



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: 3/14/2018 **VisitType:** Licensing Study **Arrival:** 8:30 AM **Departure:** 1:05 PM

CCLC-19930

5 Star Childcare & Learning Center

4492 Lilburn Industrial Way South Lilburn, GA 30047 Gwinnett County
 (770) 806-9212 5starchildcare@gmail.com

Regional Consultant

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Mailing Address
 220 Ridge Bluff Lane
 Suwanee, GA 30024

Quality Rated: ★ ★

Compliance Zone Designation		
03/14/2018	Licensing Study	Good Standing
12/14/2017	Monitoring Visit	Good Standing
02/28/2017	Monitoring Visit	Good Standing

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.

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 Pre-K 1	PreK	2	20	C	31	C	NA	NA	Circle Time
Main	1R	Three Year Olds	1	10	C	15	C	NA	NA	TV
Main	2L Pre-K 2	PreK	2	19	C	26	C	NA	NA	Circle Time
Main	2R Infants	Infants and One Year Olds and Two Year Olds	1	4	C	15	C	NA	NA	TV
Main	3r PRE- K 3	PreK	2	21	C	23	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 110						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 74			Total Capacity @35 sq. ft.: 110			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Left Side	226	C
Main	Right Side	19	C

Comments

Discussed regarding ensuring the comprehensive background checks are completed and kept on file by October 1, 2018.

Plan of Improvement: Developed This Date 03/14/2018

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.

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.

- 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). 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

Mahadai Sahid, Program Official

Date

Dianne Clarke, Consultant

Date



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Findings Report

Date: 3/14/2018 **VisitType:** Licensing Study **Arrival:** 8:30 AM **Departure:** 1:05 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(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 lesson plan in the 1R classroom was not posted nor available.

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: 3/14/2018**591-1-1-.12 Equipment & Toys(CR)****Technical Assistance****Technical Assistance**

591-1-1-.12(2) - Please ensure that equipment are in good repair or remove from the classroom.

Correction Deadline: 3/14/2018**591-1-1-.35 Swimming Pools & Water-related Activities(CR)****Met****Comment**

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5**Records with Missing/Incomplete Components: 1**

Child # 1

Met

Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Doctor, Clinic, Phone 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 one of five children did not have evidence of the physician's 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: 3/14/2018

	Facility
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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 observation that the vent in the 1L and 2L classrooms were not working.

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.

Correction Deadline: 4/13/2018

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)

Not Met

Finding

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that hazards were observed to be accessible in the following classrooms:

1L: Hand sanitizer was accessible on a shelf on the teacher's desk.

2L: Hand sanitizer, adult scissors, and a stapler were accessible in the teacher's desk area.

3R: Adult scissors, tape dispenser with sharp edge and stapler were accessible on the teacher's desk.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items. The teachers removed the items during the visit.

Correction Deadline: 3/14/2018

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

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on observation that the green slide, red hanging bar, ladders on the large climber red and green swings had approximately four inches of mulch where six inches were needed. It was also determined that the large climber had two inches of mulch where six was needed. It was further determined that the monkey bars on the large climber had two and a half inches where six was needed.

POI (Plan of Improvement)

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

Correction Deadline: 3/24/2018

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**

The director stated that no medication has been dispensed.

Policies and Procedures**591-1-1-.21 Operational Policies & Procedures****Not Met****Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of records that the fire drills were not available for review for December 2017 through February 2018.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 3/19/2018

Safety

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

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

Met

Comment

Field trip documentation observed to be complete.

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 a review of records that five children did not have evidence of transportation forms.

POI (Plan of Improvement)

The Center will obtain the required written parental authorization.

Correction Deadline: 3/15/2018

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 based on a review of records that seven of 20 children were observed to be missing the physician's and emergency contact information.

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: 3/15/2018

Sleeping & Resting Equipment

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

Met

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

Records Reviewed: 12

Records with Missing/Incomplete Components: 2

Staff # 1

Met

Date of Hire: 09/06/2016

Staff # 2

Not Met

Records Reviewed: 12**Records with Missing/Incomplete Components: 2**

Date of Hire: 08/03/2017

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 3

Met

Date of Hire: 03/05/2018

Staff # 4

Met

Staff # 5

Met

Date of Hire: 08/06/2015

Staff # 6

Met

Date of Hire: 10/25/2004

Staff # 7

Met

Date of Hire: 01/15/2007

Staff # 8

Met

Date of Hire: 01/03/2018

Staff # 9

Met

Date of Hire: 01/15/2007

Staff # 10

Not Met

Date of Hire: 01/29/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 11

Met

Date of Hire: 02/16/2010

Staff # 12

Met

Date of Hire: 01/15/2007

Staff Credentials Reviewed: 12**591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Criminal records checks were observed to be complete.

Comment

Director provided four files for employees hired since last visit.

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

Evidence observed of 100% of center staff certified in First Aid and CPR.

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 on a review of records that two new staff did not have evidence of orientation completed.

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: 3/14/2018

591-1-1-.31 Staff(CR)**Not Met****Finding**

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on a review of records that one lead teacher hired on August 3, 2017 did not have evidence of being enrolled in an educational credential.

POI (Plan of Improvement)

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

Correction Deadline: 9/14/2018

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)**Met****Comment**

Adequate supervision observed on this date.