



**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:** 1/12/2018    **VisitType:** Monitoring Visit    **Arrival:** 9:30 AM    **Departure:** 12:15 PM

**CCLC-48023**

**Discovery Montessori of Georgia**

3391 Dogwood Drive Hapeville, GA 30354 Fulton County  
(404) 767-5005 emilie@discoverymontessoriga.com

**Regional Consultant**

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@decal.ga.gov

**Mailing Address**

Same

**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.
01/12/2018	Monitoring Visit	Good Standing	
08/10/2017	Initial Licensing Study	Good Standing	

**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- 1L	Infants	1	2	C	10	C	NA	NA	Free Play, Floor Play
Main	B-2L	Six Year Olds and Over	2	11	C	13	C	NA	NA	Centers
Main	C- 3L	Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	2	16	C	19	C	NA	NA	Centers
Main	D- 4L	Three Year Olds and Four Year Olds and Five Year Olds and Six Year Olds and Over	2	16	C	19	C	NA	NA	Music, Circle Time
Main	E- 2R	One Year Olds and Two Year Olds and Three Year Olds	2	12	C	17	C	NA	NA	Lunch, Transitioning
Main	F- 1L	One Year Olds and Two Year Olds and Three Year Olds	2	12	C	16	C	NA	NA	Lunch, Transitioning
Total Capacity @35 sq. ft.: 94						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 69			Total Capacity @35 sq. ft.: 94			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A- Right	13	C
Main	B- Left	31	C

**Comments**


The purpose of this visit was to conduct a monitoring visit and to follow-up on the previous visit conducted on August 10, 2017.

Consultant reviewed the following information with the director on this date:

- Updated USDA menu guidelines.
- Comprehensive background check due date - October 1, 2018.

Plan of Improvement: Developed This Date 01/12/2018

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](http://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@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.

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)

---

Emilie Winston-Cartwright, Program Official

Date

---

Margarita Collier, Consultant

Date



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

### Findings Report

**Date:** 1/12/2018    **VisitType:** Monitoring Visit    **Arrival:** 9:30 AM    **Departure:** 12:15 PM

**CCLC-48023**

**Discovery Montessori of Georgia**

3391 Dogwood Drive Hapeville, GA 30354 Fulton County  
(404) 767-5005 emilie@discoverymontessori.com

**Mailing Address**  
Same

**Regional Consultant**

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@decal.ga.gov

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.

### Facility

**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**

**Comment**

Center appears clean and well maintained.

**Technical Assistance**

Please be mindful to keep items that pose a hazard inaccessible to children.

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

**Met**

**Comment**

Playground not observed on this date due to inclement weather. Consultant discussed monitoring the playground areas for standing water and loose and/or weak tree branches.

### 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**

Proper hand washing observed throughout the center.

---

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

Documentation for medication dispensing observed complete.

---

**Safety**

---

---

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

Age-appropriate discussion and/or redirection observed.

**Comment**

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

---

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

Center does not provide routine transportation.

---

**Sleeping & Resting Equipment**

---

---

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

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

---

**Staff Records**

---

**Records Reviewed: 21****Records with Missing/Incomplete Components: 12**

---

Staff # 1

Met

Date of Hire: 08/18/2017

Staff # 2

Not Met

Date of Hire: 08/10/2017

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate

Staff # 3

Not Met

Date of Hire: 08/01/2016

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate

Staff # 4

Met

Date of Hire: 11/06/2017

---

Staff # 5	Not Met
Date of Hire: 08/10/2017	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 6	Not Met
Date of Hire: 08/10/2017	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 7	Met
Date of Hire: 08/01/2017	
Staff # 8	Not Met
Date of Hire: 08/10/2017	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 9	Not Met
Date of Hire: 08/01/2016	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 10	Met
Date of Hire: 08/10/2017	
Staff # 11	Met
Date of Hire: 08/10/2017	
Staff # 12	Not Met
Date of Hire: 08/10/2017	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 13	Met
Date of Hire: 08/01/2017	
Staff # 14	Not Met
Date of Hire: 06/01/2017	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 15	Not Met
Date of Hire: 08/03/2017	

**Records Reviewed: 21****Records with Missing/Incomplete Components: 12**"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate

Staff # 16

Not Met

Date of Hire: 08/10/2017

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate

Staff # 17

Met

Date of Hire: 08/10/2017

Staff # 18

Met

Date of Hire: 08/10/2017

Staff # 19

Not Met

Date of Hire: 06/01/2017

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate

Staff # 20

Not Met

Date of Hire: 08/10/2017

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate,.14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 21

Met

Date of Hire: 08/10/2017

**Staff Credentials Reviewed: 21****591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Consultant observed 21 staff files on this date. Consultant observed 21 of 21 staff members to have evidence of a satisfactory determination letter.

**Comment**

The director provided two files for staff members hired since the previous visit was conducted on August 1, 2017. Consultant observed two of two newly hired staff members to have evidence of a satisfactory determination letter on file on this date.

**Correction Deadline: 8/10/2017****Corrected on 1/12/2018**

**The previous citation was observed to be corrected on this date. Consultant observed 21 of 21 staff members to have evidence of a satisfactory determination letter on file.**

**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 consultant's review of staff files one of 21 staff members did not have evidence of a current first aid and CPR training card on file.

**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: 2/11/2018**

**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 consultant's review of staff files 12 of 21 staff members did not complete the health and safety orientation training as required.

**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: 2/11/2018**

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

Consultant observed all staff members to comply with all laws and regulations on this date.

<b>Staffing and Supervision</b>
---------------------------------

**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)****Met****Comment**

Staff observed to provide direct supervision and be attentive to children's needs.