



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

Date: 5/8/2023 **VisitType:** Licensing Study **Arrival:** 10:00 AM **Departure:** 4:00 PM

CCLC-45926

Prime Step

1800 Water Place Ste 228 Atlanta, GA 30339 Cobb County
 (770) 980-8448 danilasousa543@yahoo.com

Region Consultant

Neli Todorova

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 neli.todorova@decal.ga.gov

Mailing Address
 Same

Quality Rated:

Compliance Zone Designation		
05/08/2023	Licensing Study	Good Standing
09/16/2022	Monitoring Visit	Support
03/30/2022	Licensing Study	Good Standing

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.

Ratios/License Capacity

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes	
Downstairs Suite	1L-Special Use		0	0	C	5	C	NA	NA		
Downstairs Suite	1R	One Year Olds	2	13	C	15	C	NA	NA	Free Play	
Downstairs Suite	2L	Four Year Olds	1	11	C	22	C	NA	NA	Free Play	
Downstairs Suite	2R	Three Year Olds	1	12	C	12	C	NA	NA	Free Play	
Downstairs Suite	3L	Two Year Olds	2	12	C	15	C	NA	NA	Free Play	
Downstairs Suite	3R	Infants	1	5	C	11	C	NA	NA	Free Play	
Downstairs Suite	4R	Two Year Olds	2	13	C	19	C	NA	NA	Free Play, Transitioning	
Downstairs Suite	Butterfly Room		0	0	C	31	C	NA	NA		
Total Capacity @35 sq. ft.: 78					Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Fire Marshall Limitations			
Main	Afterschool	Three Year Olds	1	6	C	7	C	NA	NA	Free Play	
Main	A-infants	Infants	1	6	C	7	C	NA	NA	Floor Play, Diapering	
Main	B-2's	Two Year Olds	2	13	C	15	C	NA	NA	Free Play	
Main	C-1's	One Year Olds	2	12	C	16	C	NA	NA	Free Play	
Main	D-3's	Four Year Olds	1	11	C	18	C	NA	NA	Free Play	

Main	E-PreK	GA PreK	2	21	C	22	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 85					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 135		Total Capacity @35 sq. ft.: 163			Total Capacity @25 sq. ft.: 0					


Building	Playground	Playground Occupancy	Playground Compliance
Downstairs Suite	Playground 2	30	C
Main	A	31	C

Comments

The purpose of the visit is to follow up on previous visit and to conduct a Licensing Study.

Plan of Improvement: Developed This Date 05/08/2023

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.al.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

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 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)



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.al.ga.gov for more information. Free technical assistance is available!

Danila Sousa, Program Official

Date

Neli Todorova, 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)

Met

Comment

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

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

Met

Comment

Center does not provide swimming activities.

Children's Records

591-1-1-.08 Children's Records

Technical Assistance

Technical Assistance

591-1-1-.08(1) - Please ensure that there are no blank spaces on the enrollment application.

Correction Deadline: 5/8/2023

Facility

591-1-1-.06 Bathrooms

Technical Assistance

Technical Assistance

591-1-1-.06(4) - Please ensure that the exhaust in the bathroom of the Pre K room is operating as required and pulling the air in.

Correction Deadline: 6/7/2023

591-1-1-.19 License Capacity(CR)**Met****Correction Deadline: 9/16/2022****Corrected on 5/8/2023****.19(1) - Previous citation corrected on this date as staff stated proper knowledge and consultant observed appropriate capacities in each room.**

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

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

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 there were teachers' purses on low hangers and accessible to the children in rooms E-PreK on the Main floor, and 2R in the Downstairs Suite.

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: 5/8/2023**Technical Assistance**

591-1-1-.25(3) - Please ensure that the exhaust vents in the bathrooms and in the Diaper rooms are free of dust and the ceiling tile with water damage in the bathroom of 4R Downstairs is replaced.

Correction Deadline: 5/8/2023

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

591-1-1-.26(4) - Please ensure the gap at the bottom of the fence of the playground is covered.

Correction Deadline: 5/8/2023**Technical Assistance**

591-1-1-.26(8) - Discussed fall zones for the swings and that there need to be at least six inches of mulch in the fall zone. Consultant shared a handout.

Correction Deadline: 5/18/2023

Food Service

591-1-1-.15 Food Service & Nutrition**Not Met****Finding**

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined based on review of records that the program was using outdated Infant feeding plan forms.

POI (Plan of Improvement)

Consultant provided the most current form. The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis that will include center staff involved with enrollment and those working in the infant classrooms.

Correction Deadline: 5/8/2023

Finding

591-1-1-.15(3) requires baby bottles and formula to be labeled with the individual child's name; supplied by the Parent daily in bottles; and refrigerated at a temperature of forty (40) degrees Fahrenheit or less. Only the current day's formula or breast milk shall be served. If formula must be provided by the Center, only commercially prepared, ready-to-feed formula shall be used. Refrigerated or frozen breast milk shall only be heated or thawed under warm running water or in a container of warm water. It was determined based on observation, that the formula milk was provided in powder form by the parents and mixed by staff on site.

POI (Plan of Improvement)

The Center will train Staff to follow the required procedures, ensure that parents are fully informed, and will review and monitor regularly.

Correction Deadline: 5/8/2023

591-1-1-.18 Kitchen Operations

Technical Assistance

Comment

The center has a two compartment sink and uses all disposable dishes. There is no cooking on site and no ventilation in the kitchen.

Technical Assistance

591-1-1-.18(1) - Discussed with the provider proper procedures to keep the food safe while preparing on the Main level and transporting to the Downstairs. Hot foods shall be maintained at a temperature of one hundred forty (140) degrees Fahrenheit or above except during serving. Food and drinks shall be prepared as close to serving time as possible to protect children and Personnel from food-borne illness.

Correction Deadline: 5/8/2023

Technical Assistance

591-1-1-.18(5) - Please ensure that that the refrigerator temperature is no more than 40 degrees.and the freezer temperature measures no more than 0 degrees Fahrenheit.

Correction Deadline: 5/8/2023

Health and Hygiene

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

Not Met

Finding

591-1-1-.10(1) requires Centers first licensed after March 1, 1991, and Centers that are renovated after March 1, 1991, to provide ventilation in the diapering areas with functioning exhaust fans and a duct system or by the required amount of window space provided by operable windows when open. It was determined based on observation that there was no exhaust or operable windows in room 4R Downstairs that was housing two-year-old children.

POI (Plan of Improvement)

The responsible person(s) at the center will ensure that the exhaust fans and duct systems are functioning or that the required amount of operable window space is provided in each diapering area.

Correction Deadline: 5/8/2023

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

Not Met

Comment

Staff were observed to remind children to wash hands.

Finding

591-1-1-.17(10) requires that if used potty chairs be emptied in a flush toilet after each use, cleaned with a disinfectant and stored in the bathroom. If a sink is used, the sink shall also be disinfected. It was determined based on observation that the potty chairs were not emptied after use in the bathrooms of rooms B-2's of the Main level, and 4R Downstairs.

POI (Plan of Improvement)

The Center will instruct staff to ensure the sanitary use of potty chairs and sinks.

Correction Deadline: 5/8/2023

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

The Provider currently does not dispense/administer medication.

Organization

591-1-1-.16 Governing Body & License**Technical Assistance****Technical Assistance**

591-1-1-.16(f) - Discussed with the Director to submit an Amendment Application to :

*add the Infant Playground on the Lower Level.

* change room type for rooms 3R and 4R Downstairs to Diaper rooms. Currently they are non Diaper rooms and house Infants and two-year-olds.

Correction Deadline: 5/8/2023

591-1-1-.37 Inspections & Investigations**Not Met****Finding**

591-1-1-.37(e) requires the Center shall not make or condone any Staff to make a false or misleading statement to the Department in connection with any authorized investigation or inspection being conducted by the Department. It was determined based on review of records that a false Background Check Determination Letter was presented for review.

POI (Plan of Improvement)

The Center will not make, or condone Staff to make false or misleading statements to the Department.

Correction Deadline: 5/8/2023

Safety

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

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

591-1-1-.36 Transportation(CR)**Not Met****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 review of records that there was no evidence of Emergency Medical Information for transportation in November, 2022.

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: 5/9/2023

Finding

591-1-1-.36(7)(c) requires the center to use passenger transportation checklists, in a format approved by the Department, to account for each child during transportation. A separate passenger checklist must be used for each vehicle. It was determined based on review of records that there was no checklist available for transportation in November, 2022.

POI (Plan of Improvement)

The Center will maintain a passenger checklist as required.

Correction Deadline: 5/9/2023

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.

Correction Deadline: 9/19/2022

Corrected on 5/8/2023

.30(1)(a)3 - Previous citation corrected on this date as tight fitting sheets were observed and staff stated proper knowledge.

Correction Deadline: 9/23/2022

Corrected on 5/8/2023

.30(1)(b)1 - Previous citation corrected on this date as cots were observed to be in good repair.

Staff Records

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

Not Met

Finding

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on review of records that Staff # 19, who was present in room E-PreK on the Main floor, had no Application for a Background Check submitted and no Satisfactory Comprehensive Background Check. Additionally, Staff #10 had a Satisfactory Background Check letter as of April 12, 2022 that was not ported and no longer within portability. There was no Application observed for a new background check. Staff #16 had an Application for a Background Check that closed on September 1, 2021. Both Staff #10 and Staff #16 were present in room 2R Downstairs as therapists.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. 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 the CRC rules are maintained.

Correction Deadline: 5/8/2023

Finding

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on review of records that Staff # 19, who was present in room E-PreK on the Main floor, had no Application for a Background Check submitted and no Satisfactory Comprehensive Background Check. Additionally, Staff #10 had a Satisfactory Background Check letter as of April 12, 2022 that was not ported and no longer within portability. There was no Application observed for a new background check. Staff #16 had an Application for a Background Check that closed on September 1, 2021. Both Staff #10 and Staff #16 were present in room 2R Downstairs as therapists.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. 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 the CRC rules are maintained.

Correction Deadline: 5/8/2023

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

Met

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training

Not Met

Comment

Documentation observed of required staff training.

Finding

591-1-1-.33(2) requires the initial Center orientation to include the following subjects: the Center's policies and procedures; the portions of these rules dealing with the care, health and safety of children; the Staff person's assigned duties and responsibilities; reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; emergency weather plans; the program's emergency preparedness plan; childhood injury control; the administration of medicine; reducing the risk of Sudden Infant Death Syndrome (SIDS); hand washing; fire safety; water safety; and prevention of HIV/AIDS and blood borne pathogens. It was determined based on review of records that three staff did not have evidence of Orientation on file.

POI (Plan of Improvement)

The Center will provide orientation in all missing subjects to the employee(s) and will take steps to provide a complete orientation to new Employees in the future.

Correction Deadline: 5/9/2023

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

Not Met

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

Comment

Staff observed to be compliant with applicable laws and regulations.

Finding

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on review of records that nine Lead Teachers did not have evidence of required credentials on file.

POI (Plan of Improvement)

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

Correction Deadline: 5/8/2023

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) Not Met

Finding

591-1-1-.32(7) requires that children be supervised at all times appropriate to the individual age, needs and capabilities of each child. Such supervision must include, but not be limited to, indoor and outdoor activities, mealtimes, naptime, transportation, field trips, and transitions between activities. "Supervision" means that the appropriate number of Staff members are physically present in the area where children are being cared for and are providing watchful oversight to the children, volunteers and Students-in-Training. The persons supervising in the child care area must be alert, positioned to maximize their ability to hear and see the children at all times, and able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the volunteers and Students-in-Training, and provide timely attention to the children's actions and needs. 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. It was determined based on observation, that one child in room 2L Downstairs used the bathroom in the hallway without a staff person supervising.

POI (Plan of Improvement)

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

Correction Deadline: 5/8/2023