



**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:** 7/16/2020    **VisitType:** Licensing Study    **Arrival:** 1:25 PM    **Departure:** 4:30 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@dec.al.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.
07/16/2020	Licensing Study	Good Standing	
09/04/2019	LS POI Follow Up	Good Standing	
06/10/2019	Incident Investigation 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	1L	Infants	2	6	C	13	C	NA	NA	Free Play, Feeding, Nap
Main	1R	Two Year Olds	1	9	C	23	C	NA	NA	Transitioning, Nap
Main	2L	One Year Olds	1	7	C	23	C	NA	NA	Nap, Transitioning
Main	2R	Four Year Olds	1	15	C	25	C	35	C	Story
Main	3L		0	0	C	32	C	45	C	
Main	3R	Six Year Olds and Over	2	18	C	31	C	44	C	Snack

Total Capacity @35 sq. ft.: 147

Total Capacity @25 sq. ft.: 183

Total # Children this Date: 55

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**

An Administrative Review was conducted on July 15, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on July 16, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 29, 2020 was reviewed during the virtual inspection.

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.

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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).

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:** 7/16/2020 **VisitType:** Licensing Study **Arrival:** 1:25 PM **Departure:** 4:30 PM

**CCLC-1543**

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The following information is associated with a Licensing Study:

**Activities and Equipment**

**591-1-1-.03 Activities**

**Met**

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

**Corrected on 7/16/2020**

**.03(1) - The previous citation was observed to be corrected in that the 1L classroom has evidence of a completed lesson plan and the 3L classroom is not in use.**

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.12 - A Virtual Visit was conducted due to the COVID-19 pandemic. A variety of equipment and toys were observed throughout the center.

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.35 - A Virtual Visit was conducted due to the COVID-19 pandemic. Center does not provide swimming activities.

**Children's Records**

**Records Reviewed: 7**

**Records with Missing/Incomplete Components: 4**

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Doctor, Clinic, Phone Numbers	
Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	

.08(1)-Doctor, Clinic, Phone Numbers

Child # 4 Met

Child # 5 Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

Child # 6 Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

Child # 7 Met

**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 child #1, #3, #5, and #6 were missing the physician's information on their enrollment packet.

**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. The provider corrected the information on July 16, 2020.

**Correction Deadline: 7/17/2020**

**Recited on 7/16/2020**

**Facility**

**591-1-1-.06 Bathrooms**

**Met**

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

**Corrected on 7/16/2020**

**.06(4) - The previous citation was observed to be corrected in that the fan was observed to be in working order during the virtual visit walkthrough.**

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.19 - A Virtual Visit was conducted due to the COVID-19 pandemic. Licensed capacity observed to be routinely met by center.

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

**Technical Assistance**

591-1-1-.25 - A Virtual Visit was conducted due to the COVID-19 pandemic. Discussed regarding ensuring that hand sanitizer is out of children's reach when not in use.

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

**Technical Assistance**

591-1-1-.26 - A Virtual Visit was conducted due to the COVID-19 pandemic. Discussed maintenance of resilient surface. Please fluff and redistribute.

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**Food Service**

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

**Comment**

Center menu meets USDA guidelines.

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

**Comment**

Kitchen appears clean and well organized.

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**Health and Hygiene**

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

**Technical Assistance**

591-1-1-.10 - A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date.

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**591-1-1-.17 Hygiene(CR)** **Technical Assistance**

**Technical Assistance**

591-1-1-.17 - A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements were discussed with the Director on this date.

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

**Technical Assistance**

591-1-1-.20 - A Virtual Visit was conducted due to the COVID-19 pandemic. Documentation for medication dispensing observed complete.

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**Policies and Procedures**

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**591-1-1-.22 Parental Access** **Technical Assistance**

**Technical Assistance**

591-1-1-.22 - Parental access requirements are met per current COVID-19 guidelines.

**Correction Deadline: 7/16/2020**

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**Safety**

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

**Technical Assistance**

591-1-1-.11 - A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director/Provider on this date.

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

591-1-1-.13 - A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

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

591-1-1-.36 - A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. A current/completed inspection was observed for all vehicles used in transporting children this date. Vehicle inspection completed on February 16, 2020.

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**Sleeping & Resting Equipment**

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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Technical Assistance****Technical Assistance**

591-1-1-.30 - A Virtual Visit was conducted due to the COVID-19 pandemic. Pleasant naptime environment observed.

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**Staff Records**

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**Records Reviewed: 23****Records with Missing/Incomplete Components: 0**

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Staff # 1	Met
Date of Hire: 02/10/2020	
Staff # 2	Met
Date of Hire: 03/29/2017	
Staff # 3	Met
Date of Hire: 12/08/2017	
Staff # 4	Met
Date of Hire: 08/08/2019	
Staff # 5	Met
Date of Hire: 07/31/2018	
Staff # 6	Met
Date of Hire: 10/22/2014	
Staff # 7	Met
Staff # 8	Met
Date of Hire: 07/22/2019	
Staff # 9	Met
Date of Hire: 02/02/2015	

Staff # 10 Date of Hire: 05/04/2020	Met
Staff # 11 Date of Hire: 11/19/2018	Met
Staff # 12 Date of Hire: 10/31/2017	Met
Staff # 13 Date of Hire: 08/31/2006	Met
Staff # 14 Date of Hire: 06/14/2019	Met
Staff # 15 Date of Hire: 07/12/2018	Met
Staff # 16 Date of Hire: 03/05/2012	Met
Staff # 17 Date of Hire: 08/14/2017	Met
Staff # 18 Date of Hire: 08/24/2017	Met
Staff # 19	Met
Staff # 20 Date of Hire: 11/29/2018	Met
Staff # 21 Date of Hire: 11/14/2018	Met
Staff # 22 Date of Hire: 11/15/2018	Met
Staff # 23 Date of Hire: 11/26/2013	Met

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**Staff Credentials Reviewed: 7**

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

**Technical Assistance**

591-1-1-.09(1) - A Virtual Visit was conducted due to the COVID-19 pandemic. Criminal record checks were observed to be complete.

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

591-1-1-.14(3)-A Virtual Visit was conducted due to the COVID-19 pandemic. This citation is deferred until the next regulatory visit when the rule correction can be observed in person.

**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**

**591-1-1-.33 Staff Training****Not Met**

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

**Corrected on 7/16/2020**

**.33(4) - The previous citation was observed to be corrected in that the staff completed training on October 1, 2019.**

**Finding**

Previously Cited: 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.

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 a review of records that staff # 2, #3, #6, #11, #14, #16, #20 and #21 did not have ten hours of annual training completed for 2019.

**POI (Plan of Improvement)**

Previously Cited: The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

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: 8/16/2020**

**Recited on 7/16/2020**

**591-1-1-.31 Staff(CR)****Technical Assistance****Technical Assistance**

591-1-1-.31(13) - Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on May 29, 2020.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Technical Assistance**

**Technical Assistance**

591-1-1-.32 - A Virtual Visit was conducted due to the COVID-19 pandemic. Center observed to maintain appropriate staff:child ratios.

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.32 - A Virtual Visit was conducted due to the COVID-19 pandemic. Adequate supervision observed on this date.