|----------------------------|------------|
| <b>591-1-1-.05 Animals</b> | <b>Met</b> |
|----------------------------|------------|

**Comment**

Animals maintained clean and appropriately caged.

---

|                                   |            |
|-----------------------------------|------------|
| <b>591-1-1-.11 Discipline(CR)</b> | <b>Met</b> |
|-----------------------------------|------------|

**Comment**

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

---

|                                    |            |
|------------------------------------|------------|
| <b>591-1-1-.13 Field Trips(CR)</b> | <b>Met</b> |
|------------------------------------|------------|

**Comment**

Center does not participate in field trips at this time.

---

|                                       |            |
|---------------------------------------|------------|
| <b>591-1-1-.36 Transportation(CR)</b> | <b>Met</b> |
|---------------------------------------|------------|

**Comment**

Center does not provide routine transportation.

|   |
|---|
| <b>Sleeping &amp; Resting Equipment</b> |
|---|

---

|   |            |
|---|------------|
| <b>591-1-1-.30 Safe Sleeping and Resting Requirements(CR)</b> | <b>Met</b> |
|---|------------|

**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.

|                      |
|----------------------|
| <b>Staff Records</b> |
|----------------------|

---

|                             |
|-----------------------------|
| <b>Records Reviewed: 23</b> |
|-----------------------------|

|  |
|--|
| <b>Records with Missing/Incomplete Components: 9</b> |
|--|

---

|  |         |
|--|---------|
| Staff # 1                              | Met     |
| Date of Hire: 08/10/2020               |         |
| Staff # 2                              | Not Met |
| Date of Hire: 12/02/2019               |         |
| <u>"Missing/Incomplete Components"</u> |         |
| .33(3)-Health & Safety Certificate     |         |
| Staff # 3                              | Met     |
| Date of Hire: 07/16/2014               |         |
| Staff # 4                              | Not Met |
| Date of Hire: 05/20/2019               |         |
| <u>"Missing/Incomplete Components"</u> |         |
| .33(3)-Health & Safety Certificate     |         |
| Staff # 5                              | Not Met |
| Date of Hire: 09/23/2021               |         |
| <u>"Missing/Incomplete Components"</u> |         |
| .33(3)-Health & Safety Certificate     |         |

|  |         |
|--|---------|
| Staff # 6                              | Met     |
| Date of Hire: 07/15/2019               |         |
| Staff # 7                              | Met     |
| Date of Hire: 03/03/2022               |         |
| Staff # 8                              | Not Met |
| Date of Hire: 01/17/2020               |         |
| <u>"Missing/Incomplete Components"</u> |         |
| .33(3)-Health & Safety Certificate     |         |
| Staff # 9                              | Met     |
| Date of Hire: 06/16/2014               |         |
| Staff # 10                             | Met     |
| Date of Hire: 02/06/2020               |         |
| Staff # 11                             | Met     |
| Date of Hire: 11/08/2021               |         |
| Staff # 12                             | Met     |
| Date of Hire: 09/06/2016               |         |
| Staff # 13                             | Not Met |
| Date of Hire: 02/08/2022               |         |
| <u>"Missing/Incomplete Components"</u> |         |
| .33(3)-Health & Safety Certificate     |         |
| Staff # 14                             | Met     |
| Date of Hire: 11/09/2015               |         |
| Staff # 15                             | Not Met |
| Date of Hire: 08/02/2021               |         |
| <u>"Missing/Incomplete Components"</u> |         |
| .33(3)-Health & Safety Certificate     |         |
| Staff # 16                             | Met     |
| Date of Hire: 04/01/2021               |         |
| Staff # 17                             | Met     |
| Date of Hire: 07/12/2021               |         |
| Staff # 18                             | Not Met |
| Date of Hire: 08/20/2021               |         |



**Records Reviewed: 23****Records with Missing/Incomplete Components: 9**"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 19

Not Met

Date of Hire: 02/06/2020

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 20

Met

Date of Hire: 08/03/2020

Staff # 21

Not Met

Date of Hire: 02/23/2022

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 22

Met

Date of Hire: 01/04/2022

Staff # 23

Met

Date of Hire: 03/10/2021

**Staff Credentials Reviewed: 9****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met**

**Correction Deadline: 12/14/2021**

**Corrected on 6/8/2022**

**.09(1)(c) - The previous citation was observed to be corrected. The consultant observed 23 staff members to have evidence of a satisfactory comprehensive determination letter on file.**

**Correction Deadline: 12/14/2021**

**Corrected on 6/8/2022**

**.09(1)(l)3. - The previous citation was observed to be corrected. The consultant observed 23 staff members to have evidence of a satisfactory comprehensive determination letter on file.**

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

591-1-1-.09 - The consultant discussed the following information regarding criminal record checks with the director:

- Monitor the expiration dates of all staff members' criminal record check letters.
- Submit a portability request via DECAL KOALA for newly hired staff members that have a previous satisfactory comprehensive criminal record check letter issued by the department.
- Ensure that all newly hired staff members have evidence of a satisfactory comprehensive criminal record check letter prior to providing services to children present for care.
- Ensure that all newly hired and/or seasonal staff members with a six month (180 days) break of employment from child care submit an updated criminal record check application and complete the fingerprinting process prior to rendering services for child care services.
- Submit a portability request via DECAL KOALA for all independent contractors.

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

**Comment**

Complete first aid kits observed in center.

**Comment**

Evidence observed of 100% 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 review of records that fourteen out of twenty-three staff members did not completed health and safety orientation training within their 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: 7/8/2022****Comment**

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

---

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

Staff observed to be compliant with applicable laws and regulations.

|                                 |
|---------------------------------|
| <b>Staffing and Supervision</b> |
|---------------------------------|

---

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

Center observed to maintain appropriate staff:child ratios.

**Comment**

Discussed combining children of mixed ages.

---

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

Adequate supervision observed on this date.