



**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:** 11/20/2017 **VisitType:** Technical Assistance **Arrival:** 9:30 AM **Departure:** 10:30 AM

**CCLC-445**

**Stepping Stones Child Development Center**

5176 Old Norcross Rd. Norcross, GA 30071 Gwinnett County  
 (770) 446-2464 BILLDUNN@PRODIGY.NET

**Regional Consultant**

Jana Albertson  
 Phone: (706) 256-9200  
 Fax: (706) 256-9199  
 jana.albertson@decal.ga.gov

**Mailing Address**  
 Same

<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.
10/11/2017	LS POI Follow Up	Good Standing	
09/19/2017	Complaint Closure	Good Standing	
08/10/2017	Complaint Investigation Follow Up	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.

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Main	1L		0	0		10	C	NA	NA	
Main	1R		0	0		24	C	NA	NA	
Main	Back Right		0	0		8	C	NA	NA	
Main	Down Stairs		0	0		5	C	NA	NA	
Main	Front		0	0		10	C	NA	NA	
Total Capacity @35 sq. ft.: 57						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 0						Total Capacity @35 sq. ft.: 57				
						Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	28	C
Main	B	160	C

**Comments**

This visit was to conduct a scheduled TA Visit.  
 TA Consultant and director discussed the progress made on the goals set at the previous TA Visit. All goals have been completed.  
 Facility has received a revised regulatory report from the regulatory visit in which they fell into the "Deficient" status on 11-8-17 and the facility was moved into the "GS" status. TA Services are no longer needed.  
 TA Consultant left the Release From Child Care Service, Technical Assistance Notification form at this visit.

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](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

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.

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**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.al.ga.gov](mailto:CCSRefutations@dec.al.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.al.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.

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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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.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@dec.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

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Michelle Barber, Program Official

Date

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Jana Albertson, Consultant

Date



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**Activities and Equipment**

**Rule:** 591-1-1-.12(1)Equipment/Furniture/Materials-Safe/Appropriate Use

**Plan of Improvement:** Director will ensure equipment and materials are used in a safe manner and according to manufacturer's directions beginning 10-13-17.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Director will order by 10-16-17 safety straps to replace the missing straps in the feeding table in the Infant classroom.	Director	10/16/2017	Completed	11/20/2017	11-20-17 Safety straps have been added to the feeding table.	11/20/2017

**Rule:** 591-1-1-.12(4)Equipment/Furniture-Secured

**Plan of Improvement:** Director will monitor facility on a weekly basis to ensure furniture and equipment are properly secured beginning 10-13-17.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Director will add extra strength Velcro to the television in the three year old classroom to secure it to its stand by 10-16-17.	Director	10/16/2017	Completed	11/20/2017	11-20-17 Velcro has been added to the television.	11/20/2017

Rule: 591-1-1-.25(13)Indoor Storage-Hazards

Plan of Improvement: Staff will monitor classrooms on a daily basis to ensure no hazardous items are accessible to children beginning 10-13-17.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Staff in the Pre-K classroom will store pump soap which contains the wording "Keep Out of the Reach of Children" on top of the paper towel dispenser to prevent access by children beginning 10-13-17.	Staff	10/13/2017	Completed	11/20/2017	11-20-17 Facility is currently using pump soap which does not contain the wording "Keep Out of the Reach of Children".	11/20/2017
2	Staff in the Pre-K classroom will supervise children when washing hands using the Antibacterial Soft Soap beginning 10-13-17.	Staff	10/13/2017	Completed	11/20/2017	11-20-17 Facility is currently using pump soap which does not contain the wording "Keep Out of the Reach of Children".	11/20/2017
3	Staff using the girl's bathroom in the hallway will supervise children when washing hands using the Antibacterial Soft Soap beginning 10-13-17.	Staff	10/13/2017	Completed	11/20/2017	11-20-17 Facility is currently using pump soap which does not contain the wording "Keep Out of the Reach of Children".	11/20/2017
4	Staff who use the girl's bathroom in the hallway will store pump soap which contains the wording "Keep Out of the Reach of Children" in an area which is inaccessible to children beginning 10-13-17.	Staff	10/13/2017	Completed	11/20/2017	11-20-17 Facility is currently using pump soap which does not contain the wording "Keep Out of the Reach of Children".	11/20/2017
5	Director will remove the broken mirror on the side of the shelf behind the entrance door in the Infant classroom to eliminate the hazard it poses by 10-16-17.	Director	10/16/2017	Completed	11/20/2017	11-20-17 Broken mirror has been removed.	11/20/2017

**Rule:** 591-1-1-.25(3)Clean, free of debris, good repair

**Plan of Improvement:** Director will monitor facility to ensure it is clean, free from debris and repairs beginning 10-13-17.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Director will schedule by 10-16-17 with owner to have non-working bathroom vent in the three year old classroom repaired.	Director	10/16/2017	Completed	11/20/2017	11-20-17 Classroom is using the window for ventilation.	11/20/2017

**Rule:** 591-1-1-.26(4)Fence-playground

**Plan of Improvement:** Director will monitor playground fencing to ensure it is free from hazards and gates are closed beginning 10-13-17.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Director will schedule with owner by 10-16-17 to have gate leading from side playground to facility's front yard repaired where it will not close and lock.	Director	10/16/2017	Completed	11/20/2017	11-20-17 Gate has been repaired.	11/20/2017
2	Director will schedule with owner by 10-16-17 to have screws on fence gate, which leads from side playground to back playground, cut to ensure no more than two threads of the screw are exposed.	Director	10/16/2017	Completed	11/20/2017	11-20-17 Screws have been cut.	11/20/2017
3	Director will schedule with owner by 10-16-17 to have 8" gap, which exists outside the Pre-K door on the A/C fencing, closed to measure no more than 3 1/2" to eliminate the entrapment gap it poses.	Director	10/16/2017	Completed	11/20/2017	11-20-17 Gap has been closed.	11/20/2017

**Rule:** 591-1-1-.26(6)Equipment-outdoor

**Plan of Improvement:** Director will monitor playground equipment on a weekly basis to ensure it poses no hazards beginning 10-13-17.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Director will schedule with owner by 10-16-17 to have chipping paint on the swing frame of swings on the back playground sanded and painted.	Director	10/16/2017	Completed	11/20/2017	11-20-17 Swing frame has been painted.	11/20/2017

**Rule:** 591-1-1-.26(6)Equipment-outdoor

**Plan of Improvement:** Director will monitor playground equipment on a weekly basis to ensure it poses no hazards beginning 10-13-17.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
2	Director will schedule with owner by 10-16-17 to have connectors at top of swing chains and at swing seats, on the swing set on the back playground, painted to eliminate the rusting that is present.	Director	10/16/2017	Completed	11/20/2017	11-20-17 Swing has been painted.	11/20/2017
3	Director will schedule with owner by 10-16-17 to have peeling paint on the train engine and cars, on the back playground, scraped and repainted.	Director	10/16/2017	Completed	11/20/2017	11-20-17 Train engine and cars have been painted.	11/20/2017

**Rule:** 591-1-1-.26(8)Fall Zones and Surfacing

**Plan of Improvement:** Director will monitor resilient surfacing on a weekly basis to ensure the correct depth is maintained within the fall zones of the playground equipment beginning 10-13-17.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Director will have the resilient surfacing within the fall zones of the swings on the back playground fluffed and redistributed to ensure the correct depth of 6" is maintained at all times beginning 10-13-17.	Director	10/13/2017	Completed	11/20/2017	11-20-17 Mulch has been fluffed and redistributed.	11/20/2017
2	Director will have mulch added to the fall zones of the green dome climber on the back playground to ensure the correct depth is maintained by 10-16-17.	Director	10/16/2017	Completed	11/20/2017	11-20-17 Mulch has been added to the fall zones of the green dome climber.	11/20/2017

**Rule:** 591-1-1-.07(5)Pacifiers and other attachments around neck

**Plan of Improvement:** Staff will monitor to ensure no hazardous items are around the neck or attached to children's clothing beginning 10-13-17.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Staff will remove the pacifier string which is attached to child's clothing and refrain from using the string which child is at childcare beginning 10-13-17.	Staff	10/13/2017	Completed	11/20/2017	11-20-17 Pacifer clip strings are no longer used.	11/20/2017

**Rule:** 591-1-1-.10(4)Diaper Changing surface

**Plan of Improvement:** Director will ensure diapering surface is non-porous and easily cleaned beginning 10-13-17.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Director will remove the current diapering pads in the two year old and Infant classrooms which have the quilted design and are porous by 10-13-17.	Director	10/13/2017	Completed	11/20/2017	11-20-17 Quilted diaper changing pad has been removed.	11/20/2017

**Rule:** 591-1-1-.20(4)Medication-Storage

**Plan of Improvement:** Staff will monitor classrooms on a daily basis to ensure medications are not accessible to children beginning 10-13-17.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Staff in the Infant classroom will remove the tube of A & D diaper ointment from the diaper bag hanging on the hook which is accessible to children by 10-13-17.	Staff	10/13/2017	Completed	11/20/2017	11-20-17 Staff are monitoring diaper bags for hazardous items.	11/20/2017

### Sleeping & Resting Equipment

**Rule:** 591-1-1-.30(1)(b)1Cot and mat construction

**Plan of Improvement:** Director will ensure mats used for sleeping are in sound condition beginning 10-13-17.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Director will remove the mats with exposed foam in the two year old and Infant classrooms by 10-13-17.	Director	10/13/2017	Completed	11/20/2017	11-20-17 Mats with exposed foam have been removed from two year old and infant classrooms.	11/20/2017