



**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:** 5/23/2022    **VisitType:** Licensing Study    **Arrival:** 1:15 PM    **Departure:** 2:15 PM

**CCLC-1081**

**Lanette L. Suttles Child Development Center**

30 Courtland St, SE; Alumni Hall, G-17 Atlanta, GA 30303 Fulton County  
 (404) 413-8460 pkimbrow@gsu.edu

**Mailing Address**  
 Same

**Regional Consultant**

Crystal Miller  
 Phone: (470) 392-4241  
 Fax:  
 crystal.miller@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. |
|------------------------------------|------------------------------------|---------------|--|
| 05/23/2022                         | Licensing Study                    | Good Standing |  |
| 05/02/2022                         | Incident Investigation & Follow Up | Good Standing |  |
| 07/16/2021                         | 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                           | Room A    | Infants                           | 3                              | 7        | C                             | 34                            | C            | NA         | NA           | Floor Play       |
| Main                           | Room B    | One Year Olds                     | 3                              | 13       | C                             | 16                            | C            | NA         | NA           | Floor Play,Lunch |
| Main                           | Room C    |                                   | 0                              | 0        | C                             | 16                            | C            | NA         | NA           |                  |
| Main                           | Room F-2s | Two Year Olds and Three Year Olds | 2                              | 12       | C                             | 26                            | C            | NA         | NA           | Circle Time      |
| Total Capacity @35 sq. ft.: 92 |           |                                   |                                |          | Total Capacity @25 sq. ft.: 0 |                               |              |            |              |                  |
| Total # Children this Date: 32 |           |                                   | Total Capacity @35 sq. ft.: 92 |          |                               | Total Capacity @25 sq. ft.: 0 |              |            |              |                  |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------|----------------------|-----------------------|
| Main     | Playground | 40                   | C                     |

**Comments**

Plan of Improvement: Developed This Date 05/23/2022

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/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 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)

Phyllis Kimbro, Program Official

Date

Crystal Miller, Consultant

Date



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**Findings Report**

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The following information is associated with a Licensing Study:

**Activities and Equipment**

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.12(2) - Director and Consultant discussed that the department requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges on this date.

**Correction Deadline: 5/10/2022**

**591-1-1-.35 Swimming Pools & Water-related Activities(CR)**

**Met**

**Comment**

Center does not provide swimming activities.

**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(17) - Director and Consultant discussed that the departments requires that the Center premises be free of plants and shrubs which are poisonous or hazardous on this date.

**Correction Deadline: 5/10/2022**

**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

Proper diapering procedures observed.

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

Met

#### 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

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

Met

#### Comment

Program observed complete emergency drills

### 591-1-1-.27 Posted Notices

Met

#### Comment

Observed all required posted notices.

### 591-1-1-.29 Required Reporting

Met

#### Comment

Discussed reporting requirements.

## Safety

### 591-1-1-.05 Animals

Met

#### Comment

Center does not keep animals on premises.

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

Met

#### Comment

Age-appropriate discussion and/or redirection observed.

### 591-1-1-.13 Field Trips(CR)

Met

#### Comment

Center does not participate in field trips at this time.

**Comment**

Center does not provide routine transportation.

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

**Comment**

Discussed SIDS and infant sleeping position.

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

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**Records Reviewed: 19****Records with Missing/Incomplete Components: 1**

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|  |         |
|--|---------|
| Staff # 1                              | Met     |
| Staff # 2                              | Met     |
| Staff # 3                              | Met     |
| Staff # 4                              | Met     |
| Staff # 5                              | Met     |
| Staff # 6                              | Met     |
| Staff # 7                              | Met     |
| Staff # 8                              | Met     |
| Staff # 9                              | Met     |
| Staff # 10                             | Met     |
| Staff # 11                             | Met     |
| Staff # 12                             | Met     |
| Staff # 13                             | Not Met |
| <u>"Missing/Incomplete Components"</u> |         |
| .09-Criminal Records Check Missing     |         |
| Staff # 14                             | Met     |
| Staff # 15                             | Met     |
| Staff # 16                             | Met     |
| Staff # 17                             | Met     |
| Staff # 18                             | Met     |

Staff # 19

Met

**Staff Credentials Reviewed: 6**

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

**Not Met**

**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 observation on this date that while checking CRC for center employees present CRC had expired due to not being ported over.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will [ ] to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. 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. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will ensure CRC rules are maintained.

**Correction Deadline: 5/10/2022**

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

**Met**

**Comment**

Documentation observed of required staff training.

**Staffing and Supervision**

**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.