



**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:** 3/10/2020    **VisitType:** Complaint Investigation & Licensing Study    **Arrival:** 9:30 AM    **Departure:** 4:00 PM

**CCLC-46519**

**Sheltering Arms - D. H. Stanton**

195 Tuskegee Street, SE Atlanta, GA 30315 Fulton County  
 (770) 568-0659 losmith@shelteringarmsforkids.com

**Regional Consultant**

Lajuana Williams

Phone: (770) 357-7074

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lajuana.williams@decal.ga.gov

**Mailing Address**

385 Centennial Olympic Park Drive  
 Atlanta, GA 30313

**Quality Rated:** No

<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.
03/10/2020	Complaint Investigation & Licensing Study	Good Standing	
03/10/2020	Complaint Closure	Good Standing	
12/19/2019	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 - 104	Infants and One Year Olds	2	8	C	17	C	NA	NA	Diapering, Floor Play
Main	B - 106	One Year Olds and Two Year Olds	2	8	C	17	C	NA	NA	Floor Play
Main	C - 108	Two Year Olds and Three Year Olds	2	13	C	17	C	NA	NA	Circle Time
Main	D - 110	Three Year Olds and Four Year Olds	3	12	C	25	C	NA	NA	Centers
Main	E - 120	Infants and One Year Olds	2	5	C	22	C	NA	NA	Floor Play
Main	F - 119	One Year Olds and Two Year Olds	1	6	C	35	C	NA	NA	Floor Play
Main	G - 117		0	0	C	26	C	NA	NA	Not In Use
Main	H - 115	Three Year Olds and Four Year Olds	2	15	C	28	C	NA	NA	Centers
Main	I - 228	Infants and One Year Olds	1	3	C	16	C	NA	NA	Floor Play, Feeding
Main	J - 226	One Year Olds and Two Year Olds	2	9	C	18	C	NA	NA	Story
Main	K - 222	Two Year Olds and Three Year Olds	2	7	C	26	C	NA	NA	Centers, Clean Up, Transitioning
Main	L - 220	Three Year Olds and Four Year Olds	2	15	C	31	C	NA	NA	Music
Main	M - 216	PreK	2	12	C	38	C	NA	NA	Centers
Main	N - 213	PreK	2	19	C	34	C	NA	NA	Story


	Total Capacity @35 sq. ft.: 350	Total Capacity @25 sq. ft.: 0
Total # Children this Date: 132	Total Capacity @35 sq. ft.: 350	Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	A - Up left	17	C
Main	B - Up back	70	C
Main	C - Downstairs Rt	22	C
Main	D - Down Splash Pad	19	C
Main	E - Nature Walk	9	C
Main	F - Down Garden	15	C
Main	G - Downstairs Back	31	C

**Comments**

Plan of Improvement: Developed This Date 03/10/2020

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](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.

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](mailto:qualityrated@dec.state.ga.us)

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Loni Smith, Program Official

Date

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Lajuana Williams, Consultant

Date



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**Findings Report**

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The following information is associated with a Licensing Study Visit:

**Activities and Equipment**

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

**Met**

**Comment**

Discussed rotating toys to support the procedures of daily disinfecting.

**Comment**

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

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

**Met**

**Comment**

Center does not provide swimming activities.

**Children's Records**

**Records Reviewed: 5**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

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**591-1-1-.08 Children's Records****Technical Assistance****Technical Assistance**

591-1-1-.08(1) - Please ensure complete addresses are maintained on file for all authorized release persons.

**Correction Deadline: 3/10/2020**

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**Facility**

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

Licensed capacity observed to be routinely met by center.

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

No hazards observed accessible to children on this date.

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**591-1-1-.26 Playgrounds(CR)****N/A****Comment**

Playground not observed on this date due to inclement weather.

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**Food Service**

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

Please ensure that bottles are covered and fully labeled with child's full name (first and last).

**Comment**

Please ensure that infant feeding forms are updated regularly and are posted in the classrooms.

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**Health and Hygiene**

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

Proper diapering procedures observed.

**Comment**

Staff state proper knowledge of diapering procedures.

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

Staff were observed to remind children to wash hands. Please continue to ensure handwashing processes are reviewed with the children.

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

Documentation for medication dispensing observed complete.

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**Policies and Procedures**

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**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 on the observation of drill documentation that a lock down drill had not been conducted every six months.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years. The center will conduct both a lock down drill and a tornado drill in March 2020 to maintain the required schedule.

**Correction Deadline: 3/15/2020**

**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)**

**Not Evaluated**

**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)**

**Met**

**Comment**

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed.

**Staff Records**

**Records Reviewed: 35**

**Records with Missing/Incomplete Components: 16**

Staff # 1

Not Met

Date of Hire: 09/11/2006

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 2

Not Met

Date of Hire: 06/06/2019

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 3	Met
Date of Hire: 01/22/2019	
Staff # 4	Not Met
Date of Hire: 12/06/2018	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate,.14(2)-First Aid Missing,.14(2)-CPR missing	
Staff # 5	Met
Staff # 6	Met
Staff # 7	Not Met
Date of Hire: 01/16/2020	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 8	Met
Staff # 9	Not Met
Date of Hire: 06/06/2019	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 10	Met
Date of Hire: 07/23/2019	
Staff # 11	Met
Date of Hire: 03/25/2019	
Staff # 12	Met
Date of Hire: 11/22/2019	
Staff # 13	Met
Date of Hire: 03/06/2020	
Staff # 14	Met
Date of Hire: 11/25/2019	
Staff # 15	Not Met
Date of Hire: 02/24/2000	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	

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Staff # 16	Not Met
Date of Hire: 07/18/2007	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 17	Met
Date of Hire: 12/06/2018	
Staff # 18	Met
Staff # 19	Not Met
Date of Hire: 10/18/2017	
<u>"Missing/Incomplete Components"</u>	
.33(4)-Food Prep Training Missing 4 hrs.	
Staff # 20	Not Met
Date of Hire: 07/17/2017	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 21	Not Met
Date of Hire: 10/31/2017	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing,.33(5)-10 Hrs. Annual Training	
Staff # 22	Not Met
Date of Hire: 04/22/2019	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 23	Not Met
Date of Hire: 02/17/2020	
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing	
Staff # 24	Met
Date of Hire: 01/22/2019	
Staff # 25	Met
Staff # 26	Met
Date of Hire: 02/12/2020	
Staff # 27	Not Met

Date of Hire: 07/23/2019

"Missing/Incomplete Components"

.14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 28

Not Met

Date of Hire: 07/24/2006

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 29

Met

Date of Hire: 02/13/2020

Staff # 30

Met

Date of Hire: 02/10/2020

Staff # 31

Not Met

Date of Hire: 10/04/2017

"Missing/Incomplete Components"

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

Staff # 32

Met

Date of Hire: 02/13/2020

Staff # 33

Not Met

Date of Hire: 08/27/2019

"Missing/Incomplete Components"

.24(1)-No Record

Staff # 34

Met

Staff # 35

Met

Date of Hire: 08/27/2019

**Staff Credentials Reviewed: 13**

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

**Not Met**

**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 the observation of staff records that an electronic portability request was not submitted for an employee prior to her hire in February 2020. The letter was portable.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - 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. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will review the rules too ensure CRC rules are maintained.

**Correction Deadline: 3/10/2020**

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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 based on the observation of staff records that seven staff hired after September 30, 2016 required evidence of current training.

**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: 4/9/2020**

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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 observation of staff records that a file was maintained on file for staff # 47 and signed orientation was not on file for staff # 29.

**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: 3/15/2020**

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**591-1-1-.33 Staff Training****Not Met****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 observation of staff records that evidence of training was required to be on file four staff.

**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: 3/24/2020**

**Recited on 3/10/2020**

**Finding**

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on the observation of staff records that ten hours of training was not maintained on file for six employees.

**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: 4/9/2020**

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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

**Comment**

Center observed to maintain appropriate staff:child ratios.

**The following information is associated with a Complaint Investigation Visit:**

**Staffing and Supervision**

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

**Correction Deadline: 12/19/2019**

**Corrected on 3/10/2020**

**.32(7) - Previous cite corrected. Adequate supervision observed this date.**