



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: 10/16/2018 **VisitType:** Licensing Study

Arrival: 10:45 AM

Departure: 3:30 PM

CCLC-33391

Bright Horizons at Glenlake

1 Glenlake Parkway Atlanta, GA 30328 Fulton County
 (470) 558-1181 Tonia.Brewer@brighthorizons.com

Regional Consultant

Patty Malone

Phone: (912) 544-9991

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coty.cummings@decal.ga.gov

Mailing Address

Same

Quality Rated: No

<u>Compliance Zone Designation</u>			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.
10/16/2018	Licensing Study	Good Standing	
05/08/2018	Licensing Study	Good Standing	
10/26/2017	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:1R - LL	Infants	2	6	C	12	C	NA	NA	Nap,Diapering, Floor Play
Main	B:2R - LL	Infants and One Year Olds	2	10	C	12	C	NA	NA	Floor Play,Nap
Main	C:2R - UL	One Year Olds	2	7	C	15	C	NA	NA	Nap,Transitioning
Main	D:1R - UL	One Year Olds	2	11	C	15	C	NA	NA	Lunch
Main	E:1L - UL	Two Year Olds	2	11	C	14	C	NA	NA	Story,Circle Time
Main	F:2L - UL	Two Year Olds	2	13	C	14	C	NA	NA	Circle Time,Transitioning,Story
Main	G:3L - UL	PreK	2	21	C	20	NC	NA	NA	Lunch
Main	H:4L - UL	Three Year Olds	2	10	C	20	C	NA	NA	Lunch,Story,Transitioning
Main	I:5L - UL	Three Year Olds	2	11	C	20	C	NA	NA	Lunch
Main	J:RR - UL		0	0	C	24	C	NA	NA	
Total Capacity @35 sq. ft.: 166			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 100			Total Capacity @35 sq. ft.: 166			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	L: Infant/Toddler	44	C
Main	R: Preschool	59	C

Comments

The purpose of the visit was to conduct a licensing study and follow up from the previous visit.

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/ChildCare/ProgramsAndRegulations.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.

- 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

Tonia Brewer, Program Official

Date

Patty Malone, 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)

Met

Comment

A variety of equipment and toys were observed throughout the center.

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

N/A

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)	Technical Assistance
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Technical Assistance

591-1-1-.25 - Please be mindful to cover electrical outlets immediately after use.

Correction Deadline: 5/8/2018

Corrected on 10/16/2018

.25(13) - This citation was observed to be corrected on this date. No potentially hazardous items were stored accessible to children in care.

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

Playground observed to be clean and in good repair.

Food Service

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

Center menu meets USDA guidelines.

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

Kitchen appears clean and well organized.

Health and Hygiene

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

Proper diapering procedures observed.

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

Proper hand washing observed throughout the center.

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

The director stated that medications have not been administered since the last visit.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures	Met
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Comment

The consultant observed documentation of the required emergency drills.

Correction Deadline: 10/21/2018

Safety

591-1-1-.05 Animals	N/A
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Comment

Center does not keep animals on premises.

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

Field trip documentation observed to be complete.

591-1-1-.36 Transportation(CR)	N/A
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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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Comment

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 25

Records with Missing/Incomplete Components: 0
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Staff # 1	Met
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Date of Hire: 04/29/2013

Staff # 2	Met
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Date of Hire: 07/10/2017

Staff # 3	Met
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Date of Hire: 07/16/2018

Staff # 4	Met
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Date of Hire: 07/10/2018

Staff # 5	Met
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Date of Hire: 09/19/2016

Staff # 6	Met
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Date of Hire: 03/02/2015

Staff # 7	Met
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Date of Hire: 05/07/2018

Staff # 8	Met
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Date of Hire: 09/05/2017

Staff # 9 Date of Hire: 02/21/2018	Met
Staff # 10 Date of Hire: 08/10/2015	Met
Staff # 11 Date of Hire: 05/23/2017	Met
Staff # 12 Date of Hire: 10/06/2014	Met
Staff # 13 Date of Hire: 08/13/2018	Met
Staff # 14 Date of Hire: 03/26/2018	Met
Staff # 15 Date of Hire: 12/04/2017	Met
Staff # 16 Date of Hire: 05/07/2018	Met
Staff # 17 Date of Hire: 07/30/2018	Met
Staff # 18 Date of Hire: 06/04/2018	Met
Staff # 19 Date of Hire: 05/27/1956	Met
Staff # 20 Date of Hire: 07/16/2018	Met
Staff # 21 Date of Hire: 02/20/2018	Met
Staff # 22 Date of Hire: 08/27/2018	Met
Staff # 23 Date of Hire: 05/03/2017	Met

Records Reviewed: 25**Records with Missing/Incomplete Components: 0**

Staff # 24

Met

Date of Hire: 08/19/1996

Staff # 25

Met

Date of Hire: 08/04/2015

Staff Credentials Reviewed: 25

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**Met****Comment**

The director provided seven files for staff hired since the last visit. Criminal record checks were observed to be complete on this date.

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

The consultant observed documentation of current CPR and first aid certification for all staff hired more than ninety days.

591-1-1-.33 Staff Training**Met****Comment**

The consultant observed documentation of the required health and safety training for all staff. Annual training for 2017 was previously evaluated on May 8, 2018.

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

Staff observed 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.