



**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: 10/4/2018 **VisitType:** Licensing Study **Arrival:** 9:45 AM **Departure:** 4:15 PM

CCLC-37385

Atlanta Montessori International School

1970 Cliff Valley Way Atlanta, GA 30329 DeKalb County
(404) 325-6777 mcarter@amischool.com

Regional Consultant

Chrische Walker

Phone: (770) 359-5166

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chrische.walker@decal.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.
10/04/2018	Licensing Study	Good Standing	
09/19/2018	Incident Investigation & Follow Up	Good Standing	
02/28/2018	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
Bld 1	Garden	Three Year Olds and Four Year Olds and Five Year Olds	2	18	C	30	C	NA	NA	Centers
Bld 1	Honeycomb	Infants	4	9	C	21	C	NA	NA	Feeding,Music
Bld 1	Rosemary	Three Year Olds and Four Year Olds and Five Year Olds	3	23	C	30	C	NA	NA	Outside
Bld 1	Tadpoles	Infants and One Year Olds	3	8	C	9	C	NA	NA	Nap,Free Play
Bld 1	Terrance	Three Year Olds and Four Year Olds and Five Year Olds	3	23	C	30	C	NA	NA	Centers,Outside
Bld 1	Willow	Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	2	18	C	30	C	NA	NA	Outside,Centers
			Total Capacity @35 sq. ft.: 150			Total Capacity @25 sq. ft.: 0				
Bldg II	Butterflies	One Year Olds and Two Year Olds	3	13	C	20	C	NA	NA	Outside
Bldg II	Caterpillars	Infants and One Year Olds	2	9	C	13	C	NA	NA	Feeding,Nap
Bldg II	Lilacs	One Year Olds and Two Year Olds	3	11	C	21	C	NA	NA	Outside
Bldg II	Sprouts	One Year Olds and Two Year Olds	3	13	C	21	C	NA	NA	Outside
Bldg II	Sunflowers	One Year Olds and Two Year Olds	3	13	C	20	C	NA	NA	Outside

Total Capacity @35 sq. ft.: 0	Total Capacity @25 sq. ft.: 0	Building @35 capacity limited by Centers Request
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Total # Children this Date: 158	Total Capacity @35 sq. ft.: 150	Total Capacity @25 sq. ft.: 0
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Building	Playground	Playground Occupancy	Playground Compliance
Bld 1	garden	20	C
Bld 1	large	241	C
Bldg II	small	227	C


Comments

The purpose of today's visit was to conduct a Licensing Study and to follow up from the previous visit on September 19, 2018. The consultant left a First Aid Checklist and a Posted Notices resource.

The consultant also discussed the new background comprehensive and national background check requirements.

Plan of Improvement: Developed This Date 10/04/2018

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).



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.

- 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

Katheryne Michelle Carter, Program Official

Date

Chrische Walker, Consultant

Date



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Findings Report

Date: 10/4/2018 **VisitType:** Licensing Study **Arrival:** 9:45 AM **Departure:** 4:15 PM

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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

591-1-1-.03(2) - Please ensure to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development in all classrooms.

Correction Deadline: 10/4/2018

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: 3

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

Child # 3

Met

Child # 4

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers,.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

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 two children's files did not have the completed physician's information. It was further determined that two children's files did not have both parent's work addresses and or work phone 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: 10/4/2018

Facility

591-1-1-.06 Bathrooms

Met

Comment

Bathrooms observed to be clean and well maintained.

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)

Met

Comment

No hazards observed accessible to children on this date.

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

Technical Assistance

Technical Assistance

591-1-1-.26 - Discussed maintenance of resilient surface on the upper top playground. Please fluff and redistribute the mulch.

Food Service

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

Met

Comment

Please ensure that infant feeding forms are updated regularly.

591-1-1-.18 Kitchen Operations

Met

Comment

The center does not provide lunch for the children. The children bring their own lunches from home. The children's snack is stored in the upper level floor in a room and it appears clean and well organized.

Health and Hygiene

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

Technical Assistance

Comment

Staff state proper knowledge of diapering procedures.

Technical Assistance

591-1-1-.10(4) - Please monitor the changing pad for wear and tear n the Caterpillars Room.

Correction Deadline: 10/4/2018

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

Met

Comment

The staff stated proper knowledge of hand washing procedures.

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

Met

Comment

Discussed proper medication documentation and procedures. The director stated that the children's medication is stored in each individual classroom.

Policies and Procedures

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

Met

Comment

Great job on conducting fire drills and other emergency drills. Awesome Emergency Preparedness Plan Book.

Correction Deadline: 10/9/2018

591-1-1-.27 Posted Notices

Met

Comment

Please make sure that all required signs are posted and up to date. The consultant left a posted notice handout on this date.

591-1-1-.29 Required Reporting

Met

Comment

Discussed the new online required reporting requirements.

Safety

591-1-1-.05 Animals

Met

Comment

Center does not keep animals on premises.

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

Met

Comment

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

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

N/A

Comment

Center does not participate in field trips at this time.

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

N/A

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Not 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.

Finding

591-1-1-.30(2) requires the Center to provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants. Center Staff shall place an infant to sleep on the infant's back in a crib unless the Center has been provided a physician's written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over into his or her preferred position and not re-position the infant. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines and will not slide up around the infant's face may be used when necessary for the comfort of the sleeping infant. Swaddling shall not be used unless the Center has been provided a physician's written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Center Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. It was determined based on the consultant's observation that an animal was attached to a sleeping infant's pacifier in the Tadpoles Room.

POI (Plan of Improvement)

The Center will take all steps necessary to provide a safe sleep environment for infants as listed in these rules; will train Staff to follow these rules; and will monitor for compliance.

Correction Deadline: 10/4/2018

Staff Records

Records Reviewed: 47**Records with Missing/Incomplete Components: 3**

Staff # 1

Met

Date of Hire: 08/24/2017

Staff # 2

Not Met

Date of Hire: 08/25/2015

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 3

Met

Date of Hire: 07/05/2018

Staff # 4 Met

Date of Hire: 09/14/2016

Staff # 5 Met

Date of Hire: 08/07/2007

Staff # 6 Met

Date of Hire: 08/02/2018

Staff # 7 Met

Date of Hire: 08/01/2004

Staff # 8 Met

Date of Hire: 09/01/2015

Staff # 9 Not Met

Date of Hire: 10/02/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 10 Met

Date of Hire: 08/08/2018

Staff # 11 Met

Date of Hire: 08/13/2018

Staff # 12 Met

Date of Hire: 12/16/2014

Staff # 13 Met

Date of Hire: 05/01/2017

Staff # 14 Met

Date of Hire: 08/06/2012

Staff # 15 Met

Date of Hire: 08/01/2005

Staff # 16 Met

Date of Hire: 08/06/2018

Staff # 17 Met

Date of Hire: 08/18/2017

Staff # 18 Date of Hire: 08/01/2016	Met
Staff # 19 Date of Hire: 08/07/2012	Met
Staff # 20 Date of Hire: 09/14/2015	Met
Staff # 21 Date of Hire: 08/02/2018	Met
Staff # 22 Date of Hire: 09/01/2014	Met
Staff # 23 Date of Hire: 08/01/2017	Met
Staff # 24 Date of Hire: 08/15/2015	Met
Staff # 25 Date of Hire: 07/30/2018	Met
Staff # 26 Date of Hire: 08/06/2014	Met
Staff # 27 Date of Hire: 08/16/2018	Met
Staff # 28 Date of Hire: 08/01/2012	Met
Staff # 29 Date of Hire: 01/29/2018	Met
Staff # 30 Date of Hire: 05/28/2015	Met
Staff # 31 Date of Hire: 08/31/2018	Met
Staff # 32 Date of Hire: 04/02/2015	Met

Staff # 33 Date of Hire: 08/06/2014	Met
Staff # 34 Date of Hire: 08/01/2006	Met
Staff # 35 Date of Hire: 09/01/2015	Met
Staff # 36 Date of Hire: 08/30/2017 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 37 Date of Hire: 08/22/2016	Met
Staff # 38 Date of Hire: 08/08/2011	Met
Staff # 39 Date of Hire: 09/28/2016	Met
Staff # 40 Date of Hire: 06/01/2018	Met
Staff # 41 Date of Hire: 09/28/2016	Met
Staff # 42 Date of Hire: 08/14/2017	Met
Staff # 43 Date of Hire: 06/08/2015	Met
Staff # 44 Date of Hire: 08/06/2018	Met
Staff # 45 Date of Hire: 01/06/2017	Met
Staff # 46 Date of Hire: 09/06/2016	Met
Staff # 47	Met

Date of Hire: 09/01/2013

Staff Credentials Reviewed: 47

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

Met

Comment

Criminal record checks were observed to be complete.

591-1-1-.14 First Aid & CPR

Met

Comment

Please replace /expired items in the center first aid kit.

591-1-1-.33 Staff Training

Not Met

Comment

Please ensure completed orientation checklists are documented and signed.

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 a review of records that one employee hired on October 2, 2017, did not complete the health and safety training within 90 days.

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: 11/3/2018

Comment

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

Finding

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and care giver 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 a review of records that two employees did not complete the 10 required training hours for the 2017 calendar year.

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

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

Comment

Please ensure that a copy and/or written verification of the credential or degree awarded to the Director or lead teachers are maintained by the Center in the Director's file lead staff files.

Correction Deadline: 10/4/2018

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

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