



**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:** 8/11/2022 **VisitType:** Licensing Study

**Arrival:** 11:40 AM

**Departure:** 3:15 PM

**CCLC-32500**

**Discovery Point #10**

2380 Hamilton Mill Parkway Dacula, GA 30019 Gwinnett County  
 (770) 614-3556 hmdiscoverypoint@att.net

**Regional Consultant**

Lynn Schnitzer

Phone: (678) 717-5720

Fax: (770) 344-5683

lynn.schnitzer@dec.al.gov

**Mailing Address**

Same

**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.
08/11/2022	Licensing Study	Good Standing	
03/31/2022	Monitoring Visit	Good Standing	
03/11/2022	Complaint Closure	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	1L	Infants and One Year Olds	1	6	C	19	C	NA	NA	Lunch,Nap
Main	1R	One Year Olds and Two Year Olds	2	19	C	22	C	NA	NA	Nap
Main	2L	One Year Olds	1	8	C	16	C	NA	NA	Nap
Main	2R	GA PreK	2	16	C	24	C	NA	NA	Transitioning,Circle Time
Main	3L	One Year Olds	2	13	C	19	C	NA	NA	Nap
Main	3R	GA PreK	2	19	C	26	C	NA	NA	Transitioning,Outside
Main	4R	Three Year Olds	1	15	C	29	C	NA	NA	Nap
Main	5R	GA PreK	2	16	C	36	C	NA	NA	Outside,Lunch

Total Capacity @35 sq. ft.: 191

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 112

Total Capacity @35 sq. ft.: 191

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	A infant/Toddler	20	C
Main	B rear Preschool/ S/A	79	C
Main	C two-threes	74	C

## Comments

The purpose of today's visit was to conduct a licensing study and to follow up from the previous visit conducted on March 31, 2022. An administrative review was conducted on August 21, 2022

Plan of Improvement: Developed This Date 08/11/2022

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)

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Cyndi Virgilio, Program Official

Date

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Lynn Schnitzer, 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)**

**Not Met**

**Comment**

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

**Comment**

Equipment and furniture observed to be properly secured, as applicable.

**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 play sink in the housekeeping area of classroom 3R contained a broken hinge, the paint tray on the easel in classroom 4R contained a crack and the cabinet behind the changing table in classroom 3L contained splintered wood on the bottom left side.

**POI (Plan of Improvement)**

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

**Correction Deadline: 8/11/2022**

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

**Met**

**Comment**

Center does not provide swimming activities.

**Children's Records**

**Records Reviewed: 5**

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

Child # 1

Met

Child # 2

Met

Child # 3

Met

Child # 4

Met

Child # 5

Met

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**591-1-1-.08 Children's Records****Technical Assistance****Technical Assistance**

591-1-1-.08(1) - Please ensure that the parents update the following information as needed:

- Parents' work and contact information.
- Parents' work and personal address.
- Emergency contact persons' name and contact information.
- Release to persons' names and address.
- Doctor's name and contact information.
- Allergy/medical information

**Correction Deadline: 8/11/2022**

<b>Facility</b>
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**591-1-1-.19 License Capacity(CR)****Met****Comment**

Licensed capacity observed to be met by center.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)****Not Met****Technical Assistance**

591-1-1-.25(13) - Consultant discussed with director to ensure that to ensure office supplies are stored inaccessible to children.

**Correction Deadline: 8/11/2022****Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that the door frames contained rust in the boy's restrooms in classroom 2R, 3R, 4R, and the school age bathroom in classroom 5R. Further, the school age restroom in classroom 5R contained a loose baseboard. The ceiling in the girls' restroom between classrooms 4R and 5R contained a hole and signs of water damage. Per the owner, the leak has been repaired and the ceiling is in the process of being repaired.

**POI (Plan of Improvement)**

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

**Correction Deadline: 8/11/2022**

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**591-1-1-.26 Playgrounds(CR)****Not Met****Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that the gate between playground A and B contained a gap measuring approximately three and three quarter inches. Gaps should be less than three and one half (3-1/2) inches, or greater than nine (9) inches to prevent entrapment hazards.

**POI (Plan of Improvement)**

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

**Correction Deadline: 8/11/2022**

**Finding**

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation that the climbing structure on playground A and the climbing structure on the left on playground B contained peeling the paint, the stairs on the climbing structure on playground C contained cracks on the edges, and the carousel on playground C contained two cracked seats and a broken wheel. Further, three of six tricycles on playground B were missing pedals.

**POI (Plan of Improvement)**

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

**Correction Deadline: 8/21/2022**

**Food Service**

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.15 - Consultant discussed with director to ensure that menu meets USDA guidelines.

**Comment**

Consultant observed that bottles were covered and labeled with child's full name.

**Comment**

Staff stated that infant feeding forms are updated every two months.

**591-1-1-.18 Kitchen Operations**

**Not Met**

**Comment**

Kitchen appears clean and well organized.

**Finding**

591-1-1-.18(4) requires kitchen lights to be shielded. It was determined based on observation that two of four kitchen light covers contained cracks.

**POI (Plan of Improvement)**

The Center will install or repair a shield on the kitchen light.

**Correction Deadline: 8/21/2022**

**Technical Assistance**

591-1-1-.18(5) - Consultant discussed with owner to monitor the temperature in the two freezers.

**Correction Deadline: 8/11/2022**

**Health and Hygiene**

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

**Met**

**Comment**

Staff stated proper knowledge of diapering procedures.

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

**Comment**

Proper hand washing observed throughout the center.

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

**Comment**

The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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

**Comment**

591-1-1-.21(1)(p) - Consultant observed complete emergency preparedness plan on site.

**Correction Deadline: 8/16/2022**

**Comment**

Program observed complete emergency drills

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**591-1-1-.27 Posted Notices** **Met**

**Comment**

Please make sure that all required signs are posted and up to date.

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**591-1-1-.29 Required Reporting** **Met**

**Comment**

Thank you for reporting as required.

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**Safety**

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**591-1-1-.05 Animals** **Met**

**Comment**

Center does not keep animals on premises.

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

**Comment**

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

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**591-1-1-.13 Field Trips(CR)** **Not Met**

**Finding**

591-1-1-.13(6) requires Center Staff to have emergency medical information on each child who goes on a field trip that includes allergies, special medical needs and conditions, current prescribed medications required to be taken on a daily basis for a chronic condition, the name and phone number of the child's doctor, the local medical facility the Center uses in the area where the Center is located, and the telephone numbers where the parent can be reached. The emergency medical information shall be left at the Center as well as taken on the trip in the possession of the adult in charge of the trip. It was determined based on review of records that the center did not have the phone number of the child's doctor documented on the emergency medical information records for three of thirteen children transported to 5400 Brook Hollow Parkway on July 28, 2022 and for one of thirteen children transported to Cherokee Bluff Park on August 2, 2022.

**POI (Plan of Improvement)**

Center Staff will review emergency medical information for each child who goes on a field trip and obtain any missing information. The Center will ensure that this information is in the possession of both the Center and the required adult on the trip.

**Correction Deadline: 8/11/2022**

**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 review of records that staff #5, date of hire May 1, 2018, staff #11, date of hire January 21, 2003, and Staff #17, date of hire June 21, 2011, and staff #18, date of hire August 18, 2020, did not have evidence of transportation training on file.

**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: 8/21/2022****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 review of records that the center did not have evidence of an annual safety check for vehicle tag #PWN3754 and vehicle tag #RIX8221 on file.

**POI (Plan of Improvement)**

The Center will obtain the annual vehicle inspection.

**Correction Deadline: 8/16/2022****Technical Assistance**

591-1-1-.36(4)(b) - Consultant discussed with the owner to ensure that seats on the bus are monitored for wear and tear.

**Correction Deadline: 8/12/2022****Finding**

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on a review of records that one of sixteen emergency medical forms did not include allergies, special medical needs and conditions, and three of sixteen records did not include the name and telephone number of the child's doctor. Further review of records revealed that the center did not have an emergency medical form on file for one of sixteen children that receive school transportation services.

**POI (Plan of Improvement)**

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

**Correction Deadline: 9/2/2022****Recited on 8/11/2022**



**Finding**

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on review of records that staff members did not document the children exiting the vehicle upon the return from a field trip to Cherokee Bluff Park on August 2, 2022.

**POI (Plan of Improvement)**

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

**Correction Deadline: 8/12/2022**

**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 review of records that center staff did not document the second check of a vehicle after a morning school transportation route to Ivy Creek Elementary on August 18, 2022.

**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: 8/11/2022**

**Sleeping & Resting Equipment**

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

**Technical Assistance**

**Comment**

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed.

**Correction Deadline: 3/31/2022**

**Corrected on 8/11/2022**

**.30(1)(a)2 - The previous citation was observed to be corrected. All cribs currently in use in classroom 1L contained tightly-fitting mattresses. Per the owner, mattress for the remaining cribs have been ordered.**

**Technical Assistance**

591-1-1-.30(1)(d) - Consultant discussed with the owner to ensure that mats shall be placed so that there is a minimum of twenty-four inches between each row and a minimum of twelve inches between each mat and that children shall be placed on their mats so that one child's head is toward another child's feet in the same row.

**Correction Deadline: 8/11/2022**

**Staff Records**

**Records Reviewed: 19**

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

Staff # 1

Met

Date of Hire: 02/24/1998

Staff # 2

Met

Date of Hire: 07/26/2022

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

Staff # 3

Met

Date of Hire: 07/25/2022

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

Staff # 4

Met

Date of Hire: 02/14/2022

Staff # 5

Met

Date of Hire: 05/07/2018

Staff # 6

Met

Date of Hire: 07/18/2011

Staff # 7

Met

Date of Hire: 09/07/2021

Staff # 8

Met

Date of Hire: 09/16/2021

Staff # 9

Met

Staff # 10

Met

Date of Hire: 05/23/2022

Staff # 11

Met

Date of Hire: 01/21/2003

Staff # 12

Met

Date of Hire: 04/29/2021

Staff # 13

Met

Date of Hire: 08/27/2018

Staff # 14

Met

Date of Hire: 08/23/2021

Staff # 15

Met

Date of Hire: 07/16/2018

Staff # 16

Met

Date of Hire: 03/12/2019

**Records Reviewed: 19**

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

Staff # 17 Met  
Date of Hire: 06/21/2011

Staff # 18 Met  
Date of Hire: 08/18/2020

Staff # 19 Met  
Date of Hire: 08/02/2021

**Staff Credentials Reviewed: 4**

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

**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided three files for employees hired since last visit March 31, 2022.

**591-1-1-.14 First Aid & CPR Not Met**

**Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on review of records that staff #16, date of hire March 12, 2019, and staff #17, date of hire June 21, 2011, did not have evidence of current certification in first aid/CPR on file.

**POI (Plan of Improvement)**

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

**Correction Deadline: 9/10/2022**

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

**Technical Assistance**

591-1-1-.33(3) - Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

**Technical Assistance**

591-1-1-.33(4) - Consultant discussed with director that the cook has one year from their date of hire to obtain four clock hours of approved training in food nutrition planning, preparation, serving, proper dish washing and food storage.

**Correction Deadline: 9/10/2022**

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

**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.