



**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:** 11/15/2017 **VisitType:** Licensing Study

**Arrival:** 12:00 PM

**Departure:** 2:45 PM

**CCLC-38871**

**Raven's Learning Haven Childcare Center**

6021 Riverdale Road College Park, GA 30349 Clayton County  
(678) 519-2439 barbarap312@yahoo.com

**Regional Consultant**

Katrina Maddox

Phone: (706) 434-4412

Fax: (706) 434-7708

katrina.maddox@decal.ga.gov

**Mailing Address**

3922 parham way  
ATLANTA, GA 30349

**Quality Rated:**

<b>Compliance Zone Designation</b>		
11/15/2017	Licensing Study	Good Standing
04/26/2017	Monitoring Visit	Good Standing
11/08/2016	Licensing Study	Deficient

**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.

**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	One Year Olds and Two Year Olds	2	7	C	22	C	NA	NA	Nap
Main	B	One Year Olds	1	2	C	8	C	NA	NA	Nap
Main	C- Back	Three Year Olds	1	3	C	9	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 29			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Health Department Limitations				
Total # Children this Date: 12			Total Capacity @35 sq. ft.: 29			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	85	C

**Comments**

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).

	<p><b>Reminder:</b> All employees of child care programs must be fingerprinted before <b>January 1, 2017</b>. For instructions and to submit records check applications online, please visit <a href="http://www.decalgoala.com">www.decalgoala.com</a>. You are encouraged not to wait and to complete the process as soon as possible.</p>
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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@decals.ga.gov](mailto:CCSRefutations@decals.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://decals.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). 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.decals.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@decals.ga.gov](mailto:qualityrated@decals.ga.gov)

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Raven Blackwell, Program Official

Date

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Katrina Maddox, 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**

Observed-Variety Throughout Center

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

**Met**

**Comment**

No Swimming Activities Provided

### 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**

Parent Authorizations Obtained/Completed

**Facility**

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**591-1-1-.06 Bathrooms** **Met**

**Comment**

Observation-Clean and Well Maintained

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

**Comment**

Licensed Capacity Routinely Met

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

**Comment**

Observation-No Hazards Accessible

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

**Comment**

Discussed-Fluff/Redistribute Surface

**Comment**

Observation-Clean/Good Repair

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**Food Service**

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

**Comment**

Menu Meets USDA Guidelines

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

**Comment**

Kitchen Appears Clean/Well Organized

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**Health and Hygiene**

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

**Correction Deadline: 4/26/2017**

**Corrected on 11/15/2017**

**.10(5) - Consultant observed staff wash their hands during the visit. Consultant did not observe staff change diapers during the visit.**

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

**Correction Deadline: 4/26/2017**

**Corrected on 11/15/2017**

**.17(7)(a-d) - Consultant did not observe diapering during the visit.**

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

**Comment**

Discussed-Documentation/Procedures. Per center director no medication is being dispensed at this time.

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**Organization**

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**591-1-1-.16 Governing Body & License** **Met**

**Comment**

591-1-1-.16(g) - Center email address is current.

Correction Deadline: 11/15/2017

## Policies and Procedures

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

Not Met

#### Finding

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based consultant's observation that the center did not have evidence of conducting emergency drills.

#### POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 11/20/2017

### 591-1-1-.27 Posted Notices

Met

#### Comment

Observed-All Notices Posted

### 591-1-1-.29 Required Reporting

Met

#### Comment

Discussed-Reporting Requirements

## Safety

### 591-1-1-.05 Animals

Met

#### Comment

No Animals Kept

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

Met

#### Comment

Observed-Positive Learning Environment. Children were napping during the visit.

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

Met

#### Comment

No Field Trips at This Time. No routine transportation is being provided.

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

Met

#### Comment

No Routine Transportation Provided

## Sleeping & Resting Equipment

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

Met

Correction Deadline: 4/27/2017

Corrected on 11/15/2017

.30(1)(a)3 - Consultant observed clean crib sheets during the visit.

## Staff Records

**Records Reviewed: 6**

**Records with Missing/Incomplete Components: 1**

Staff # 1 Date of Hire: 12/07/2015	Met
Staff # 2 Date of Hire: 03/13/2017	Met
Staff # 3 Date of Hire: 12/14/2015	Met
Staff # 4 Date of Hire: 12/14/2015	Met
Staff # 5 Date of Hire: 11/06/2017 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not Met
Staff # 6 Date of Hire: 01/23/2017	Met

**Staff Credentials Reviewed: 6**

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**591-1-1-.09 Criminal Records Check(CR)** **Not Met**

**Finding**

591-1-1-.09(1)(g) requires Provisional Employees hired on or after January 1, 2014 to have a satisfactory Preliminary Records Check Determination. A Provisional Employee cannot reside at the Center or be present at the Center while children are present for care for more than 21 days from the date of hire or first day of residency without first submitting both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on review of records that one employee does not have a local police check or a satisfactory determination letter on file.

**POI (Plan of Improvement)**

The Center will ensure that Provisional Employees hired on or after January 1, 2014 have a satisfactory Preliminary Records Check Determination. The Center will have a plan to ensure that Provisional Employees hired on or after January 1, 2014 submit a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site within 21 days from the date of hire or the first day of residency. The Center will not allow a provisional employee to be at the Center while children are present if this requirement is not met.

**Correction Deadline: 11/15/2017**

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

**Comment**

Observed-50% Certified First Aid & CPR

**Comment**

Observed-Center/Vehicle Kits Complete

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

**Comment**

Discussed - Obtain Documentation. Center is still within the 2017 training year. Please ensure that all training is completed and dated prior to December 31, 2017.

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

**Met**

**Comment**

Lead staff education requirements

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

**Met**

**Comment**

Observed-Appropriate Staff:Child Ratios

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**591-1-1-.32 Supervision(CR)**

**Met**

**Comment**

Observed-Direct Supervision/Attentive Staff