



**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: 4/19/2018 **VisitType:** Monitoring Visit **Arrival:** 12:35 PM **Departure:** 2:20 PM

CCLC-445

Stepping Stones Child Development Center

5176 Old Norcross Rd. Norcross, GA 30071 Gwinnett County
(770) 446-2464 BILLDUNN@PRODIGY.NET

Regional Consultant

Kati Cosby

Phone: (912) 544-8606
Fax: (912) 544-9425
kati.cosby@dec.al.ga.gov

Mailing Address
Same

Quality Rated: ★

Compliance Zone Designation		
04/19/2018	Monitoring Visit	Good Standing
10/11/2017	LS POI Follow Up	Good Standing
09/19/2017	Complaint Closure	Good Standing

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	1L	Infants	1	3	C	10	C	NA	NA	Floor Play
Main	1R	PreK	1	19	C	24	C	NA	NA	Nap
Main	Back Right	Two Year Olds	1	3	C	8	C	NA	NA	Nap
Main	Down Stairs	Three Year Olds	1	8	NC	5	NC	NA	NA	Nap
Main	Front		0	0	C	10	C	NA	NA	
Total Capacity @35 sq. ft.: 57						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 33			Total Capacity @35 sq. ft.: 57			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	28	C
Main	B	160	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).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.

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). 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.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

Michelle Barber, Program Official

Date

Kati Cosby, 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

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

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

Met

Comment

Center does not provide swimming activities.

Children's Records

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

Not Met

Finding

591-1-1-.08(6) requires the Center to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was determined, based on review of records, that thirteen of thirty three children present were signed in on this date.

POI (Plan of Improvement)

The Center will maintain arrival and departure records as required, will ensure the documentation includes all of the required information, and will provide the records to the Department when requested. The Director will add sign-in/out rosters to each classroom.

Correction Deadline: 5/3/2018

Recited on 4/19/2018

Facility

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

591-1-1-.19(1)- Consultant deferred citation until an amendment could be completed to correct the licensed capacity for the downstairs classroom.

POI (Plan of Improvement)

The Center will limit the number of children in this space to the licensed capacity.

Correction Deadline: 10/11/2017

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)**Met****Correction Deadline: 10/11/2017****Corrected on 4/19/2018**

.26(9) - Previous citation was corrected in that the center had corrected the hazards.

Health and Hygiene

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

Staff state proper knowledge of diapering procedures.

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

Staff were observed to remind children to wash hands.

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

Discussed proper medication documentation and procedures.

Safety

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

Age-appropriate discussion and/or redirection observed.

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

Center does not provide routine transportation. Director stated that they discontinued transportation as of September 2017.

Sleeping & Resting Equipment

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

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 8

Records with Missing/Incomplete Components: 0

Staff # 1 Date of Hire: 01/01/1996	Met
Staff # 2 Date of Hire: 10/31/2003	Met
Staff # 3 Date of Hire: 08/02/2017	Met
Staff # 4 Date of Hire: 11/07/2016	Met
Staff # 5 Date of Hire: 01/04/2016	Met
Staff # 6 Date of Hire: 08/01/2017	Met
Staff # 7 Date of Hire: 01/23/2017	Met
Staff # 8 Date of Hire: 01/09/2017	Met

Staff Credentials Reviewed: 8

591-1-1-.09 Criminal Records Check(CR) **Met**

Comment

Criminal records checks were observed to be complete.

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

Comment

Credentials were observed on this date to be in compliance.

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) **Technical Assistance**

Technical Assistance

591-1-1-.32(7) - Consultant discussed with the Director that all children must be supervised at all times. Children napping should be in the classroom with the teacher and the teacher should place them selves in a spot so that they can observe and supervise the children while napping.

Correction Deadline: 4/19/2018