



**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:** 6/28/2022 **VisitType:** Monitoring Visit

**Arrival:** 9:30 AM

**Departure:** 12:30 PM

**CCLC-46950**

**SoulShine Decatur**

525 W Howard Ave Decatur, GA 30030 DeKalb County  
 (404) 963-6071 tranae@makeyoursoulshine.com

**Mailing Address**

525 West Howard Ave  
 Decatur, GA 30030

**Regional Consultant**

LaTanya Barber-Swift

Phone: (470) 346-1054

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latanya.barber-swift@decal.ga.gov

Joint with: Kajora McCoy

**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.  <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.
06/28/2022	Monitoring Visit	Good Standing	
10/27/2021	Licensing Study	Good Standing	
06/11/2021	Complaint Investigation by Phone	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
Building 2	Day Room 1		0	0	C	27	C	NA	NA	Not In Use
Building 2	Day Room 2		0	0	C	32	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 25			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Insufficient Toilets/Sinks				
Main	A - Up 1L	Infants	2	5	C	8	C	NA	NA	Diapering, Nap
Main	B - Up 2L	Infants	2	7	C	12	C	NA	NA	Floor Play, Diapering
Main	C - Up 3L		0	0	C	9	C	NA	NA	Not In Use
Main	D - Up 2R	One Year Olds	2	7	C	13	C	NA	NA	Transitioning
Main	E - Up 1R	One Year Olds	1	11	NC	18	C	NA	NA	Diapering, Transitioning
Main	F - Down 1R	One Year Olds	2	7	C	21	C	NA	NA	Circle Time
Main	G- Down	One Year Olds	1	8	C	21	C	NA	NA	Art
Main	H - Down 3R	Two Year Olds and Three Year Olds	2	12	C	15	C	NA	NA	Circle Time, Story
Main	I-Down	Three Year Olds	1	11	C	22	C	NA	NA	Outside
Main	J - Down 1L		0	0	C	26	C	NA	NA	Not In Use
Main	K- Down	Four Year Olds	1	10	C	15	C	NA	NA	Outside
Total Capacity @35 sq. ft.: 159			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Playground Limitations				
Total # Children this Date: 78			Total Capacity @35 sq. ft.: 184			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A - Back	25	C
Main	B - Front (Near Rd)	28	C
Main	Far Back Playground	12	C

**Comments**

An in-person visit was conducted on June 28, 2022.

Plan of Improvement: Developed This Date

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.'





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**Findings Report**

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The following information is associated with a Monitoring Visit:

**Activities and Equipment**

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

**Not Met**

**Comment**

A variety of equipment and toys were observed throughout the center.

**Finding**

591-1-1-.12(2) requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. It was determined based on observation that the storage basket located in classroom F-Down 1R had sharp rough edges. It was also determined based on observation that the soft blue block located in classroom F-Down 1R had exposed foam. It was further determined based on observation that the storage basket located in classroom G-Down had sharp rough edges.

**POI (Plan of Improvement)**

The Center will ensure that equipment and furniture are used by the age-appropriate group of children.

**Correction Deadline: 6/28/2022**

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

**N/A**

**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.

**Finding**

591-1-1-.25(12) requires heating and cooling equipment to be protected to prevent children from touching it. Fans, space heaters, etc. shall be positioned or installed so as to be inaccessible to the children. It was determined based on observation that there were two fans located on the table at the writing center and the sink in classroom I-Down accessible to the children.

**POI (Plan of Improvement)**

The Center will re-position or re-install equipment, as needed, and will make all such equipment inaccessible to children.

**Correction Deadline: 6/28/2022**

**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 potential hazards existed in the Main Building Classrooms:

**D-Up 2R**

- There were baby wipes, vinyl gloves, plastic bags, plastic storage bags located on the diaper changing table accessible to the children.
- Aquaphor, A & D ointment, Desitin, and baby wipes were located under the diaper changing table accessible to the children.
- There was an exposed wire at the sink accessible to the children.

**E-Up 1R**

- There were baby wipes and vinyl gloves located on the diaper changing table accessible to the children.
- There was a Swiffer located next to the diaper changing table accessible to the children.

**F-Down 1R**

- There were baby wipes and vinyl gloves located on the diaper changing table accessible to the children.
- There was a broom, dust pan, mop, and exposed wires located in the meals service area accessible to children.

**G-Down**

- There were baby wipes and vinyl gloves located on the diaper changing table accessible to the children.
- There was a broom and dust pan located in the diaper changing area accessible to children.

**H-Down 3R**

- There was a broom and dust pan located by the classroom door accessible to children.
- There were baby wipes located on the children's cots accessible to the children.

**I-Down**

- There was a toilet plunger, broom, dust pan, and vinyl gloves located in the bathroom accessible to the children.
- There were plastic bags, vinyl gloves, Neutrogena sunscreen, and baby wipes located on the sink accessible to the children.

**J-Down 1L**

- There were exposed wires located next to the fish tank accessible to the children.
- There was a broom and dust pan located by the classroom door accessible to children.

**K-Down**

- There were plastic bags located in the children's cubby accessible to the children.

**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: 6/28/2022**

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

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Food Service**

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

591-1-1-.15(2) - 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.

**Correction Deadline: 6/28/2022****Technical Assistance**

591-1-1-.15(4) - The Consultant discussed with the Director to ensure that an infant feeding chair was provided for infants that could feed themselves.

**Correction Deadline: 6/28/2022****Comment**

591-1-1-.15(7) - 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.

**Correction Deadline: 6/28/2022****Health and Hygiene**

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

Proper diapering procedures observed.

**591-1-1-.17 Hygiene(CR)****Technical Assistance****Technical Assistance**

591-1-1-.17(7) - The Consultant discussed with the Director to ensure that the children wash their hands with liquid soap and warm running water after diapering.

**Correction Deadline: 6/28/2022****Technical Assistance**

591-1-1-.17(8) - The Consultant discussed with the Director to ensure that the staff wash their hands with liquid soap and warm running water after diapering

**Correction Deadline: 6/28/2022****591-1-1-.20 Medications(CR)****N/A****Comment**

The Provider currently does not dispense/administer medication.

**Safety**

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**Comment**

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

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**591-1-1-.36 Transportation(CR)****Not Met****Finding**

591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on a review of records that on Tuesday, June 21, 2022, the center did not document the departure and arrival times for the field trip from the center to Bessie Branham Park as required.

**POI (Plan of Improvement)**

The Center will ensure that each time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

**Correction Deadline: 6/29/2022****Finding**

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on a review of records that on Tuesday, June 21, 2022, the center did not document a first check of the vehicle for the route to Bessie Branham Park as required.

**POI (Plan of Improvement)**

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

**Correction Deadline: 6/29/2022****Finding**

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on a review of records that on Tuesday, June 21, 2022, the center did not document a second check of the vehicle for the route from Bessie Branham Park as required.

**POI (Plan of Improvement)**

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

**Correction Deadline: 6/28/2022**

<b>Sleeping &amp; Resting Equipment</b>
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**Finding**

591-1-1-.30(1)(a)3 requires that each crib shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. It was determined based on observation that there were five crib sheets in classroom A- Up 1L that were not tight-fitting as required, five of the five cribs were in use on this date. It was further determined based on observation that there were five crib sheets in classroom B- Up 2L that were not tight-fitting as required, six of the six cribs were in use on this date.

**POI (Plan of Improvement)**

The center will ensure that each crib has an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant.

**Correction Deadline: 6/28/2022**

**Technical Assistance**

591-1-1-.30(1)(b)3 - The Consultant discussed with the Director to ensure that the cot sheets are washed daily and at least weekly.

**Correction Deadline: 6/28/2022**

**Staff Records**

**Records Reviewed: 24**

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

Staff # 1	Met
Staff # 2	Met
Staff # 3	Met
Staff # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 5	Met
Staff # 6	Met
Staff # 7	Met
Staff # 8	Met
Date of Hire: 07/10/2017	
Staff # 9	Met
Staff # 10	Met
Date of Hire: 01/14/2019	
Staff # 11	Met
Staff # 12	Met
Staff # 13	Met
Staff # 14	Met



**Records Reviewed: 24****Records with Missing/Incomplete Components: 1**

Staff # 15 Date of Hire: 10/04/2021	Met
Staff # 16	Met
Staff # 17 Date of Hire: 06/29/2021	Met
Staff # 18	Met
Staff # 19 Date of Hire: 01/01/2018	Met
Staff # 20	Met
Staff # 21 Date of Hire: 08/02/2021	Met
Staff # 22	Met
Staff # 23 Date of Hire: 10/02/2021	Met
Staff # 24	Met

**Staff Credentials Reviewed: 4****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 review of records that staff #4 hired on June 28, 2022, did not have the requested portability to work in the facility.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will request portability 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 request portability to ensure CRC rules are maintained.

**Correction Deadline: 6/28/2022**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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**Finding**

591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20; and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined based on observation that a ratio of 1:11 was observed in classroom E-Up 1R, when a ratio of 1:8 would be required.

**POI (Plan of Improvement)**

The Center will hire additional Staff or reschedule current Staff to meet required Staff:child ratios and will organize children into groups that meet requirements.

**Correction Deadline: 6/28/2022**

**Comment**

Adequate supervision observed on this date.