



**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:** 7/26/2022 **VisitType:** Licensing Study

**Arrival:** 10:45 AM

**Departure:** 12:20 PM

**CCLC-35493**

**Montessori Academy at Sharon Springs**

2830 Old Atlanta Road Cumming, GA 30041 Forsyth County  
(770) 205-6277 abailey@montessoriacademygeorgia.com

**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.
07/26/2022	Licensing Study	Good Standing	
02/02/2022	Monitoring Visit	Good Standing	
07/27/2021	Licensing Study	Good Standing	

  

<b>Good Standing</b>	- Program is demonstrating an acceptable level of performance in meeting the rules.
<b>Support</b>	- Program performance is demonstrating a need for improvement in meeting rules.
<b>Deficient</b>	- 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 1st Left Blue		0	0	C	30	C	NA	NA	Not In Use
Main	B 2nd Left Green	Three Year Olds and Four Year Olds and Five Year Olds	3	21	C	30	C	NA	NA	Circle Time
Main	C 3rd Left Mint	Four Year Olds and Five Year Olds	2	16	C	30	C	NA	NA	Circle Time
Main	D 1st right Daisy		0	0	C	31	C	NA	NA	Not In Use
Main	E 2nd Right Tulip	One Year Olds and Two Year Olds and Three Year Olds	3	16	C	30	C	NA	NA	Outside
Main	F 3rd Rt Yellow		0	0	C	30	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.:			181			Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 53			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.:				
			181			0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG Front Rt Elemntary	13	C
Main	PG Rear	165	C

**Comments**

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 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)

Ashleigh Bailey, Program Official

Date

Mandi Sloan, Consultant

Date



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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)**

**Met**

**Comment**

Center appears clean and well maintained.

**591-1-1-.26 Playgrounds(CR)**

**Met**

**Comment**

Playground observed to be clean and in good repair.

**Health and Hygiene**

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

**Met**

**Comment**

Staff state proper knowledge of diapering procedures.

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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**

Discussed proper medication documentation and procedures.

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**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures** **Not Met**

**Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of records that the center did not conduct fire drills monthly for the year 2021 as they were conducted only in February and April. Further, the center did not conduct drills for tornado every six months for the year 2021 it was only conducted in April. Finally, the center did not conduct a lockdown drill every six months for the year 2021 as no drills were documented.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

**Correction Deadline: 7/31/2022**

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**Safety**

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

**Comment**

Age-appropriate discussion and/or redirection observed.

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

**Comment**

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

**Comment**

Pleasant naptime environment observed.

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**Staff Records**

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**Records Reviewed: 78**

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

Staff # 1 Met

Staff # 2 Met

Staff # 3 Met

Staff # 4 Met

Date of Hire: 11/04/2013

Staff # 5 Date of Hire: 07/06/2020	Met
Staff # 6 Date of Hire: 09/13/2021	Met
Staff # 7	Met
Staff # 8	Met
Staff # 9 Date of Hire: 02/01/2021	Met
Staff # 10	Met
Staff # 11	Met
Staff # 12	Met
Staff # 13	Met
Staff # 14	Met
Staff # 15	Met
Staff # 16	Met
Staff # 17	Met
Staff # 18	Met
Staff # 19	Met
Staff # 20 Date of Hire: 09/06/2002	Met
Staff # 21 Date of Hire: 03/29/2021	Met
Staff # 22	Met
Staff # 23	Met
Staff # 24 Date of Hire: 03/28/2022	Met
Staff # 25 Date of Hire: 09/03/2021	Met

Staff # 26	Met
Staff # 27	Met
Staff # 28	Met
Staff # 29	Met
Date of Hire: 08/23/2016	
Staff # 30	Met
Staff # 31	Met
Date of Hire: 07/06/2021	
Staff # 32	Met
Date of Hire: 07/12/2021	
Staff # 33	Not Met
Date of Hire: 08/05/2019	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 34	Met
Staff # 35	Met
Staff # 36	Met
Date of Hire: 07/19/2021	
Staff # 37	Met
Staff # 38	Met
Date of Hire: 01/06/2018	
Staff # 39	Met
Staff # 40	Met
Date of Hire: 04/26/2021	
Staff # 41	Met
Staff # 42	Met
Staff # 43	Met
Staff # 44	Met
Date of Hire: 04/28/2022	

Staff # 45	Met
Staff # 46	Met
Date of Hire: 06/24/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 47	Met
Date of Hire: 08/02/2021	
Staff # 48	Met
Staff # 49	Met
Date of Hire: 01/06/2019	
Staff # 50	Met
Staff # 51	Met
Staff # 52	Met
Staff # 53	Met
Staff # 54	Met
Staff # 55	Met
Staff # 56	Met
Staff # 57	Met
Staff # 58	Not Met
Date of Hire: 03/14/2022	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 59	Met
Staff # 60	Met
Staff # 61	Met
Staff # 62	Met
Staff # 63	Met
Date of Hire: 06/03/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 64	Met

**Records Reviewed: 78****Records with Missing/Incomplete Components: 2**

Staff # 65	Met
Staff # 66	Met
Staff # 67	Met
Staff # 68	Met
Staff # 69	Met
Date of Hire: 04/16/2021	
Staff # 70	Met
Date of Hire: 08/01/2021	
Staff # 71	Met
Date of Hire: 02/01/2016	
Staff # 72	Met
Date of Hire: 05/01/2020	
Staff # 73	Met
Staff # 74	Met
Staff # 75	Met
Date of Hire: 05/02/2022	
Staff # 76	Met
Staff # 77	Met
Date of Hire: 10/04/2021	
Staff # 78	Met

**Staff Credentials Reviewed: 3**


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

**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided seven file(s) for employees hired since the last visit conducted on February 2, 2022.

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**591-1-1-.33 Staff Training Not Met**



**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 # 58 with a documented date of hire of March 14, 2022 had not completed the health and safety orientation training.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates and will ensure that the training includes all required components as required.

**Correction Deadline: 8/25/2022**

**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 staff person # 33 with a documented date of hire of August 5, 2019 had not completed ten hours of annual training for the year 2021.

**POI (Plan of Improvement)**

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

**Correction Deadline: 8/25/2022**

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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**

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