



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

Date: 7/21/2023 **VisitType:** Incident Investigation/Licensing Study **Arrival:** 10:00 AM **Departure:** 3:15 PM

CCLC-46297

The Children's Courtyard #3214

7460 McGinnis Ferry Road Suwanee, GA 30024 Forsyth County
 CCLC-46297 3214@childrenscourtyard.com

Regional Consultant

Leena Mitchell

Phone: (706) 433-7111

Fax: (706) 310-6944

leena.mitchell@decal.ga.gov

Mailing Address

7460 McGinnis Ferry Rd.
 Suwanee, GA 30024

Quality Rated: ★ ★

Compliance Zone Designation			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.
07/21/2023	Incident Investigation/Licensing Study	Good Standing	
07/19/2023	TA Follow Up	Good Standing	
05/05/2023	Complaint Closure	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
First	LB		0	0	C	32	C	NA	NA	Not In Use
First	Left-side RT		0	0	C	22	C	NA	NA	Not In Use
First	LF	Two Year Olds and Three Year Olds	1	9	C	29	C	NA	NA	Centers
First	R2R	One Year Olds	2	6	C	24	C	NA	NA	Free Play
First	RB	Infants	2	6	C	17	C	NA	NA	Free Play
First	RT FT	Two Year Olds	1	5	C	22	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 146					Total Capacity @25 sq. ft.: 0					
Second	BkLF	Three Year Olds	2	13	C	20	C	NA	NA	Outside
Second	BRT	Four Year Olds and Five Year Olds	1	13	C	21	C	NA	NA	Outside
Second	Front LF	Five Year Olds and Six Year Olds and Over	2	16	C	20	C	NA	NA	Outside
Second	Middle LF		0	0	C	20	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 81					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 68			Total Capacity @35 sq. ft.: 227			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

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

Plan of Improvement: Developed This Date 07/21/2023

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

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 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)



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 1 855-800-7747 or qualityrated@dec.al.ga.gov for more information. Free technical assistance is available!

Natalia Espinosa Ballesteros, Program Official

Date

Leena Mitchell, Regional Consultant

Date



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(Findings Report)

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Investigation/Licensing
Study

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The following information is associated with a Licensing Study Visit:

Activities and Equipment

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)

Not Evaluated

Comment

Center does not provide swimming activities.

Children's Records

591-1-1-.08 Children's Records

Technical Assistance

Technical Assistance

591-1-1-.08 - Please ensure that parents provide and/or update the following information as needed: release to persons' name, phone number, full address and relationship to the child.

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

591-1-1-.25 - Please be mindful to keep items that pose a hazard inaccessible to children.

Technical Assistance

591-1-1-.25 - Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

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

Playground observed to be clean and in good repair. Please ensure to monitor the playground areas for the following hazardous items:

- Fluff and redistribute resilient surface surrounding the fall zones.
- Biting and/or stinging insects (i.e., bees, ants, etc.).
- Vines protruding through the fence becoming accessible to the children present for care.
- Exposed tree roots (i.e., potential tripping hazard, etc.).
- Loose and/or weak tree branches. - Normal wear and tear of playground equipment.
- Normal wear and tear of the fence surrounding the playground areas

Food Service

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

Please ensure that bottles and sippy cups are covered and fully labeled with child's full name.

Technical Assistance

591-1-1-.15(1) - CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk
5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk
2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://dec.al.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

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

Kitchen appears clean and well organized.

Comment

Please ensure that you add a thermometer in the freezer to monitor the temperature.

Health and Hygiene

591-1-1-.07 Children's Health**Technical Assistance****Technical Assistance**

591-1-1-.07(5) - requires Center Staff to not permit children to wear around their necks or attach to their clothing pacifiers or other hazardous items

Correction Deadline: 7/21/2023

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

Comment

Proper diapering procedures observed.

Comment

Requirements for diapering were discussed with the director on this date. A classroom must have proper ventilation and be licensed for diapering prior to changing diapers in that classroom.

591-1-1-.17 Hygiene(CR) **Technical Assistance**

Technical Assistance

591-1-1-.17 - Please ensure lids remain on trash containing organic waste.

Correction Deadline: 4/28/2023

Corrected on 7/21/2023

.17(7) - The consultant observed the previous citation to be corrected in that the consultant observed proper hand washing on this date.

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

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

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

Comment

Please make sure that all required signs are posted and up to date.

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

Comment

Thank you for reporting as required.

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) **Not Met**

Comment

Field trip documentation observed to be complete.

Finding

591-1-1-.13(7) requires Center Staff to ensure each child on a field trip has on their person their name, and the Center's name, address and telephone number. It was determined based on observation that the children attended a field trip on July 19, 2023 and did not have the child's name, center's address and phone number on their person as required.

POI (Plan of Improvement)

Center staff will provide name tags for each child to wear on field trips that include all of the required information and will check that each child has the name tag on their person.

Correction Deadline: 7/21/2023

591-1-1-.36 Transportation(CR)

Not Met

Comment

Complete documentation of transportation observed.

Comment

The consultant observed the following vehicles to have a current vehicle inspection report on file:
- Vehicle Tag # - RDF 6319 - Expires December 12, 2023.

Comment

The vehicle had an approved fire extinguisher and Please replace/add missing/expired item(s) in first aid kit(s).

Finding

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on review of records that staff member #5 did not have evidence of a current transportation training certificate on file prior to participating in transportation on July 19, 2023.

POI (Plan of Improvement)

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 7/31/2023

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)

Met

Comment

Discussed SIDS and infant sleeping position.

Comment

Pleasant naptime environment observed.

Comment

Please ensure that cribs/cots are labeled for individual use.

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

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

Met

Comment

The director provided six files for staff members hired since the previous visit conducted on April 28, 2023. The consultant observed six of six newly hired staff members 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**Not Met****Comment**

Evidence observed of 80% of center staff certified in First Aid and CPR.

Comment

Please replace/add missing/expired item(s) in first aid kit(s).

Finding

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on review of records that staff member #4 with a documented date of hire of March 13, 2023 and staff member #23 with a documented date of hire on December 30, 2023, did not obtain first aid and CPR training within the first 90-days of their date of hire.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 8/20/2023

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

591-1-1-.33(5)- It was determined based on review of records that staff member #25, date of hire December 21, 2020, did not complete the required 10 hours of annual training for the year of 2022.

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: 8/4/2023**Recited on 7/21/2023**

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

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

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

591-1-1-.32 - Discussed combining children of mixed ages, provider will ensure parents will sign parental permission slip prior to mixing two-year-olds with three-year-olds.

Comment

Center observed to maintain appropriate staff:child ratios.

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

Adequate supervision observed on this date.

The following information is associated with a Incident Investigation Visit:

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures

Not Met

Finding Associated with Complaint

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 investigative findings that center did not have evidence of conducting a fire, tornado, or lock down drill since September 2022.

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: 7/31/2023

Recited on 7/21/2023