



**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:** 2/23/2022 **VisitType:** Licensing Study

**Arrival:** 9:00 AM

**Departure:** 11:15 AM

**CCLC-1789**

**McGinnis Woods Country Day School, Inc.**

5380 Faircroft Drive Alpharetta, GA 30005 Forsyth County  
(770) 664-7764 mrosdahl@mcginniswoods.org

**Regional Consultant**

Mandi Sloan

Phone: (770) 357-5097

Fax: (770) 357-5098

mandi.sloan@dec.al.gov

**Mailing Address**

Same

**Quality Rated:** No

<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.
02/23/2022	Licensing Study	Good Standing	
01/12/2022	Incident Investigation Closure	Good Standing	
12/02/2021	Incident Investigation & Follow Up	Good Standing	

**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
Bldg 2	Front/Right-side		0	0	C	40	C	NA	NA	Not In Use
Bldg 2	GYM		0	0	C	26	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 66			Total Capacity @25 sq. ft.: 0							
Elem. Bldg	101		0	0	C	20	C	NA	NA	Not In Use
Elem. Bldg	102		0	0	C	20	C	NA	NA	Not In Use
Elem. Bldg	103		0	0	C	19	C	NA	NA	Not In Use
Elem. Bldg	104		0	0	C	20	C	NA	NA	Not In Use
Elem. Bldg	105		0	0	C	24	C	NA	NA	Not In Use
Elem. Bldg	106 STEM		0	0	C	15	C	NA	NA	Not In Use
Elem. Bldg	203		0	0	C	21	C	NA	NA	Not In Use
Elem. Bldg	204		0	0	C	20	C	NA	NA	Not In Use
Elem. Bldg	205		0	0	C	16	C	NA	NA	Not In Use
Elem. Bldg	206		0	0	C	16	C	NA	NA	Not In Use
Elem. Bldg	207		0	0	C	20	C	NA	NA	Not In Use

		Total Capacity @35 sq. ft.: 211			Total Capacity @25 sq. ft.: 0					
Gym Building	Art Room		0	0	C	16	C	NA	NA	Not In Use
Gym Building	Gym		0	0	C	162	C	NA	NA	Not In Use
		Total Capacity @35 sq. ft.: 178			Total Capacity @25 sq. ft.: 0					
Main bldg 1	C 3R		0	0	C	13	C	NA	NA	Not In Use
Main bldg 1	B 2R	One Year Olds and Two Year Olds	2	6	C	13	C	NA	NA	Floor Play,Diapering
Main bldg 1	D RT Rear	One Year Olds	1	6	C	13	C	NA	NA	Story
Main bldg 1	E 2RT Rear		0	0	C	12	C	NA	NA	Not In Use
Main bldg 1	F 3Rt Rear		0	0	C	14	C	NA	NA	Not In Use
Main bldg 1	G Middle	Two Year Olds and Three Year Olds	1	7	C	21	C	NA	NA	Outside
Main bldg 1	H LF Rear	Two Year Olds	2	10	C	16	C	NA	NA	Centers
Main bldg 1	I FT Rear	Three Year Olds	2	14	C	15	C	NA	NA	Circle Time,Story
Main bldg 1	J LF FT		0	0	C	27	C	NA	NA	Not In Use
		Total Capacity @35 sq. ft.: 144			Total Capacity @25 sq. ft.: 0					
Main Building 1	A 1R	Infants	1	4	C	21	C	NA	NA	Feeding,Floor Play
		Total Capacity @35 sq. ft.: 21			Total Capacity @25 sq. ft.: 0					
Pre-k Bldg	1 LF	Four Year Olds	1	15	C	21	C	NA	NA	Music
Pre-k Bldg	2 LF	Four Year Olds	2	11	C	22	C	NA	NA	Centers
Pre-k Bldg	3 LF	Four Year Olds	2	12	C	21	C	NA	NA	Centers
Pre-k Bldg	4 LF		0	0	C	21	C	NA	NA	Not In Use
		Total Capacity @35 sq. ft.: 85			Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 85		Total Capacity @35 sq. ft.: 705			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
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**Comments**

The purpose of today's visit was to conduct a Licensing Study.

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.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 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.dec.state.ga.us/>  
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.state.ga.us](mailto:qualityrated@dec.state.ga.us)

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.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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.state.ga.us/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)

Maria Rosdahl, Program Official

Date

Mandi Sloan, Consultant

Date



Bright from the Start Georgia Department of Early Care and Learning  
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### Findings Report

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Same

The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Met**

**Comment**

Discussed rotating toys to support the procedures of daily disinfecting.

**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**

**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 equipment, materials or supplies were observed to be accessible to children:

- One pair of adult scissors were present on a desk in the three-year-old classroom, accessible to the children in care.

**POI (Plan of Improvement)**

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

**Correction Deadline: 2/23/2022**

**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

Technical Assistance

#### Technical Assistance

591-1-1-.15(2) - The consultant discussed with the provider to ensure that all infant feeding plans contain information for the introduction of solid foods and that they are updated on a regular basis.

Correction Deadline: 2/23/2022

## Health and Hygiene

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

Met

#### Comment

Staff state proper knowledge of diapering procedures.

### 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.

## 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)

Met

#### Comment

Center does not participate in field trips at this time.

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

Not Met

#### Technical Assistance

591-1-1-.36 - The consultant discussed with the provider to ensure that documentation is provided on school transportation logs to account for times when school transportation is not conducted. Further, that no areas on the school transportation logs are left blank.

#### 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 a review of records that staff person # 14 who was observed to have participated in the transportation of children from Findley Oaks Elementary School on February 22, 2022 had not obtained the required two hours of transportation training biannually as the training had not been completed since June of 2019.

**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: 3/5/2022**

**Finding**

591-1-1-.36(4)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on a review of records that an annual safety check for the vehicle with tag number PB 8592 had not been completed.

**POI (Plan of Improvement)**

The Center will obtain the annual vehicle inspection.

**Correction Deadline: 2/28/2022**

**Sleeping & Resting Equipment**

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

**Comment**

Pleasant naptime environment observed.

**Staff Records**

**Records Reviewed: 65 Records with Missing/Incomplete Components: 2**

Staff # 1	Met
Date of Hire: 05/24/1999	
Staff # 2	Met
Date of Hire: 10/13/2021	
Staff # 3	Met
Staff # 4	Met
Date of Hire: 07/19/2021	
Staff # 5	Met
Date of Hire: 08/02/2021	
Staff # 6	Met
Date of Hire: 11/01/2019	
Staff # 7	Met
Date of Hire: 02/02/2015	
Staff # 8	Met
Date of Hire: 08/02/2021	

Staff # 9 Date of Hire: 08/01/2005	Met
Staff # 10 Date of Hire: 01/27/2022	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 11 Date of Hire: 03/19/2018  <u>"Missing/Incomplete Components"</u> .36(3)(a-b)-2 hrs. Transportation Training missing	Not Met
Staff # 12 Date of Hire: 07/19/2021	Met
Staff # 13 Date of Hire: 10/02/2017	Met
Staff # 14 Date of Hire: 08/23/2021	Met
Staff # 15 Date of Hire: 08/14/2020	Met
Staff # 16 Date of Hire: 08/06/2021	Met
Staff # 17 Date of Hire: 12/04/2006	Met
Staff # 18 Date of Hire: 11/09/2020	Met
Staff # 19 Date of Hire: 08/01/2007	Met
Staff # 20 Date of Hire: 10/04/2021	Met
Staff # 21 Date of Hire: 09/20/2021	Met
Staff # 22 Date of Hire: 08/08/2011	Met

Staff # 23 Met  
Date of Hire: 08/04/2021

Staff # 24 Met  
Date of Hire: 08/09/2021

Staff # 25 Met  
Date of Hire: 03/25/2002

Staff # 26 Met  
Date of Hire: 08/09/1999

Staff # 27 Met  
Date of Hire: 08/23/2021

Staff # 28 Met  
Date of Hire: 09/20/2021

Staff # 29 Met  
Date of Hire: 08/27/2008

Staff # 30 Met  
Date of Hire: 04/16/2008

Staff # 31 Met  
Date of Hire: 03/12/2018

Staff # 32 Met

Staff # 33 Met  
Date of Hire: 03/28/2008

Staff # 34 Met  
Date of Hire: 05/06/2019

Staff # 35 Met  
Date of Hire: 01/20/2015

Staff # 36 Met  
Date of Hire: 06/14/2021

Staff # 37 Met  
Date of Hire: 02/04/2022

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

Staff # 38 Met



**Records Reviewed: 65****Records with Missing/Incomplete Components: 2**

Date of Hire: 01/31/2022

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

Staff # 39

Met

Date of Hire: 08/17/2020

Staff # 40

Met

Date of Hire: 09/23/2021

Staff # 41

Met

Date of Hire: 07/08/2019

Staff # 42

Met

Date of Hire: 10/08/2018

Staff # 43

Met

Date of Hire: 08/14/2019

Staff # 44

Met

Date of Hire: 11/30/2021

Staff # 45

Met

Date of Hire: 05/28/2002

Staff # 46

Met

Staff # 47

Met

Staff # 48

Met

Date of Hire: 09/07/2021

Staff # 49

Met

Date of Hire: 08/02/2021

Staff # 50

Met

Date of Hire: 01/06/2020

Staff # 51

Met

Date of Hire: 09/27/2021

Staff # 52

Met

Date of Hire: 10/18/2021

Staff # 53

Met

Date of Hire: 01/03/2017

Staff # 54

Not Met

"Missing/Incomplete Components"

.09-Criminal Records Check Dissatisfied

Staff # 55 Date of Hire: 08/08/2000	Met
Staff # 56 Date of Hire: 07/29/2019	Met
Staff # 57 Date of Hire: 08/02/2019	Met
Staff # 58 Date of Hire: 08/09/2021	Met
Staff # 59 Date of Hire: 04/26/2021	Met
Staff # 60 Date of Hire: 08/04/2014	Met
Staff # 61 Date of Hire: 10/26/2021	Met
Staff # 62 Date of Hire: 08/03/2020	Met
Staff # 63 Date of Hire: 10/26/2021	Met
Staff # 64 Date of Hire: 07/24/2006	Met
Staff # 65 Date of Hire: 09/14/2009	Met

**Staff Credentials Reviewed: 10**

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<b>591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)</b>	<b>Not Met</b>
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**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 a review of records the program had not electronically ported staff person # 59, an independent contractor, who was observed present on the premises and was not under the direct supervision of center staff before being present at the center. Staff person # 59 was observed to have a clearance date of August 1, 2021 and a portability deadline of August 10, 2022. The consultant assisted the program in electronically porting staff person # 59.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will 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: 2/23/2022**

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

**Comment**

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

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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.

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

**Comment**

Adequate supervision observed on this date.