



**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:** 10/5/2022    **VisitType:** Complaint Investigation & Licensing Study    **Arrival:** 10:30 AM    **Departure:** 2:30 PM

**CCLC-56413**

**Cedars Preschool at Lilburn**

3079 Five Forks Trickum Rd. Lilburn, GA 30047 Gwinnett County  
 (770) 982-2000 kwilliams@cedarspreschool.com

**Regional Consultant**

Leena Mitchell

Phone: (706) 433-7111

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leena.mitchell@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
10/05/2022	Complaint Investigation & Licensing Study	Good Standing
10/05/2022	Complaint Closure	Good Standing
05/04/2022	POI Follow Up	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	A-1L Infants	Infants	1	6	C	20	C	NA	NA	Outside
Main	B- 2L 1's	One Year Olds	2	10	C	19	C	NA	NA	Outside
Main	C-3L 1-2's	One Year Olds	1	8	C	21	C	NA	NA	Centers
Main	D-4L 2's	One Year Olds and Two Year Olds	2	20	C	25	C	NA	NA	Centers
Main	E	Two Year Olds	1	10	C	28	C	NA	NA	Centers
Main	F-4R	PreK	2	20	C	30	C	NA	NA	Centers
Main	G- 3R	Four Year Olds and Five Year Olds	2	19	C	30	C	NA	NA	Circle Time
Main	H 2R 4's		0	0	C	47	C	NA	NA	Not In Use
Main	I 1R 3 years	Three Year Olds	2	12	C	39	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.:						259	Total Capacity @25 sq. ft.:		0	
Total # Children this Date: 105			Total Capacity @35 sq. ft.:			259	Total Capacity @25 sq. ft.:		0	

Building	Playground	Playground Occupancy	Playground Compliance
Main	A- Infant /toddler	33	C
Main	B- School Age	123	C
Main	C- Preschool	109	C

**Comments**

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

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)

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Kelly Williams, Program Official

Date

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Leena Mitchell, Consultant

Date



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**Findings Report**

**Date:** 10/5/2022 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 10:30 AM **Departure:** 2:30 PM

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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)**

**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**

**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)

Met

#### Comment

Center appears clean and well maintained.

#### Comment

No hazards observed accessible to children on this date.

### 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

Met

#### Comment

Center menu meets USDA guidelines.

### 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

Discussed labeling of "diapering only" areas and staff work stations.

#### Comment

Staff state proper knowledge of diapering procedures.

### 591-1-1-.17 Hygiene(CR)

Met

#### Comment

Please ensure lids remain on trash containing organic waste.

#### Comment

Proper hand washing observed throughout the center.

### 591-1-1-.20 Medications(CR)

Met

#### Comment

The Provider currently does not dispense/administer medication.

## 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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**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**

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

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

**Comment**

Field trip documentation observed to be complete.

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**591-1-1-.36 Transportation(CR)** **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 # - TDN 9778 - Expires May 23, 2023.
- Vehicle Tag # - TDN 9777 - Expires May 20, 2023..

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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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**Records Reviewed: 28**

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

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Staff # 1 Met

Date of Hire: 11/15/2021

Staff # 2 Met

Date of Hire: 12/06/2021

Staff # 3 Met

**Records Reviewed: 28****Records with Missing/Incomplete Components: 0**

Date of Hire: 07/25/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 4

Met

Date of Hire: 04/01/2022

Staff # 5

Met

Date of Hire: 07/29/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 6

Met

Date of Hire: 08/18/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 7

Met

Staff # 8

Met

Staff # 9

Met

Date of Hire: 11/22/2021

Staff # 10

Met

Date of Hire: 08/17/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 11

Met

Staff # 12

Met

Date of Hire: 11/15/2021

Staff # 13

Met

Staff # 14

Met

Date of Hire: 05/23/2022

Staff # 15

Met

Date of Hire: 11/27/2010

Staff # 16

Met

Date of Hire: 01/27/2022

Staff # 17

Met

Date of Hire: 09/14/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 18

Met

Date of Hire: 06/16/2022

Staff # 19

Met

**Records Reviewed: 28****Records with Missing/Incomplete Components: 0**

Date of Hire: 06/22/2022

Staff # 20 Met

Date of Hire: 01/04/2022

Staff # 21 Met

Staff # 22 Met

Date of Hire: 05/16/2022

Staff # 23 Met

Date of Hire: 01/03/2006

Staff # 24 Met

Date of Hire: 07/29/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 25 Met

Date of Hire: 08/03/2020

Staff # 26 Met

Staff # 27 Met

Date of Hire: 02/03/2022

Staff # 28 Met

Date of Hire: 09/19/2022

Reminder - Health & Safety training is required within 90 calendar days of hired**Staff Credentials Reviewed: 11****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****Comment**

The director provided eleven files for staff members hired since the previous visit conducted on May 4, 2022. The consultant observed eleven of eleven 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 Met****Comment**

Complete first aid kits observed in center and on vehicles.

**Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR.

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

Documentation observed of required staff training.



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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)

Met

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

Met

**Comment**

Staff observed to provide direct supervision and be attentive to children's needs.

The following information is associated with a Complaint Investigation Visit:

**Staffing and Supervision**

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

Met

Correction Deadline: 4/13/2022

Corrected on 10/5/2022

.32(7) - The consultant observed the previous citation to be corrected in that the consultant observed adequate supervisor on this date.