



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: 5/10/2017 **VisitType:** Licensing Study **Arrival:** 11:00 AM **Departure:** 2:30 PM

CCLC-10890

Almost Home Childcare

1267 Hillandale Road Lawrenceville, GA 30046 Gwinnett County
 (770) 682-6500 asktrina1@bellsouth.net

Regional Consultant

Earlene Huston

Phone: (770) 359-4330
 Fax: (770) 357-8899
 earlene.huston@decal.ga.gov

Mailing Address
 Same

Compliance Zone Designation			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.
05/10/2017	Licensing Study	Good Standing	
10/05/2016	Monitoring Visit	Good Standing	
04/13/2016	Monitoring Visit	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 office		0	0	C	4	C	NA	NA	Not In Use
Main	B Back right	One Year Olds and Two Year Olds	1	3	C	4	C	NA	NA	Nap
Main	C back Lft	Infants and One Year Olds	1	5	C	5	C	NA	NA	Nap
Main	D Frnt End	Three Year Olds and Four Year Olds	1	9	C	9	C	12	C	Transitioning
Main	E Front	Two Year Olds and Three Year Olds	1	7	C	7	C	10	C	Transitioning
Main	Frnt Left		0	0	C	6	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 32			Total Capacity @25 sq. ft.: 32			Building capacity limited by Fire Marshall Limitations				
Total # Children this Date: 24			Total Capacity @35 sq. ft.: 32			Total Capacity @25 sq. ft.: 32				
						Building @25 capacity limited by Fire Marshall Limitations				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	167	C

Comments

Purpose of visit was to complete the licensing study and follow-up on the corrections of the previous citations.

Plan of Improvement: Developed This Date 05/10/2017

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).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.



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O.C.G.A. Section 42.1.12(j)(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@dec.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://dec.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)

Katrina Williams, Program Official

Date

Earlene Huston, Consultant

Date



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Findings Report

Date: 5/10/2017 VisitType: Licensing Study Arrival: 11:00 AM Departure: 2:30 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Not Met

Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined that each classroom lacked a current lesson plan.

POI (Plan of Improvement)

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

Correction Deadline: 5/10/2017

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

Met

Comment

Observed-Variety Throughout Center

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

Met

Comment

No Swimming Activities Provided

Children's Records

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

Met

Comment

Observed-Records Complete.

591-1-1-.23 Parental Authorization

Met

Comment

Parent Authorizations Obtained/Completed

Facility

591-1-1-.06 Bathrooms**Not Met****Finding**

591-1-1-.06(4) requires a Center first licensed after March 1, 1991, and Centers that remodel or add to existing plumbing facilities, to have the bathroom area fully enclosed and ventilated to the outside of the building with either an open screened window or functioning exhaust fan and duct system and requires Centers without fully enclosed bathrooms to ensure there is adequate ventilation to control odors and adequate sanitation measures to prevent the spread of contagious diseases. It was determined that the bathroom used by the fours/fives was not ventilated to the outside of the building by an open screen window or functioning exhaust fan.

POI (Plan of Improvement)

The center will fully enclose and ventilate bathroom areas, as required, and will provide adequate ventilation and sanitation in bathrooms that are not fully enclosed by a screen window or exhaust fan.

Correction Deadline: 6/9/2017

591-1-1-.19 License Capacity(CR)**Met****Comment**

Licensed Capacity Routinely Met

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

Observation-No Hazards Accessible

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

591-1-1-.26(8) requires the playground to be kept clean, free of litter and hazards. Exposed roots, exposed rocks and gum balls was observed in the outdoor play area. Consultant measured the resilient surface material to measure two inches beneath the swings and less than one inch beneath the pull up bars.

POI (Plan of Improvement)

To ensure the cleanliness, sanitation and safety of the playground, the center will ensure hazards are removed from the playground.

Correction Deadline: 5/10/2017

Food Service

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

Ensure Bottles Covered/Fully Labeled

Comment

Ensure Feeding Forms Updated

Comment

Menu Meets USDA Guidelines- The following food items were observed served and documented on the posted menu: white bread, milk, apple slices, chicken and green beans.

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

Kitchen Appears Clean.

Health and Hygiene

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

Comment

Staff Stated Proper Knowledge

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

Comment

Observed-Proper Hand Washing

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

Comment

Discussed-Documentation/Procedures

Policies and Procedures

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

Comment

Documentation of monthly fire drills was observed.

Correction Deadline: 5/15/2017

591-1-1-.22 Parental Access **Met**

Comment

Posted notice for parental access was observed.

Correction Deadline: 5/10/2017

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

Comment

Observed-All Notices Posted

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

Comment

Discussed-Reporting Requirements

Safety

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

Comment

No Animals Kept

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

Comment

Observed-Discussion/Redirection

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

Comment

No Field Trips at This Time

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 that four of the nine children transported lacked documentation of written parental authorization for routine transportation.

POI (Plan of Improvement)

The center will obtain the required written parental authorization.

Correction Deadline: 5/11/2017

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 that an emergency medical information record was not maintained on the vehicle for four of the nine children transported to and from school.

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: 5/11/2017

Sleeping & Resting Equipment

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

Comment

Observed-Pleasant Naptime Environment

Staff Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 2

Staff # 3 Not Met

Date of Hire: 11/10/2011

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 4 Not Met

Date of Hire: 08/24/2014

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

591-1-1-.09 Criminal Records Check(CR) Met

Comment

Criminal Records Check complete

Correction Deadline: 10/5/2016

Corrected on 5/10/2017

.09(1)(i) - Consultant observed each staff present had a current criminal record check determination.

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

Comment

Observed-50% Certified First Aid & CPR

Comment

Observed-Center/Vehicle Kits Complete

591-1-1-.33 Staff Training

Not Met

Finding

591-1-1-.33(5) requires ten clock hours of annual training for supervisory and caregiver Staff, except for independent contractors, Students-in-Training and volunteers, in the subjects of early childhood education, child development or subjects related to the position. It was determined that two of the four staff persons lacked evidence of having the required ten clock hours of annual training.

POI (Plan of Improvement)

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

Correction Deadline: 6/9/2017

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Met

Comment

Observed-Appropriate Staff:Child Ratios

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

Met

Comment

Observed-Adequate Supervision