



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: 5/9/2018 **VisitType:** Licensing Study **Arrival:** 10:30 AM **Departure:** 2:30 PM

CCLC-28269

Tabula Rasa The Language Academy

5855 Riverside Drive Atlanta, GA 30327 Fulton County
 (404) 847-0829 besa@trlanguages.com

Regional Consultant

Margarita Collier

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margarita.collier@decal.ga.gov

Mailing Address

5855 Riverside Dr
 Atlanta, GA 30327

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. |
|------------------------------------|-----------------------------------|---------------|--|
| 05/09/2018 | Licensing Study | Good Standing | |
| 12/07/2017 | Complaint Investigation Follow Up | Good Standing | |
| 12/07/2017 | Complaint 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 | Room A | One Year Olds and Two Year Olds | 2 | 14 | C | 14 | C | NA | NA | Music,Circle Time |
| Main | Room B-2yrs | Two Year Olds | 3 | 18 | C | 18 | C | NA | NA | Outside,Circle Time,Transitioning |
| Main | Room C-3yrs | Three Year Olds and Four Year Olds | 1 | 16 | C | 18 | C | NA | NA | Outside |
| Main | Room D-3yrs | Infants and One Year Olds | 3 | 10 | C | 15 | C | NA | NA | Transitioning,Feeding,Outside |
| Main | Room G-Infants | | 0 | 0 | C | 10 | C | NA | NA | Not In Use |
| Total Capacity @35 sq. ft.: 75 | | | Total Capacity @25 sq. ft.: 0 | | | | | | | |
| Main Ground Floor | Room E-4yrs | Three Year Olds | 1 | 14 | C | 14 | C | NA | NA | Transitioning,Circle Time |
| Main Ground Floor | Room F-3yrs | Four Year Olds | 2 | 17 | C | 17 | C | NA | NA | Transitioning |
| Total Capacity @35 sq. ft.: 31 | | | Total Capacity @25 sq. ft.: 0 | | | | | | | |
| Modular | Room A-4 Years | | 0 | 0 | C | 12 | C | NA | NA | Not In Use |
| Modular | Room B-5 Years | | 0 | 0 | C | 12 | C | NA | NA | Not In Use |
| Total Capacity @35 sq. ft.: 24 | | | Total Capacity @25 sq. ft.: 0 | | | | | | | |

Total # Children this Date: 89

Total Capacity @35 sq. ft.: 130

Total Capacity @25 sq.
ft.: 0

| <u>Building</u> | <u>Playground</u> | <u>Playground Occupancy</u> | <u>Playground Compliance</u> |
|-----------------|-------------------|---------------------------------|----------------------------------|
| Main | Playground A | 20 | C |
| Main | Playground B | 74 | C |

Comments


The purpose of this visit was to conduct a licensing study visit and to follow-up on the previous visit conducted on December 7, 2017.

Consultant reviewed the following information with the director on this date:

- Updated USDA Menu Guidelines.
- Comprehensive criminal records check due date - October 1, 2018.

Plan of Improvement: Developed This Date 05/09/2018

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.decal.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@decal.ga.gov

Raquel Cruz, 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-.03 Activities

Technical Assistance

Technical Assistance

Consultant discussed ensuring staff members post the current week's lesson plan.

Correction Deadline: 5/9/2018

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

Technical Assistance

Technical Assistance

Consultant discussed monitoring soft sofa chairs for normal wear and tear.

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**Technical Assistance****Comment**

Parent agreements observed obtained/completed.

Technical Assistance

Please ensure parents update the following information as needed in the children's files for the 2018 - 2019 school year:

- Parents' contact information (i.e. home/work contact number and home/work address).
- Release to persons' name, address and relationship to the child(ren).
- Emergency contact persons' name and contact information.
- Any known allergies and/or medical conditions.
- Doctor's name and contact information.

Comment

Records were observed to be complete and well organized.

Facility

591-1-1-.06 Bathrooms**Technical Assistance****Comment**

Bathrooms observed to be clean and well maintained.

Technical Assistance

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

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**

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

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

Consultant discussed monitoring the wooden fence located on the front left side of playground B for normal wear and tear on this date.

Technical Assistance

Discussed maintenance of resilient surface. Please fluff and redistribute.

Food Service

591-1-1-.15 Food Service & Nutrition**Technical Assistance****Technical Assistance**

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018:

- Three components for breakfast: grains, vegetables, fruits or both, and milk
- Five components for lunch grains, meat/meat alternates, fruits, vegetable, and milk or grains, meat/meat alternates, two different types of vegetables, and milk
- Two of five components for snack

Consultant provided the director with an updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers on this date. The crediting handbook for the CACFP can be located on DECAL and USDA's website: DECAL - <http://decal.ga.gov/CACFP/Handbook.aspx> and USDA - <http://www.fns.usda.gov/cacfp/cacfp/handbooks>

Health and Hygiene

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

Comment

Proper diapering procedures observed.

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

Comment

Proper hand washing observed throughout the center.

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

Comment

Documentation for medication dispensing observed complete.

Policies and Procedures

591-1-1-.27 Posted Notices **Met**

Comment

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

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

Comment

Discussed reporting requirements.

Comment

Thank you for reporting as required.

Safety

591-1-1-.05 Animals **Met**

Comment

Center does not keep animals on premises.

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

Comment

Age-appropriate discussion and/or redirection observed.

Comment

Staff were observed to maintain a positive learning environment 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

Center does not provide routine transportation.

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

| | |
|--|---------|
| Staff # 1 Date of Hire: 08/22/2014 | Met |
| Staff # 2 Date of Hire: 04/02/2018 | Met |
| Staff # 3 Date of Hire: 09/01/2016 | Met |
| Staff # 4 Date of Hire: 01/01/2001 | Met |
| Staff # 5 Date of Hire: 03/21/2018 | Met |
| Staff # 6 Date of Hire: 11/13/2015 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing,.33(5)-10 Hrs. Annual Training | Not Met |
| Staff # 7 Date of Hire: 05/25/2016 | Met |
| Staff # 8 Date of Hire: 03/08/2011 <u>"Missing/Incomplete Components"</u> .14(2)-First Aid Missing,.14(2)-CPR missing | Not Met |
| Staff # 9 Date of Hire: 08/26/2017 | Met |
| Staff # 10 Date of Hire: 01/01/2012 | Met |
| Staff # 11 Date of Hire: 06/05/2015 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing,.33(5)-10 Hrs. Annual Training | Not Met |
| Staff # 12 Date of Hire: 09/12/2017 | Met |
| Staff # 13 Date of Hire: 07/11/2016 | Met |

Records Reviewed: 23**Records with Missing/Incomplete Components: 6**

| | |
|------------|---------|
| Staff # 14 | Not Met |
|------------|---------|

Date of Hire: 11/01/2015

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

| | |
|------------|-----|
| Staff # 15 | Met |
|------------|-----|

Date of Hire: 10/20/2015

| | |
|------------|---------|
| Staff # 16 | Not Met |
|------------|---------|

Date of Hire: 08/27/2014

"Missing/Incomplete Components"

.14(2)-First Aid Missing,.14(2)-CPR missing

| | |
|------------|-----|
| Staff # 17 | Met |
|------------|-----|

Date of Hire: 06/22/2017

| | |
|------------|-----|
| Staff # 18 | Met |
|------------|-----|

Date of Hire: 03/12/2015

| | |
|------------|-----|
| Staff # 19 | Met |
|------------|-----|

Date of Hire: 08/17/2016

| | |
|------------|-----|
| Staff # 20 | Met |
|------------|-----|

Date of Hire: 09/05/2017

| | |
|------------|-----|
| Staff # 21 | Met |
|------------|-----|

Date of Hire: 05/21/2016

| | |
|------------|-----|
| Staff # 22 | Met |
|------------|-----|

Date of Hire: 07/30/2012

| | |
|------------|---------|
| Staff # 23 | Not Met |
|------------|---------|

Date of Hire: 02/11/2017

"Missing/Incomplete Components"

.33(4)-1st Yr. Training 2 Hrs. (Abuse) Missing

Staff Credentials Reviewed: 23

591-1-1-.09 Criminal Records Check(CR)**Met****Comment**

Consultant reviewed 23 staff files on this date. Consultant observed 23 of 23 staff members to have evidence of a satisfactory determination letter on file on this date.

Comment

The director provided one file for a staff member hired since the previous visit was conducted on December 7, 2017. Consultant observed one of one newly hired staff member to have evidence of a satisfactory determination letter on file on this date.

591-1-1-.14 First Aid & CPR**Not Met****Comment**

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

Technical Assistance

Please add a triangular bandage to the center's first aid kit.

Finding

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on consultant's review of staff files five of 23 staff members did not have evidence of a current first aid and CPR training card on file.

POI (Plan of Improvement)

The center will ensure all newly hired staff members complete first aid and CPR training within 90-days of their date of hire. Per the director a first aid and CPR training class has been scheduled for all staff members on May 25, 2018.

Correction Deadline: 5/25/2018**Recited on 5/9/2018**

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

Please ensure all newly hired staff members complete the following training:

- Health and safety orientation training within the first 90-days of their date of hire.
- First aid and CPR training within the first 90-days of their date of hire.
- 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.

Please ensure all staff members that provide direct care to children (supervisory staff, teachers, and substitute teachers) complete the required 10 hours of annual training for the year 2018.

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 consultant's review of staff files one of 23 staff members did not complete the required two clock hours of training in identifying, reporting, and meeting the needs of abused, neglected or deprived children.

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: 6/8/2018**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 consultant's review of staff files two of 23 staff members completed less than 10 hours of the required annual training for the year 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: 6/8/2018

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

Met

Comment

Consultant observed all staff members to be compliant with applicable laws and regulations.

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

Staff observed to provide direct supervision and be attentive to children's needs.