



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: 5/8/2018 **VisitType:** Licensing Study **Arrival:** 9:20 AM **Departure:** 11:40 AM

CCLC-2519

Sugarloaf Montessori School

2270 Meadow Church Road Duluth, GA 30097 Gwinnett County
 (678) 473-0079 MWHLEY@MONTESSORI.COM

Regional Consultant

Kati Cosby

Phone: (912) 544-8606
 Fax: (912) 544-9425
 kati.cosby@dec.al.ga.gov

Mailing Address
 Same

Quality Rated: No

Compliance Zone Designation			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.
05/08/2018	Licensing Study	Good Standing	
10/12/2017	Monitoring Visit	Good Standing	
03/30/2017	Monitoring Visit	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	A-Left Hall-front	One Year Olds and Two Year Olds	2	8	C	26	C	NA	NA	Snack
Main	B-left hall-rear		0	0	C	27	C	NA	NA	
Main	C-right hall-1R	Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	2	23	C	27	C	NA	NA	Snack,Free Play
Main	D-right hall-2R	Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	2	25	C	27	C	NA	NA	Free Play
Main	E-right hall-1L	Six Year Olds and Over	1	7	C	27	C	NA	NA	Outside
Main	F-right hall-2L	Two Year Olds and Three Year Olds	2	15	C	27	C	NA	NA	Snack
Total Capacity @35 sq. ft.: 156			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Fire Marshall Limitations				
Total # Children this Date: 78			Total Capacity @35 sq. ft.: 156			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	192	C

Comments

Plan of Improvement: Developed This Date 05/08/2018

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

Michelle Whaley, Program Official

Date

Kati Cosby, Consultant

Date



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Findings Report

Date: 5/8/2018 **VisitType:** Licensing Study **Arrival:** 9:20 AM **Departure:** 11:40 AM

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The following information is associated with a Licensing Study:

Activities and Equipment**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: 5

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

Met

Comment

Records were observed to be complete and well organized.

Facility

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

Licensed capacity observed to be routinely met by center.

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

No hazards observed accessible to children on this date.

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

Playground observed to be clean and in good repair.

Health and Hygiene

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

Staff state proper knowledge of diapering procedures.

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

Staff were observed to remind children to wash hands.

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

Documentation for medication dispensing observed complete.

Safety

591-1-1-.05 Animals	Technical Assistance
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Technical Assistance

591-1-1-.05(2) - Consultant discussed the condition and necessary repairs of the guinea pig cage in classroom E-right hall-1L. Consultant observed the top wooden lid to not be secured to the cage on this date.

Correction Deadline: 5/8/2018

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

Staff were observed to maintain a positive learning environment on this date.

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

Consultant observed complete documentation of a field trip taken on April 19, 2018 to the Atlanta Puppetry Arts.

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

Center does not provide routine transportation.

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)	Met
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Correction Deadline: 10/12/2017

Corrected on 5/8/2018

.30(4) - Previous citation was corrected in that sheets and blankets were observed to be stored properly on this date.

Staff Records

Records Reviewed: 16

Records with Missing/Incomplete Components: 9

Staff # 1	Not Met
Date of Hire: 07/28/2017	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 2	Not Met
Date of Hire: 01/09/2017	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training,.33(3)-Health & Safety Certificate	
Staff # 3	Not Met
Date of Hire: 01/03/2017	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training	
Staff # 4	Not Met
Date of Hire: 04/26/1999	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 5	Met
Date of Hire: 09/27/2006	
Staff # 6	Met
Date of Hire: 02/13/2017	
Staff # 7	Not Met
Date of Hire: 10/08/2014	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training,.33(3)-Health & Safety Certificate	
Staff # 8	Met
Date of Hire: 08/28/2013	
Staff # 9	Not Met
Date of Hire: 09/05/2013	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 10	Met

Records Reviewed: 16**Records with Missing/Incomplete Components: 9**

Date of Hire: 08/01/2011

Staff # 11 Met

Date of Hire: 12/17/2007

Staff # 12 Met

Date of Hire: 12/17/2007

Staff # 13 Not Met

Date of Hire: 07/28/2014

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 14 Not Met

Date of Hire: 06/18/2013

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 15 Met

Date of Hire: 07/29/2013

Staff # 16 Not Met

Date of Hire: 03/10/2006

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff Credentials Reviewed: 16

591-1-1-.09 Criminal Records Check(CR) Met**Correction Deadline: 3/30/2017****Corrected on 5/8/2018****.09(1)(e) - Previous citation was corrected in that all criminal records check were observed to be complete on this date.****591-1-1-.14 First Aid & CPR** Met**Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR.

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

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined, based on review of records, that four of fifteen staff had not completed the Health and Safety training as required.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 6/7/2018

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 review of records, that nine of fifteen staff did not complete all ten hours of annual training as required for 2017.

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: 12/31/2018

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

All Lead Teacher credentials were observed to be in compliance on this date.

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**

591-1-1-.32(7) - Consultant discussed with the Director, on this date, that all children should be escorted to their classroom by a parent or adult and supervised at all times.

Correction Deadline: 5/8/2018