



**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:** 4/14/2023    **VisitType:** Incident Investigation/Monitoring Visit    **Arrival:** 9:45 AM    **Departure:** 2:15 PM

**CCLC-46298**

**The Children's Courtyard #3215**

4795 Windermere Pkwy Cumming, GA 30041 Forsyth County  
(678) 947-4416 3215@childrenscourtyard.com

**Region Consultant**

Leena Mitchell

Phone: (706) 433-7111

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leena.mitchell@decal.ga.gov

**Mailing Address**  
Same

**Quality Rated:** ★ ★

<u>Compliance Zone Designation</u>		
04/14/2023	Incident Investigation/Monitoring Visit	Good Standing
07/26/2022	Licensing Study	Good Standing
03/08/2022	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	1L	GA PreK	2	12	C	23	C	32	C	Centers
Main	1R	Infants	1	4	C	25	C	NA	NA	Free Play
Main	2L	Three Year Olds and Four Year Olds and Five Year Olds	3	12	C	22	C	NA	NA	Centers
Main	2R	One Year Olds	2	9	C	27	C	NA	NA	Centers
Main	3L	Four Year Olds and Five Year Olds	1	8	C	22	C	NA	NA	Music
Main	3R	Two Year Olds	1	9	C	18	C	NA	NA	Free Play
Main	4L Pre-K	Two Year Olds and Three Year Olds and Four Year Olds	2	16	C	19	C	NA	NA	Centers
Main	4R	Two Year Olds and Three Year Olds	2	7	C	17	C	NA	NA	Centers
Main	5L	GA PreK	2	20	C	23	C	NA	NA	Centers
Main	BK End		0	0	C	24	C	NA	NA	Not In Use

Total Capacity @35 sq. ft.: 220

Total Capacity @25 sq. ft.: 220

Total # Children this Date: 97

Total Capacity @35 sq. ft.: 220

Total Capacity @25 sq. ft.: 220

Building	Playground	Playground Occupancy	Playground Compliance
Main	Infant PG	27	C
Main	Preschool PG	52	C
Main	School-Age PG	57	C
Main	Toddler PG	55	C


**Comments**

The investigation remains open on this date, pending additional information. Upon completion the finding will be reviewed with the provider and a final copy of the report will be sent.

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

Plan of Improvement: To Be Submitted 04/28/2023

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](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)



**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!**

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Brandy Escamilla, 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 Monitoring 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)** **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**

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

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**Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that the following potentially hazardous equipment, materials or supplies were accessible to the children in care:

- Five containers of diaper cream which is marked to be kept "out of the reach of children" was observed to be accessible to children in an unlocked drawer in classroom 2R
- Two containers of diaper cream which are marked to be kept "out of the reach of children" were observed to be accessible to children in a bathroom in classroom 3R
- One bottle of cleaning liquid which was marked to be kept "out of the reach of children" was observed to be accessible to children in an unlocked storage cabinet in classroom 1L

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**Correction Deadline: 4/14/2023**

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**Correction Deadline: 7/26/2022**

**Corrected on 4/14/2023**

**.25(3) - The consultant observed the previous citation to be corrected in that the consultant observed the center to be clean and in good repair on this date.**

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**591-1-1-.26 Playgrounds(CR) Not Met**

**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.

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**Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation the following fencing hazards were present:

- The bottom of the left side fence leading to the parking lot was observed to contain a hole measuring approximately four inches.
- The bottom of the right side gate separating the a/c unit on the toddler playground contained a gap at the bottom measuring five inches.

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**Correction Deadline: 4/21/2023**

**Recited on 4/14/2023**  
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**Correction Deadline: 7/26/2022**

**Corrected on 4/14/2023**

.26(9) - The consultant observed the previous citation to be corrected in that the consultant observed the playground to be clean and free from hazards on this date.

**Health and Hygiene**

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

**Comment**

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

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

**Comment**

Staff were observed to remind children to wash hands.

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

**Comment**

The Provider currently does not dispense/administer medication.

**Safety**

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

**Met**

**Comment**

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

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

**Not Met**

**Comment**

The consultant observed the following vehicles to have a current vehicle inspection report on file:  
- Vehicle Tag # - DWF 496 - Expires November 26, 2023.

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**Comment**

The vehicle had an approved fire extinguisher and first aid kit on this date.

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**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 #23 did not have evidence of a current transportation training certificate on file prior to participating in transportation on March 31, 2023.

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**Correction Deadline: 4/24/2023**

**Finding**

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on review of records that four of four children did not have evidence of emergency medical information on the vehicle during the week of April 10, 2023.

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**Correction Deadline: 4/15/2023**

**Finding**

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on review of records that the center did not document with a check or other mark/symbol to account for the load and unloading of four of four children receiving school transportation services to Haw Creek Elementary on March 29-31, 2023

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**Correction Deadline: 4/15/2023**

**Sleeping & Resting Equipment**

**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.

**Staff Records**



**Comment**

The director provided ten files for staff members hired since the previous visit conducted on July 26, 2022. The consultant observed ten of ten newly hired staff members to have evidence of a satisfactory criminal record check letter on file.

**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 review of records that staff member #9 had a valid and current satisfactory Comprehensive Records Check Determination on file that was within the 12 month portability period, but had not been electronically ported as required. Staff member #9 was observed conducting a supervised enrichment program in classroom 3L. Consultant assisted provider in porting the staff member before ending the visit. A one-day letter and video training affiliated was left on this date.

**Correction Deadline: 4/14/2023**

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

**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 a review of records that staff person #5 with a documented date of hire of September 14, 2022 had not completed the required health and safety orientation training within their first 90 days of employment as it was observed to have been taken on February 6, 2023. And staff member #13 with a documented date of hire of September 7, 2022 did not have evidence of health and safety training on this date.

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**Correction Deadline: 4/14/2023**

**Recited on 4/14/2023**

**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 a review of records that the following staff had not obtained the required ten hours of annual training for the year 2022.

-Staff person #23 with a documented date of hire of August 17, 2017  
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**Correction Deadline: 4/21/2023**

**Recited on 4/14/2023**

**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)**

**Not Met**

**Comment**

Discussed combining children of mixed ages.  
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**Finding**

591-1-1-.32(4) requires that children under three years old be housed in separate physical areas from older children and cannot be mixed with older children except at specified times and circumstances. It was determined based on observation that at 11:00 a.m. classroom 4L had one two-year-old child mixed with fourteen three-year-olds and one four-year-old.

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**Correction Deadline: 4/14/2023**

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

**Met**

**Comment**

Adequate supervision observed on this date.

**Comment**

Discussed proper supervision: responding promptly, bathrooms and playgrounds.