



**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: 6/9/2021 **VisitType:** Licensing Study **Arrival:** 8:20 AM **Departure:** 9:20 AM

CCLC-3023

Open Arms Lutheran Child Development Center of Buckhead

4000 Roswell Rd Atlanta, GA 30342 Fulton County
(404) 256-1330 barbara.collins@openarmsbuckhead.org

Mailing Address
Same

Regional Consultant

Emma Smith
Phone: (770) 357-5106
Fax: (770) 357-5107
emma.smith@decal.ga.gov

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.
06/09/2021	Licensing Study	Good Standing	
05/10/2021	Complaint Investigation by Phone	Good Standing	
03/19/2021	Complaint Investigation Follow Up	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	1:1L Infant I	Infants	1	5	C	15	C	NA	NA	Nap,Floor Play
Main	10:2R down PII	Three Year Olds	1	8	C	19	C	NA	NA	Circle Time,Story
Main	11:1R down PreK	PreK	2	14	C	21	C	NA	NA	Transitioning,Clean Up
Main	12:7R down ASP		0	0	C	33	C	NA	NA	Not In Use
Main	2:2L Toddler I		0	0	C	10	C	NA	NA	Not In Use
Main	3:3L T Tots	Infants and One Year Olds	2	6	C	11	C	NA	NA	Free Play
Main	4:1R Infant II	Infants	2	6	C	12	C	NA	NA	Floor Play,Music
Main	5:2R Toddler II	One Year Olds	2	8	C	12	C	NA	NA	Circle Time,Story
Main	6:6R down EPI	One Year Olds and Two Year Olds	2	7	C	16	C	NA	NA	Story,Circle Time
Main	7:5R down EPII	Two Year Olds	1	4	C	15	C	NA	NA	Circle Time,Story
Main	8:4R down EPIII	Six Year Olds and Over	1	7	C	21	C	NA	NA	Free Play
Main	9:3R down PI	Two Year Olds and Three Year Olds	2	9	C	18	C	NA	NA	Free Play,Floor Play
Total Capacity @35 sq. ft.: 203						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 74						Total Capacity @35 sq. ft.: 203				
						Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Preschool	66	C
Main	Toddler	21	C


Comments

An Administrative Review was conducted on June 9, 2021. Staff files, children’s files, training, and background checks were all reviewed. A virtual inspection was conducted on June 10, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 28, 2021, was reviewed during the virtual inspection.

Discussed new revision to the supervision rule, restricted food rule, and written feeding plans for children under the age of 1 years old with the Director on this date.



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.decal.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

Important New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.ga.gov/>
 Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@decal.ga.gov

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), e-mail the following information to CCSRefutations@dec.al.ga.gov.

- 1) Facility name, license number and visit date
- 2) Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
- 3) Specific rule number(s) that you are refuting, along with your concerns or questions regarding the rule citation

Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date.

A sample form for submitting a refutation can be found at: <http://dec.al.ga.gov/ChildCareServices/RefutationInformation.aspx>

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)

Barbara Collins Hopkins, Program Official

Date

Emma Smith, Consultant

Date



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Barbara Collins Hopkins, Program Official

Date

Emma Smith, Consultant

Date



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Children's Worksheet

Date: 6/9/2021 **VisitType:** Licensing Study **Arrival:** 8:20 AM **Departure:** 9:20 AM

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Records Reviewed: 6

Records with Missing/Incomplete Components: 0

Child's Name [# 1]: Hodgdon , Charley	Met
Child's Name [# 2]: Hneson IV, Douglas	Met
Child's Name [# 3]: Bailey , Duke	Met
Child's Name [# 4]: Whitsett , Hunter	Met
Child's Name [# 5]: Whitsett , Lillian	Met
Child's Name [# 6]: Mathis , Tahjii	Met



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(Adult Worksheet)

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Records Reviewed: 23

Records with Missing/Incomplete Components: 0

Staff's Name [# 1]: Bailey, Judy	Met
Staff's Name [# 2]: Beckman, Darlene Date of Hire: 02/01/2019	Met
Staff's Name [# 3]: Brown, Winifred Date of Hire: 08/05/2019	Met
Staff's Name [# 4]: Cainion, Sara Date of Hire: 10/12/2015	Met
Staff's Name [# 5]: Collins-Hopkins, Barbara Date of Hire: 08/01/2016	Met
Staff's Name [# 6]: Cooper, Timeka Date of Hire: 05/25/2021	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff's Name [# 7]: Evans, Diamone Date of Hire: 07/29/2019	Met
Staff's Name [# 8]: Fletcher, Angela Date of Hire: 05/19/2000	Met
Staff's Name [# 9]: Floyd, Sabrina Date of Hire: 04/22/2004	Met
Staff's Name [# 10]: Ivey, Rochelle Date of Hire: 05/31/2011	Met
Staff's Name [# 11]: Kemp, Simona Date of Hire: 09/09/2020	Met

Records Reviewed: 23**Records with Missing/Incomplete Components: 0**

Staff's Name [# 12]: Khanom, Mahmuda Met
 Date of Hire: 01/22/2013

Staff's Name [# 13]: Lawrence, Marla Met

Staff's Name [# 14]: Marshall, Shantel Met

Staff's Name [# 15]: Moore, Patrice Met
 Date of Hire: 11/14/1994

Staff's Name [# 16]: Moore, Kiara Met
 Date of Hire: 11/18/2014

Staff's Name [# 17]: Nnanna, Nena Met
 Date of Hire: 09/24/2007

Staff's Name [# 18]: Parker, Ashley Met
 Date of Hire: 01/02/2020

Staff's Name [# 19]: Phyfier, Eboney Met
 Date of Hire: 07/28/2015

Staff's Name [# 20]: Poindexter, Tangie Met
 Date of Hire: 10/02/2017

Staff's Name [# 21]: Posey, Candace Met

Staff's Name [# 22]: Rahaman, Majida Met
 Date of Hire: 06/03/2021

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

Staff's Name [# 23]: Sumlin, Marcella Met
 Date of Hire: 08/10/2009

Staff Credentials Reviewed: 17

Staff's Name : Fletcher, Angela (Teacher/LeadCare Giver)

Degree/Credentials

Description	Date Earned	Date Enrolled	Date Expired
Center-Based Infant Toddler CDA	10/7/2020		10/7/2023 12:00:00 AM

Staff's Name : Collins-Hopkins, Barbara (Director)

Degree/Credentials

Description	Date Earned	Date Enrolled	Date Expired
Bachelors Degree	5/1/1982		
Description	Date Earned	Date Enrolled	Date Expired

Masters Degree	12/1/2012		
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Staff's Name : Phyfier, Eboney (Teacher/LeadCare Giver)

Degree/Credentials

Description	Date Earned	Date Enrolled	Date Expired
Center-Based Infant Toddler CDA		2/1/2017 12:00:00 AM	
Description	Date Earned	Date Enrolled	Date Expired
Center-Based Preschool CDA		2/1/2017 12:00:00 AM	

Staff's Name : Khanom, Mahmuda (Teacher/LeadCare Giver)

Degree/Credentials

Description	Date Earned	Date Enrolled	Date Expired
Bachelors Degree	1/10/2007		
Description	Date Earned	Date Enrolled	Date Expired
Center-Based Preschool CDA	9/2/2020		9/2/2023 12:00:00 AM

Staff's Name : Sumlin, Marcella (Teacher/LeadCare Giver)

Degree/Credentials

Description	Date Earned	Date Enrolled	Date Expired
Center-Based Preschool CDA	7/1/2011		7/1/2014 12:00:00 AM
Description	Date Earned	Date Enrolled	Date Expired
Associate Degree	12/12/2014	9/1/2012 12:00:00 AM	

Staff's Name : Moore, Patrice (Teacher/LeadCare Giver)

Degree/Credentials

Description	Date Earned	Date Enrolled	Date Expired
Technical College Diploma (TCD)	10/1/1983		

Staff's Name : Ivey, Rochelle (Teacher/LeadCare Giver)

Degree/Credentials

Description	Date Earned	Date Enrolled	Date Expired
Associate Degree	8/1/2012		
Description	Date Earned	Date Enrolled	Date Expired
Technical College Diploma (TCD)	8/1/2012		
Description	Date Earned	Date Enrolled	Date Expired
Bachelors Degree	1/8/2013		

Staff's Name : Floyd, Sabrina (Teacher/LeadCare Giver)

Degree/Credentials

Description	Date Earned	Date Enrolled	Date Expired
Center-Based Preschool CDA	10/7/2020		10/7/2023 12:00:00 AM

Staff's Name : Kemp, Simona (Teacher/LeadCare Giver)

Degree/Credentials

Description	Date Earned	Date Enrolled	Date Expired
Center-Based Infant Toddler CDA			

Staff's Name : Poindexter, Tangie (Teacher/LeadCare Giver)

Degree/Credentials

Description	Date Earned	Date Enrolled	Date Expired
Bachelors Degree	12/18/1996		



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Findings Report

Date: 6/9/2021 **VisitType:** Licensing Study **Arrival:** 8:20 AM **Departure:** 9:20 AM

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The following information is associated with a Licensing Study:

Activities and Equipment

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

Met

Comment

A variety of equipment and toys were observed throughout the center. Additional cleaning and sanitizing requirements were discussed and observed during a virtual walk through on this date.

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

N/A

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through there was no pool observed on the property. Per the provider no swimming activities were provided.

Children's Records

Records Reviewed: 6

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met

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

Children records reviewed were observed to be complete and well organized.

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)**Met****Comment**

Center appears clean and well maintained.

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

591-1-1-.26 - Discussed maintenance of resilient surface. Please fluff and redistribute.

Comment

Playground observed to be clean and in good repair.

Food Service

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

591-1-1-.15 - Discussed new revision to restricted food rule 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.

Technical Assistance

591-1-1-.15 - Please ensure the new updated infant feeding form is used. Discussed revision to the written feeding plans for children under the age of 1 years old. Age-appropriate solid foods (including cereal) shall not be given to infants or children less than one (1) year of age until recommended as developmentally appropriate by the child's primary care physician and indicated in writing by the Parent(s). As soon as the feeding plan indicates that a child is ready for solid foods, the child shall be fed from individual spoons and individual containers or dishes. A child shall not be fed directly from the original baby food container if the contents are to be fed to the child at more than one (1) meal or to more than one (1) child.

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**

Hand washing and sanitizing requirements for diapering were discussed with the staff on this date. During the virtual walk through the diapering was observed and staff displayed proper knowledge of the rules and regulations.

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

Hand washing and sanitizing requirements were discussed with the staff and observed after a diaper change on this date. Liquid soap and paper towels were observed accessible in the restroom area.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Documentation for medication dispensed May 10, 2021 through May 15, 2021 was observed complete.

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Per the provider there is no medication currently being dispensed.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Met****Comment**

Consultant observed complete emergency preparedness plans on this date.

Comment

Program observed complete emergency drills. Per the provider, the last fire drill was conducted May 18, 2021 and tornado drill was April 8, 2021.

Safety

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

591-1-1-.11 - A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the staff on this date. Staff were observed to maintain a positive learning environment on this date.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. A current/completed inspection was observed for all vehicles used in transporting children this date.

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Per the provider the center is currently not providing routine transportation.

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

Records Reviewed: 23**Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Staff # 2 Date of Hire: 02/01/2019	Met
Staff # 3 Date of Hire: 08/05/2019	Met
Staff # 4 Date of Hire: 10/12/2015	Met
Staff # 5 Date of Hire: 08/01/2016	Met
Staff # 6 Date of Hire: 05/25/2021	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 7 Date of Hire: 07/29/2019	Met
Staff # 8 Date of Hire: 05/19/2000	Met
Staff # 9 Date of Hire: 04/22/2004	Met
Staff # 10 Date of Hire: 05/31/2011	Met
Staff # 11 Date of Hire: 09/09/2020	Met
Staff # 12 Date of Hire: 01/22/2013	Met
Staff # 13	Met
Staff # 14	Met
Staff # 15 Date of Hire: 11/14/1994	Met
Staff # 16 Date of Hire: 11/18/2014	Met
Staff # 17 Date of Hire: 09/24/2007	Met

Records Reviewed: 23

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Staff # 18 Date of Hire: 01/02/2020	Met
Staff # 19 Date of Hire: 07/28/2015	Met
Staff # 20 Date of Hire: 10/02/2017	Met
Staff # 21	Met
Staff # 22 Date of Hire: 06/03/2021	Met
Staff # 23 Date of Hire: 08/10/2009	Met

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

Staff Credentials Reviewed: 17

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

Comment

Criminal record checks were observed to be complete for all staff on this date.

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

Comment

Evidence observed of 100% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training Met

Comment

Documentation observed of required staff training.

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

Comment

Staff observed to be compliant with applicable laws and regulations. Discussed field trips are still currently not allowed per the Public Health Emergency Order.

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) Technical Assistance

Technical Assistance

591-1-1-.32 - Discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.

Correction Deadline: 5/10/2021

Corrected on 6/9/2021

.32(7) - The previous citation was corrected on this date. The consultant observed staff to provide direct supervision and be attentive to children's needs.