



**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:** 9/4/2019    **VisitType:** LS POI Follow Up    **Arrival:** 8:20 AM    **Departure:** 3:55 PM

**CCLC-1543**

**Childtime Childcare #1150**

2230 Hewatt Road Snellville, GA 30039 Gwinnett County  
(770) 972-5286 1150@childtime.com

**Regional Consultant**

Dianne Clarke

Phone: (770) 357-4923

Fax: (770) 357-4922

dianne.clarke@decal.ga.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.  <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.
09/04/2019	LS POI Follow Up	Good Standing	
06/10/2019	Incident Investigation Closure	Good Standing	
05/02/2019	Incident Investigation & Follow Up	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	1L	Infants and One Year Olds	2	11	C	13	C	NA	NA	Floor Play, Feeding, Nap
Main	1R	Two Year Olds	3	11	C	23	C	NA	NA	Breakfast, Diapering
Main	2L	One Year Olds and Two Year Olds	2	11	C	23	C	NA	NA	Story
Main	2R	Three Year Olds	1	15	C	25	C	35	C	Circle Time
Main	3L	PreK	1	13	C	32	C	45	C	Circle Time
Main	3R	PreK	2	20	C	31	C	44	C	Centers
Total Capacity @35 sq. ft.: 147						Total Capacity @25 sq. ft.: 183				
Total # Children this Date: 81			Total Capacity @35 sq. ft.: 147			Total Capacity @25 sq. ft.: 183				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG A	124	C
Main	PG B	0	C

**Comments**

Please be sure to review the rules and regulations for updates.

Reminder: please be sure to electronically port individuals that will be present in the building.

Plan of Improvement: Developed This Date 09/04/2019

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), 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.

**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.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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Kimberly Reed, Program Official

Date

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Dianne Clarke, Consultant

Date



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### Findings Report

**Date:** 9/4/2019    **VisitType:** LS POI Follow Up    **Arrival:** 8:20 AM    **Departure:** 3:55 PM

#### CCLC-1543

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The following information is associated with a LS POI Follow Up:

### Activities and Equipment

#### 591-1-1-.03 Activities

Not Met

#### Finding

591-1-1-.03(1) requires the Center to provide a daily planned program of varied and developmentally appropriate activities to promote social, emotional, physical, cognitive, language and literacy growth. Center Staff shall use a variety of teaching methods to accommodate the needs of the children's different learning styles. It was determined based on observation that the current lesson plan was not observed for 1L and 3L classrooms.

#### POI (Plan of Improvement)

The Center will plan a program that includes a variety of developmentally appropriate activities that are provided daily, train Staff to use various teaching methods, and monitor both.

**Correction Deadline: 9/4/2019**

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

Met

#### Comment

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

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

Met

#### Comment

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 6**

**Records with Missing/Incomplete Components: 6**

Child # 1

Not Met

"Missing/Incomplete Components"

**Records Reviewed: 6****Records with Missing/Incomplete Components: 6**

.08(1)-Emergency Contact information Missing,.08(1)-Parent Names, Work Numbers,.08(1)-Doctor, Clinic, Phone Numbers

Child # 2 Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers,.08(1)-Emergency Contact information Missing

Child # 3 Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

Child # 4 Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

Child # 5 Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

Child # 6 Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers,.08(1)-Parent Names, Work Numbers

**591-1-1-.08 Children's Records****Not Met****Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records that children were missing information in their enrollment packet. Six children were missing their parent's complete work address, two were missing the emergency release person's address, one was missing the emergency contact and two were missing the physician's name and telephone number.

**POI (Plan of Improvement)**

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

**Correction Deadline: 9/4/2019**

	<b>Facility</b>
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**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 based on a review that the vent in the 2R classroom was not in working order.

**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. The assistant director put in an emergency maintenance order.

**Correction Deadline: 10/4/2019**

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

**Comment**

Licensed capacity observed to be routinely met by center.

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

**Comment**

Please be mindful to keep items that pose a hazard inaccessible to children.

**591-1-1-.26 Playgrounds(CR)** **Met**

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Health and Hygiene**

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

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Comment**

Proper hand washing observed throughout the center.

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

**Comment**

Discussed proper medication documentation and procedures.

**Policies and Procedures**

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

**Comment**

Discussed reporting requirements.

**Safety**

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

**Comment**

Age-appropriate discussion and/or redirection observed.

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

Complete documentation of transportation observed.

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**Sleeping & Resting Equipment**

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

Pleasant naptime environment observed.

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**Staff Records**

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**Records Reviewed: 6****Records with Missing/Incomplete Components: 0**

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Staff # 1	Met
Date of Hire: 03/29/2017	
Staff # 2	Met
Date of Hire: 08/08/2019	
Staff # 3	Met
Date of Hire: 10/22/2014	
Staff # 4	Met
Date of Hire: 08/31/2006	
Staff # 5	Met
Date of Hire: 08/14/2017	
Staff # 6	Met
Date of Hire: 11/14/2018	

**Staff Credentials Reviewed: 3**

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

Criminal record checks were observed to be complete.

**Comment**

Director provided six files for employees hired since last visit.

**Finding**

591-1-1-.14(3) requires the Center to have a first aid kit in each building of the Center and in any vehicle used by the Center for transportation of children, that contains scissors, tweezers, gauze pads, adhesive tape, thermometer, band-aids, assorted sizes, antibacterial ointment, insect-sting preparation, an antiseptic cleansing solution, triangular bandages, rubber gloves, protective eye wear, a protective face mask, and a cold pack. The first aid kit, together with a first aid instruction manual which must be kept with the kit at all times, shall be stored so that it is not accessible to children but is easily accessible to Staff. It was determined based on observation that the following vehicles were missing items in their first aid kit:

Vehicle tag number RPA 5748: Thermometer, insect-sting preparation and protective eye wear.

Vehicle tag number BZV 8429: Insect-sting preparation.

**POI (Plan of Improvement)**

Center Staff will provide any missing first aid kits, add any missing items to each first aid kit and will develop and use a plan for checking the kits and replacing missing items in each kit in the future. First aid kits and instruction manuals will be stored so that they kits are not accessible to children but are easily accessible to Center Staff. The items were placed on the vehicle during the visit.

**Correction Deadline: 9/14/2019**

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

591-1-1-.33(4) requires all Staff who provide any direct care to children, except independent contractors, Students-in-Training and volunteers, to obtain ten (10) clock hours of training or instruction in child care issues from an accredited school or Department-approved source. At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children. It was determined based on a review of records that two staff did not have evidence of the required four clock hours of first year training.

**POI (Plan of Improvement)**

The Center will plan and schedule training and follow up to ensure that direct care Staff complete the required hours of training in the required subjects.

**Correction Deadline: 10/4/2019****Finding**

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on a review of records that one staff did not have evidence of ten hours of annual training for 2018.

**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: 10/4/2019**

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

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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**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**

**Correction Deadline: 6/10/2019**

**Corrected on 9/4/2019**

**.32(7) - The previous citation was observed to be corrected in that adequate supervision has been observed.**