



**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:** 3/2/2020      **VisitType:** Licensing Study      **Arrival:** 9:00 AM      **Departure:** 11:30 AM

**CCLC-50367**

**Ollie's Tots Learning Center LLC**

2700 Butner Road Atlanta, GA 30331 Fulton County  
 (404) 349-0229 olliestotsatl@hotmail.com

**Regional Consultant**

Michelle Smith

Phone: (404) 478-8183

Fax:

michelle.smith@decal.ga.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.  <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.
03/02/2020	Licensing Study	Good Standing	
11/19/2019	Complaint Investigation & Monitoring Visit	Good Standing	
11/19/2019	Complaint Closure	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
Main	A- Front- 3's & 4's	Three Year Olds and Four Year Olds	1	5	C	17	C	23	C	Circle Time
Main	B- 1L- 2's	One Year Olds and Two Year Olds	1	5	C	8	C	NA	NA	Circle Time
Main	C- 1L-Back R-Infants & 1's		0	0	C	5	C	NA	NA	Not In Use
Main	D-1L -Back L- Infants & 1's		0	0	C	6	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 36					Total Capacity @25 sq. ft.: 42					
Total # Children this Date: 10			Total Capacity @35 sq. ft.: 36			Total Capacity @25 sq. ft.: 42				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Outside	56	C

**Comments**

The purpose of this visit was to conduct a Licensing Study as follow up to the visit conducted 8.5.19.

Consultant discussed and reviewed report with Center Director on this date.

Plan of Improvement: Developed This Date 03/02/2020

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.decal.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), e-mail the following information to [CCSRefutations@decal.ga.gov](mailto:CCSRefutations@decal.ga.gov).

- 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://decal.ga.gov/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)



**Important New Deadlines:**

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.ga.gov/>  
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or [qualityrated@decal.ga.gov](mailto:qualityrated@decal.ga.gov)

Kelia Smith, Program Official

Date

Michelle Smith, Consultant

Date



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### Findings Report

**Date:** 3/2/2020    **VisitType:** Licensing Study    **Arrival:** 9:00 AM    **Departure:** 11:30 AM

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Same

The following information is associated with a Licensing Study:

<b>Activities and Equipment</b>
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**591-1-1-.12 Equipment & Toys(CR)**

**Met**

**Correction Deadline: 11/19/2019**

**Corrected on 3/2/2020**

**.12(4) - Consultant observed all equipment to be properly anchored and secured as required.**

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

**N/A**

**Comment**

Center does not provide swimming activities.

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

**Met**

**Comment**

Licensed capacity observed to be routinely met by center.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)**

**Technical Assistance**

**Correction Deadline: 11/29/2019**

**Corrected on 3/2/2020**

**.25(12) - Consultant observed heating and cooling units to be inaccessible to children present for care.**

**Technical Assistance**

591-1-1-.25(3) - Consultant discussed with Center Staff to ensure that two screws are placed on the play stove in the dramatic play area in the A-Front 3's & 4's Classroom.

**Correction Deadline: 3/2/2020**

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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 one section of the fence had an eleven (11') inch gap, near the the far front left section of the fence.

**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: 3/4/2020****Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that the following hazards are on the playground:

- one large broken plastic tube
- multiple pieces of broken play equipment
- one white broken plastic tube protruding from the ground with sharp edges
- minor tree limbs and sticks

**POI (Plan of Improvement)**

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

**Correction Deadline: 3/9/2020**

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<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)****Technical Assistance****Comment**

Staff state proper knowledge of diapering procedures.

**Technical Assistance**

591-1-1-.10(4) - Consultant discussed with Center Staff to ensure that diapering changing surfaces are smooth and non porous as required. Consultant observed the Center to have approved diapering changing surfaces on this date.

**Correction Deadline: 3/2/2020**

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**591-1-1-.17 Hygiene(CR)****Not Met****Finding**

591-1-1-.17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on observation that one child did not wash their hands after using the restroom in the A- Front 3's & 4's Classroom.

**POI (Plan of Improvement)**

The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

**Correction Deadline: 3/2/2020**

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

N/A

**Comment**

The Provider currently does not dispense/administer medication.

<b>Safety</b>
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**591-1-1-.05 Animals**

N/A

**Comment**

Center does not keep animals on premises.

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

Technical Assistance

**Comment**

Please be mindful of voice tone in redirecting children.

**Technical Assistance**

591-1-1-.11(2) - Consultant discussed with Center Staff to ensure that Staff do not threaten children with negative behavioral report to parents.

**Correction Deadline: 3/2/2020**

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**591-1-1-.13 Field Trips(CR)**

N/A

**Comment**

Center does not participate in field trips at this time.

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

Not Met

**Finding**

591-1-1-.36(6) requires written Parental authorization for routine transportation provided by or on behalf of the Center. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined based on observation that one (1) of five (5) children did not have written transportation authorization on file as required.

**POI (Plan of Improvement)**

The Center will obtain the required written parental authorization.

**Correction Deadline: 3/4/2020**

**Correction Deadline: 11/19/2019**

**Corrected on 3/2/2020**

**.36(7)(c)2. - Consultant observed a mark or symbol indicated for children that were transported for the weeks of February 17, 2020- February 28, 2020, as required.**

**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 review of records that departure and arrival times were not documented for the afternoon transportation from Ollie's Tots to Fickett Elementary, and then return travel to Ollie's Tots. In addition, times were not documented for afternoon transportation provided from Stonewall Tell ES to Ollie's Tots on February 28, 2020.

**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: 3/2/2020**

**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 second checks were not completed and/or documented for afternoon transportation provided from Fickett Elementary on Friday, February 28, 2020. In addition, second checks were not conducted on the same day with transportation services provided from Stonewall Tell ES to Ollie's Totos for afternoon transportation.

**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: 3/2/2020**

**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.

**Staff Records**

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

**Comment**

Criminal record checks were observed to be complete. Consultant observed eight (8) of eight (8) Center Staff to have valid Satisfactory Comprehensive Criminal Records Check Determination letters issued by the Department.

**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-.24 Personnel Records** **Not Met**

**Finding**

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on observation that one Director and one Center Staff did not have a completed employee application available upon request as required.

**POI (Plan of Improvement)**

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

**Correction Deadline: 3/7/2020**

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

**Not Met**

**Finding**

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined based o review of records that three (3) Center Staff to not have evidence of completing the employee orientation prior to being assigned a task with children.

**POI (Plan of Improvement)**

The Center will develop and provide orientation for all new Staff prior to their staff's assignment to children or task.

**Correction Deadline: 3/6/2020**

**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 review of records that one Center Staff did not have valid evidence of completing the 10 clock hours of training for 2019 as required.

**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: 4/1/2020**

**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.

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.32(7) - Consultant discussed with Center Staff to ensure that children are supervised at all times. Consultant observed one child to walk outside of the classroom fence, however another teacher observed the child and escorted them to their assigned classroom.

**Correction Deadline: 3/2/2020**