



**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:** 2/19/2019    **VisitType:** Complaint Investigation & Licensing Study    **Arrival:** 10:05 AM    **Departure:** 6:45 PM

**CCLC-38865**

**Giselle Learning Academy**

3900 Memorial College Ave Clarkston, GA 30021 DeKalb County  
 (404) 292-0750 a18dorcely@aol.com

**Regional Consultant**

Chrische Walker

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**Mailing Address**  
 Same

**Quality Rated:** ★ ★ ★

<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.
02/19/2019	Complaint Closure	Good Standing	
02/19/2019	Complaint Investigation & Licensing Study	Good Standing	
12/18/2018	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
Main	A - 1R	PreK	4	33	C	45	C	NA	NA	Transitioning, Outside, Circle Time
Main	B - 2R	Three Year Olds and Four Year Olds and Five Year Olds	2	14	C	22	C	31	C	Outside
Main	C - 3R	Two Year Olds	2	14	C	14	C	NA	NA	Transitioning, Lunch
Main	D - 2L	Two Year Olds	2	12	C	12	C	17	C	Lunch
Main	E - 1L	Infants and One Year Olds	2	6	C	7	C	10	C	Nap, Lunch, Floor Play
Total Capacity @35 sq. ft.: 100						Total Capacity @25 sq. ft.: 117				
Total # Children this Date: 79			Total Capacity @35 sq. ft.: 100			Total Capacity @25 sq. ft.: 117				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A - 1L	21	C
Main	B - Middle	13	C
Main	C - R	15	C
Main	Simi Circle Playground	117	C

### Comments

The purpose of today's visit was to conduct a Licensing Study and to follow up from the previous visit on December 18, 2018. The consultant left Steps to Obtain Comprehensive Background Check requirements and Records Check information.

The consultant observed a second Georgia Pre-K Room in Room A. Approval Documentations were obtained on this date. The consultant also discussed Diapered Rooms and Non-Diapered Rooms on this date.

A one-day letter was left on this date.

Plan of Improvement: Developed This Date 02/19/2019

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.al.ga.gov/CCS/RulesAndRegulations.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.

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#### 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](mailto: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.

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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.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](mailto:qualityrated@decal.ga.gov)

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Alexandra Cesar, Program Official

Date

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Chrische Walker, Consultant

Date



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

Child # 5

Met

**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 enrollment forms were missing both parents work address and work 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: 2/19/2019**

**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)**

**Technical Assistance**

**Technical Assistance**

591-1-1-.25(3) - Please ensure that children's bathroom ceilings are repaired in a timely matter.

**Correction Deadline: 2/19/2019**

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

**Not Met**

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute the mulch surrounding the fall zone areas of each of the three sectioned back playground areas.

**Finding**

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on observation that that there was no resilient surface beneath the red climber on the back Semi-Circle Playground .

**POI (Plan of Improvement)**

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

**Correction Deadline: 3/1/2019**

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

**Comment**

Great job ensuring that bottles are covered and fully labeled with child's full name.

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

**Comment**

Kitchen appears clean and well organized.

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

**Comment**

Hand washing requirements for diapering were discussed with the director on this date.

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

**Comment**

Proper hand washing observed throughout the center.

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**591-1-1-.20 Medications(CR)** **N/A**

**Comment**

The Provider currently does not dispense/administer medication.

<b>Policies and Procedures</b>
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**591-1-1-.21 Operational Policies & Procedures** **Met**

**Comment**

Great job conducting fire drills and other emergency drills.

**Correction Deadline: 2/24/2019**

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

**Comment**

Observed all required posted notices.

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

**Comment**

Discussed reporting requirements. The consultant also discussed with the director and assistant director on documenting day to day incidents at the program on a program's incident report.

<b>Safety</b>
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**591-1-1-.05 Animals** **Met**

**Comment**

Animals maintained clean and appropriately caged in Room B.

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

**Comment**

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

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**591-1-1-.13 Field Trips(CR)** **N/A**

**Comment**

Center does not participate in field trips at this time.

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

**Comment**

A current/completed inspection was observed for vehicles with the tag numbers RIM7143, PLV4681, and PXH3082 used in transporting children this date.

**Comment**

Paperwork discussed with the director on this date. The consultant discussed separating the children's transportation agreement forms and vehicle medical forms in dividers.

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**Sleeping & Resting Equipment**

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

**Comment**

Pleasant naptime environment observed. The consultant discussed lightning during rest time on the left and right side of Room A -Pre-K.

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**Staff Records**

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**Records Reviewed: 25**

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

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Staff # 1	Met
Date of Hire: 09/05/2014	
Staff # 2	Met
Date of Hire: 02/11/2019	
Staff # 3	Met
Date of Hire: 08/20/2018	
Staff # 4	Met
Date of Hire: 08/15/2016	
Staff # 5	Met
Date of Hire: 06/06/2016	
Staff # 6	Met
Date of Hire: 09/05/2014	
Staff # 7	Met
Date of Hire: 01/22/2019	

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Staff # 8 Date of Hire: 12/17/2018	Met
Staff # 9 Date of Hire: 06/13/2016 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 10 Date of Hire: 08/03/2016 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 11 Date of Hire: 05/26/2015	Met
Staff # 12 Date of Hire: 09/07/2018	Met
Staff # 13 Date of Hire: 12/04/2017	Met
Staff # 14 Date of Hire: 02/08/2016 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 15 Date of Hire: 12/12/2016	Met
Staff # 16 Date of Hire: 12/23/2016	Met
Staff # 17 Date of Hire: 10/18/2017 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 18 Date of Hire: 10/17/2016 <u>"Missing/Incomplete Components"</u> .24(1)-No Record	Not Met
Staff # 19	Met

**Records Reviewed: 25****Records with Missing/Incomplete Components: 6**

Date of Hire: 02/11/2019

Staff # 20 Met

Date of Hire: 08/15/2016

Staff # 21 Met

Date of Hire: 09/06/2016

Staff # 22 Not Met

Date of Hire: 08/27/2017

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(5)-10 Hrs. Annual Training

Staff # 23 Met

Date of Hire: 03/14/2018

Staff # 24 Met

Date of Hire: 01/15/2016

Staff # 25 Met

Date of Hire: 02/05/2018

**Staff Credentials Reviewed: 25****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Comment**

Director provided six files for employees hired since last visit.

**Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that one director did not submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site and or did not have comprehensive background authorized. A one-day letter was left on this date.

**POI (Plan of Improvement)**

The Center will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required.

**Correction Deadline: 2/19/2019****Finding**

591-1-1-.09(1.)(b) requires the Center to ensure that every Director has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Director has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of records that one director present did not have a comprehensive records check determination letter on file. A one-day letter was left on this date.

**POI (Plan of Improvement)**

The Center will ensure that the Director has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Director has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required.

**Correction Deadline: 2/19/2019**

**Technical Assistance**

591-1-1-.09(1)(d) - The consultant discussed with the directors that any staff member with a national determination letter can be on the premises as so long as this person is under the constant and direct supervision of someone with a valid satisfactory comprehensive determination letter issued by the Department of Early Child Care and Learning. The consultant also discussed that any potential therapists will need to have a background check requirement issued by the Department of Early Care and Learning.

**Correction Deadline: 2/19/2019**

**Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of records that four staff members hired on June 13, 2016, May 26, 2015, September 6, 2016, and August 10, 2016 recently issued determination letters was not ported electronically by the current facility. A one-day letter was left on this date.

**POI (Plan of Improvement)**

The Center will ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed.

**Correction Deadline: 2/19/2019**

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**591-1-1-.14 First Aid & CPR****Not Met****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 that one staff member hired on August 27, 2017 did not have current evidence of first aid and CPR certification.

**POI (Plan of Improvement)**

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

**Correction Deadline: 3/21/2019**

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**591-1-1-.24 Personnel Records****Not Met****Finding**

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on a review of records that a staff member's personal file was not readily available for the consultant to review on this date.

**POI (Plan of Improvement)**

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

**Correction Deadline: 2/24/2019**

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

591-1-1-.33(5) - Please ensure that all director and person with primary responsibility for food preparation to have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage.

**Correction Deadline: 3/21/2019****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 a review of records that five staff members hired on February 8, 2016, June 13, 2016, August 3, 2016, August 27, 2017, and October 18, 2017, did not complete the ten required training hours for the 2018 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: 12/31/2019**

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**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. Please ensure to maintain a copy of degree and or credential in all lead teacher files.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Met****Comment**

Discussed combining children of mixed ages in Room B.

**Comment**

Adequate supervision observed on this date.