



**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:** 5/22/2020    **VisitType:** Licensing Study    **Arrival:** 9:40 AM    **Departure:** 11:20 AM

**CCLC-2244**

**TLC For Kids**

1826 Killian Hill Road Lilburn, GA 30047 Gwinnett County  
(678) 344-3575 communityschools@tlc-lilburn.org

**Regional Consultant**

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@dec.al.ga.gov

**Mailing Address**

1826 Killian Hill Rd. SW  
Lilburn, GA 30047

**Quality Rated:** No

<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.
05/22/2020	Licensing Study	Good Standing	
10/29/2019	Monitoring Visit	Good Standing	
05/14/2019	Licensing Study	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	B 102		0	0	C	22	C	NA	NA	
Main	Shepards Hall	Four Year Olds and Six Year Olds and Over	2	16	C	51	C	NA	NA	Transitioning
Total Capacity @35 sq. ft.:			73			Total Capacity @25 sq. ft.:			0	
Total # Children this Date: 16			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.:			0	

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG	56	C

**Comments**

Initial administrative review completed on May 22, 2020. Virtual visit to be scheduled.

An Administrative Review was conducted on May 22, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on June 11, 2020 with Brenda Moody, director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 19, 2020 was reviewed during the virtual inspection.

Plan of Improvement: No Plan Developed

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.state.ga.us/CCS/Regulations.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.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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.state.ga.us/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.state.ga.us/>  
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.state.ga.us](mailto:qualityrated@dec.state.ga.us)

Brenda Moody, Program Official

Date

Margarita Collier, Consultant

Date



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### Findings Report

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Technical Assistance**

**Technical Assistance**

Additional cleaning and sanitizing requirements of toys and equipment due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

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

**Met**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 4**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met

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

**Technical Assistance**

**Comment**

Parent authorizations obtained/completed.

**Technical Assistance**

Please ensure that the parents update the following information as needed:

- Parents' personal and/or work telephone numbers and address
- Emergency contact information
- Release to persons' names and addresses
- Children's allergies and/or medical needs

**Comment**

Records were observed to be complete and well organized.

<b>Facility</b>
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**591-1-1-.06 Bathrooms****Technical Assistance****Technical Assistance**

Please monitor bathrooms for necessary supplies.

**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)****Technical Assistance****Technical Assistance**

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

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

Consultant discussed monitoring the playground for the following potential hazards:

- Ant mounds
- Stinging insects
- Normal wear and tear of outdoor equipment and toys.
- Standing water (after inclement weather)
- Normal wear and tear of the fence surrounding the playground area (gaps, etc.)

<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition****Technical Assistance****Technical Assistance**

Per director, the parents provide the children's meals at this time. The consultant discussed nutrition guidelines and meal storage with the director.

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

No children enrolled who require diapering were enrolled on this date. The center provides care for school-aged children only.

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

Hand washing and sanitizing requirements for diapering were discussed with the Director/Provider on this date.

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

The Provider currently does not dispense/administer medication.

## Policies and Procedures

### 591-1-1-.21 Operational Policies & Procedures

Not Evaluated

#### Comment

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.

### 591-1-1-.27 Posted Notices

Technical Assistance

#### Technical Assistance

Please make sure that all required signs are posted and up to date.

### 591-1-1-.29 Required Reporting

Technical Assistance

#### Technical Assistance

Discussed reporting requirements.

## Safety

### 591-1-1-.05 Animals

Met

#### Comment

Center does not keep animals on premises.

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

Technical Assistance

#### Technical Assistance

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 on this date.

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

Met

#### Comment

Center does not participate in field trips at this time.

### 591-1-1-.36 Transportation(CR)

Met

#### Comment

The consultant observed the center to have an updated vehicle inspection report for the following vehicles:

- Tag # BME 0131 expires on August 5, 2020.
- Tag # CGK 9182 expires September 11, 2020.

## Sleeping & Resting Equipment

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

Technical Assistance

#### Technical Assistance

Additional cleaning and sanitizing requirements regarding sleeping and resting equipment due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

## Staff Records

Records Reviewed: 2

Records with Missing/Incomplete Components: 0

Staff # 1

Met

Date of Hire: 09/22/2014

Staff # 2

Met

Date of Hire: 04/01/2007

**Staff Credentials Reviewed: 3**

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

**Comment**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit was conducted on October 29, 2019.

**Technical Assistance**

The consultant discussed the following information regarding criminal record checks with the director:

- Monitor the expiration dates of all staff members' criminal record check letters.
- Submit a portability request via DECAL KOALA for newly hired staff members that have a previous satisfactory comprehensive criminal record check letter issued by the department.
- Ensure that all newly hired staff members have evidence of a satisfactory comprehensive criminal record check letter prior to providing services to children present for care.
- Ensure that all newly hired and/or seasonal staff members with a six month break of employment from child care submit an updated criminal record check application and complete the fingerprinting process prior to rendering services for child care services.

**Comment**

The consultant observed two of two staff members to have evidence of a satisfactory comprehensive criminal record check letter on file.

**591-1-1-.14 First Aid & CPR Technical Assistance**

**Comment**

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

**Technical Assistance**

Please ensure to monitor the expiration dates of all staff members first aid and CPR training cards.

**591-1-1-.33 Staff Training Technical Assistance**

**Comment**

Documentation observed of required staff training.

**Technical Assistance**

Please ensure that newly hired staff complete the required health and safety orientation training and first aid and CPR training within 90-days of their date of hire.

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

**Technical Assistance**

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 19, 2020.

**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) Technical Assistance**

**Technical Assistance**

Proper supervision of children, including being prompt to children's needs, was discussed with the director during the virtual visit on this date.