



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: 9/18/2019 **VisitType:** Monitoring Visit **Arrival:** 9:30 AM **Departure:** 2:35 PM

CCLC-39820

The Children's Courtyard

201 Center Pointe Parkway Stockbridge, GA 30281 Henry County
 (678) 289-4777 3210@childrenscourtyard.com

Regional Consultant

April Brown

Phone: (770) 357-5101

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april.brown@dec.al.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.
09/18/2019	Monitoring Visit	Good Standing	
04/11/2019	Licensing Study	Good Standing	
09/05/2018	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	A-Front Middle	Infants	2	5	C	11	C	NA	NA	Diapering, Floor Play
Main	B-Front Left	Infants and One Year Olds	2	7	C	13	C	NA	NA	Floor Play, Snack
Main	C-2nd Left	Infants and One Year Olds	2	8	C	13	C	NA	NA	Floor Play
Main	D-3rd Left	One Year Olds	2	11	C	17	C	NA	NA	Art
Main	E-4th Left	Two Year Olds	2	17	C	17	C	NA	NA	Centers
Main	F-Back Left Side	Three Year Olds	1	15	C	25	C	NA	NA	Outside
Main	G-Back Middle	Three Year Olds	1	15	C	25	C	NA	NA	Art
Main	H-Front Right	PreK	2	24	C	25	C	NA	NA	Free Play
Main	I-2nd Right	Four Year Olds and Five Year Olds	2	24	C	25	C	NA	NA	Art
Main	J-2nd Middle	Two Year Olds	3	21	C	25	C	NA	NA	Free Play

Total Capacity @35 sq. ft.: 196

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 147

Total Capacity @35 sq. ft.: 196

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Plgd-Front Left	33	C
Main	Plgd-Front Right	10	C
Main	Plgd-Rear Left	29	C
Main	Plgd-Rear Right	51	C

Comments

Plan of Improvement: Developed This Date 09/18/2019

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.

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).

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.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@dec.al.ga.gov

Alena McLaren, Program Official

Date

April Brown, Consultant

Date



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Findings Report

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The following information is associated with a Monitoring Visit:

Activities and Equipment

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

Comment

Equipment and furniture observed to be properly secured, as applicable on this date.

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

Comment

Center does not provide swimming activities at this time. No pool on property on this date.

Children's Records

591-1-1-.08 Children's Records **Met**

Correction Deadline: 4/11/2019

Corrected on 9/18/2019

Correction of citation in that all required information was present in the children's files on this date.

Facility

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

Comment

Licensed capacity observed to be met by the center on this date.

Finding

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation the following hazardous items were present and accessible to children in care:

* An unlocked cabinet in the second left classroom contained a staff member bag.

* An unlocked cabinet in the third left classroom contained a staff member's purse, black plastic trash bags, bleach water in a bottle, Desitin, aquaphor healing ointment, and butt paste labeled, "Keep Out of Reach of Children."

* Rusted screws were present at the base of the sides of the toilets located in the back middle and back left side classrooms.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items. The center will repair all safety latches, cut and cover the screws at the base of toilets.

Correction Deadline: 9/18/2019

591-1-1-.26 Playgrounds(CR)**Correction Deadline: 4/12/2019****Corrected on 9/18/2019**

Correction of citation in that the "U" hooks were observed to be replaced as required on both swing sets. Consultant discussed with the director to ensure the hooks connected to the "U" hooks were monitored and free of rust as required.

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 three inches of mulch was present underneath the fall zones of the slides and climbing areas of the multicolored play equipment on the rear right playground instead of six inches of resilient surface which was required.

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. Consultant discussed with the director to fluff and redistribute mulch on the other playground areas as well.

Correction Deadline: 9/28/2019**Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation mats were observed to not be level to the ground surface as required throughout the playground areas on the front left, rear left, and rear right playground areas which posed as tripping hazards. Additionally, a hole measuring approximately six inches across and approximately three inches deep was present on the front left playground which also posed as a tripping hazard.

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards. The center will remove all mats from the playground areas or place additional surfacing to the areas to ensure the mats are level to the ground at all times to eliminate tripping hazards. The center will fix the hole present on the front left playground.

Correction Deadline: 9/23/2019

Health and Hygiene

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

Proper diapering procedures observed on this date.

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

Proper hand washing observed throughout the center on this date.

591-1-1-.20 Medications(CR)**Technical Assistance****Technical Assistance**

Consultant discussed with the director proper medication documentation and procedures. Consultant advised the director forms being used were missing the prescription number, time given, adverse reactions and administered by staff person's signature; however, the director reported children have not been administered medication as the forms present were for as needed only.

Correction Deadline: 9/18/2019

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Not Met****Finding**

591-1-1-.21(1)(q) requires the Center to have in the Center policies and procedures a description of the safe sleep practices followed by the Center that includes the following information: the initial placement of Infants on their backs to sleep; no cover or other soft items in crib; appropriate sleep clothing for Infants to be provided by Parent; individual crib, cot or mat and bedding provided and changing and cleaning practices for these items; Infants who fall asleep in other equipment, on the floor or elsewhere will be moved to a crib to sleep; and no swaddling or positioning devices used. It was determined based on a review of records 13 out of 15 infants in care did not have a safe sleep practices policy and procedures form signed by the parent as required.

POI (Plan of Improvement)

The Center will write or revise policies and procedures to include the required description of the Center's safe sleep practices.

Correction Deadline: 9/20/2019

Recited on 9/18/2019

Safety

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

Please be mindful of voice tone in redirecting children.

591-1-1-.36 Transportation(CR)**Not Met****Comment**

A current and completed inspection was observed for both vehicles used in transporting children on this date. The inspections were completed on January 26, 2019.

Comment

Both vehicles with license plates ending in N0975 and WF419 had an approved fire extinguisher and first aid kit on this date. The director reported vehicle with license plate ending in N0975 was not in use at this time.

Finding

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on a review of records two out of five children transported during routine after school transportation did not have an emergency medical form completed as required prior to being transported.

POI (Plan of Improvement)

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

Correction Deadline: 9/19/2019

Finding

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on a review of records the second check of the vehicle was not immediately documented in writing with the staff person's signature during routine after school transportation from Flippen Elementary School and Red Oak Elementary School on September 16, 2019 and September 17, 2019 as required.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor. Consultant discussed with the director the appropriate location of signatures for second checks being completed under the second check field for previous documentation which dated back to August 12, 2019.

Correction Deadline: 9/18/2019

Sleeping & Resting Equipment

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

Comment

Discussed SIDS and infant sleeping position on this date.

Staff Records

Records Reviewed: 9

Records with Missing/Incomplete Components: 0

Staff # 1 Met

Date of Hire: 03/05/2019

Staff # 2 Met

Date of Hire: 09/18/2019

Staff # 3 Met

Date of Hire: 10/13/2017

Staff # 4 Met

Records Reviewed: 9

Records with Missing/Incomplete Components: 0

Date of Hire: 05/09/2014

Staff # 5 Met

Date of Hire: 04/01/2019

Staff # 6 Met

Date of Hire: 06/20/2016

Staff # 7 Met

Date of Hire: 11/13/2017

Staff # 8 Met

Date of Hire: 04/15/2019

Staff # 9 Met

Date of Hire: 11/14/2016

Staff Credentials Reviewed: 3

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

Comment

Criminal record checks were observed to be complete on this date.

Comment

Director provided four files for employees hired since last visit which was completed on April 11, 2019.

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

Correction Deadline: 5/11/2019

Corrected on 9/18/2019

Correction of citation in that two staff members were no longer employed. The other staff member completed first aid and CPR on April 16, 2019.

591-1-1-.33 Staff Training Defer

Defer

Staff training will be deferred and reviewed during the next licensing study visit.

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: 5/11/2019

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

Comment

Staff observed to be compliant with applicable laws and regulations on this date.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR) Met

Comment

Center observed to maintain appropriate staff:child ratios on this date.

Finding

591-1-1-.32(7) requires that children be supervised at all times and that the persons supervising in the child care area be alert, able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the chaperones and Students-in-Training, and provide timely attention to the children's actions and needs. It was determined based on observation a four-year-old child was in the hallway outside of the second right classroom without adult supervision. Additionally, a few minutes later, the four-year-old child ran out of the classroom and down the hallway.

POI (Plan of Improvement)

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times. The director notified the child's parent. The child was picked up from the center on this date.

Correction Deadline: 9/18/2019