



**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:** 8/27/2018    **VisitType:** Initial Licensing Study    **Arrival:** 10:00 AM    **Departure:** 3:00 PM

**CCLC-48960**

**Kiddie World**

1679 Columbia Drive, Suite 100 Decatur, GA 30032 DeKalb County  
(404) 668-5858 kiddieworld62@gmail.com

**Mailing Address**  
Same

**Regional Consultant**

Jessica Grant

Phone: (770) 359-5808  
Fax: (404) 591-5814  
jessica.grant@dec.al.ga.gov

Joint with: Lisa Chandler

**Quality Rated:** ★ ★

| <b>Compliance Zone Designation</b> |                         |               |
|------------------------------------|-------------------------|---------------|
| 08/27/2018                         | Initial Licensing Study | Good Standing |
| 04/24/2018                         | Initial Licensing Study | 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                           | A- 2nd Left | One Year Olds and Two Year Olds and Three Year Olds | 1                              | 6        | C    | 20                            | C            | NA         | NA           | Centers    |
| Main                           | B- 1st Left |   | 0                              | 0        | C    | 24                            | C            | NA         | NA           | Not In Use |
| Total Capacity @35 sq. ft.: 44 |             |   | Total Capacity @25 sq. ft.: 0  |          |      |                               |              |            |              |            |
| Total # Children this Date: 6  |             |   | Total Capacity @35 sq. ft.: 44 |          |      | Total Capacity @25 sq. ft.: 0 |              |            |              |            |


| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------|----------------------|-----------------------|
| Main     | A          | 27                   | C                     |

**Comments**

Permission to operate was not granted on this date.

Plan of Improvement: To Be Submitted 09/10/2018

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.

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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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Antoinette Martin, Program Official \_\_\_\_\_ Date

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Jessica Grant, Consultant \_\_\_\_\_ Date

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Lisa Chandler, Consultant \_\_\_\_\_ Date



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**Findings Report**

**Date:** 8/27/2018    **VisitType:** Initial Licensing Study    **Arrival:** 10:00 AM    **Departure:** 3:00 PM

**CCLC-48960**

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Joint with: Lisa Chandler

The following information is associated with a Initial Licensing Study:

**Activities and Equipment**

**591-1-1-.03 Activities**

**Not Met**

**Finding**

591-1-1-.03(14) requires center staff to limit the use of entertainment media, such as television, videotaped programs or movies and video or computer games to no more than two (2) hours daily per child or group; to provide such activities only at times when alternative activities are available for children who choose not to participate; and to use entertainment media that is age-appropriate in accordance with the Entertainment Software Rating Board (ESRB) and the Motion Picture Association of America (MPAA). It was determined based on observation that the center was watching Home Alone during nap in the toddler classroom.

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**Correction Deadline: 8/27/2018**

**Finding**

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on observation that the classrooms A and B did not have current lesson plans posted or available.

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**Correction Deadline: 8/27/2018**

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

**Not Met**

**Finding**

591-1-1-.12(2) requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. It was determined based on observation that a red and blue climbing mat on the floor in classroom A had tears exposing foam.

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**Correction Deadline: 8/27/2018**

**Finding**

591-1-1-.12(4) requires that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. It was determined based on observation that a television in room B was not secure to the cart.

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**Correction Deadline: 8/27/2018**

**Recited on 8/27/2018**

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

**Met**

**Comment**

On this date, the Center Director stated that the program will not participate in Swimming/water activities, in water measuring two (2) feet in depth or greater. Consultant discussed Swimming/water requirements with Center Director, prior to the visit and on this date. Consultant also stated to Center Director that prior to participating in Swimming/water activities, in any type of equipment holding water two (2) feet in depth or greater, the Center is required to contact the assigned Bright from the Start: Regional Consultant, to discuss and review Swimming/water activity Rules.

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| <b>Children's Records</b> |
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**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 4**

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

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|--|---------|
| Child # 2                              | Not Met |
| <u>"Missing/Incomplete Components"</u> |         |
| .08(1)-Doctor, Clinic, Phone Numbers   |         |
| Child # 3                              | Not Met |
| <u>"Missing/Incomplete Components"</u> |         |
| .08(1)-Doctor, Clinic, Phone Numbers   |         |
| Child # 4                              | Met     |
| Child # 5                              | Not Met |
| <u>"Missing/Incomplete Components"</u> |         |
| .08(1)-Doctor, Clinic, Phone Numbers   |         |

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

**Not Met**

**Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on the review of files that five of five files observed were incomplete. Doctor's information was missing on four of five files observed. The release person was missing from four of five files observed.

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**Correction Deadline: 8/27/2018**

**Finding**

591-1-1-.08(1)(b) requires Center Staff to maintain a file for each child that includes parental authorizations, including, but not limited to, written authorization for the Center to obtain emergency medical care for the child when the Parent is not available. It was determined based on review of files that four of five files reviewed were missing authorization signatures for emergency medical care.

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**Correction Deadline: 8/27/2018**

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| <b>Facility</b> |
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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)** **Not Met**

**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 that a fly trap was hanging from the wall in the hallway next to the bathrooms accessible to the children.

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**Correction Deadline: 8/27/2018**

**Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that one ceiling tile located in the first restroom was missing.

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**Correction Deadline: 8/27/2018**

**Recited on 8/27/2018**

**Finding**

591-1-1-.25(7) requires that doors to rooms not approved for child care, other than the kitchen doors, be latched or locked so children cannot wander into those areas. Except in School-age Centers, interior Center door locks shall permit Personnel to open the locked room from outside of the room in an emergency. It was determined based on on observation that the storage closet in classroom A was not locked. The Director's office is located in classroom A and it was not locked. The mechanical closet in the hallway was also unlocked.

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**Correction Deadline: 8/27/2018**

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| <b>Food Service</b> |
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**591-1-1-.15 Food Service & Nutrition**

**Not Met**

**Finding**

591-1-1-.15(5) requires that the Center provide a menu listing all meals and snacks to be served during the current week except for School-age Centers where the food may be provided by the Parent(s) by agreement between the School-age Center and the Parent(s). Substitutions shall be recorded on the posted menu and menus shall be retained at the Center for six (6) months. It was determined based on observation that the current weeks menu was not posted.

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**Correction Deadline: 8/27/2018**

**Finding**

591-1-1-.15(7) prohibits the serving of peanuts, hotdogs, raw carrots, popcorn, fish with bones, and grapes to children under three years of age. Children older than three (3) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking. Foods and drinks with little or no nutritional value, i.e., sweets, soft drinks, etc. shall be served only on special occasions and only in addition to the required nutritious meals and snacks. Powdered nonfat dry milk shall only be used for cooking purposes. It was determined based on observation that children ages one and two-year-old were served hot dogs for lunch.

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**Correction Deadline: 8/27/2018**

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

**Not Met**

**Technical Assistance**

591-1-1-.18(11) - Please ensure proper hand washing is completed while preparing food.

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**Correction Deadline: 8/27/2018**

**Finding**

591-1-1-.18(2) requires the Center to have a designated space for food preparation separate from rooms used by children and in an area not used for diaper changing. The area shall be kept clean and free of accumulation of dust, dirt, food particles and grease deposits. Food preparation surface areas shall be nonporous with no unsealed cracks or seams. It was determined that the Center did not meet requirements in that the center was utilizing classroom B for food preparation space. The classroom does not have ventilation.

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**Correction Deadline: 9/6/2018**

**Health and Hygiene**

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

**Not Met**

**Finding**

591-1-1-.10(1) requires Centers first licensed after March 1, 1991, and Centers that are renovated after March 1, 1991, to provide ventilation in the diapering areas with functioning exhaust fans and a duct system or by the required amount of window space provided by operable windows when open. It was determined based on observation that one window used for ventilation was not screened in room A.

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**Correction Deadline: 8/27/2018**

**Recited on 8/27/2018**

**Finding**

591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. It was determined based on observation that the diaper changing pad was porous due to having grooves.

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**Correction Deadline: 8/27/2018**

**Recited on 8/27/2018**

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

**Not Met**

**Finding**

591-1-1-.17(10) requires that if used potty chairs be emptied in a flush toilet after each use, cleaned with a disinfectant and stored in the bathroom. If a sink is used, the sink shall also be disinfected. It was determined based on observation that a potty chair was present in classroom A.

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**Correction Deadline: 8/27/2018**

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

**Met**

**Comment**

On this date, the Director stated the center does not administer medication.

**Policies and Procedures**

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**591-1-1-.27 Posted Notices**

**Not Met**

**Finding**

591-1-1-.27 requires each Center to post in a designated area for public viewing near the front entrance the following: the Center's current License or Permit; a copy of these rules; a copy of the current communicable disease chart; a statement allowing Parent(s) access to all child care areas upon notifying any staff member of his or her presence; names of persons responsible for the administration of the Center in the administrator's absence; the dated current week's menu for meals and snacks; emergency plans for severe weather, fire, and other emergency situations; a statement requiring visitors to check in with Staff when entering the Center; no smoking signs; and a notice provided by the Department which advises Parents of their right to review a copy of the Center's most recent licensure evaluation report upon request to the Center Director. The Center shall provide any Parent with a copy of this evaluation report upon request. It was determined based on observation that the names of persons responsible for administration of the center in the Director's absence notice was not posted.

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**Correction Deadline: 8/27/2018**

**Safety**

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.11 - Regulations regarding proper discipline were discussed with the Director on this date.

**Comment**

The Center Director stated that the Center will not provide routine Transportation and Field Trips at this time. Consultant discussed with Center Director, all requirements needed in order to transport and conduct field trips with children. Consultant also stated to Center Director that prior to providing Transportation and/or Field Trips, the Center is required to complete and maintain documentation of current CPR and First - Aid Training, as well as two (2) clock hours of Transportation Training, regarding the Center Director and all Center Staff participating in any aspect of Transportation. Further, Consultant stated to Center Director, that prior to providing Transportation and/or Field Trips, the Center is required to contact the assigned Bright from the Start: Regional Consultant, to discuss and review all Transportation and Field Trip requirements.

**Sleeping & Resting Equipment**

**Technical Assistance**

591-1-1-.30 - On this date, Consultant observed one crib, to meet Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials International (ASTM) safety standards. Consultant also discussed all Infant Safe Sleeping and Resting requirements with Center Director.

**Staff Records**

**Records Reviewed: 7**

**Records with Missing/Incomplete Components: 5**

Staff # 1 Not Met

Date of Hire: 04/24/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Dissatisfied

Staff # 2 Met

Date of Hire: 04/24/2018

Staff # 3 Not Met

Date of Hire: 04/24/2018

"Missing/Incomplete Components"

.31(1)(b)2.-Director Qualifications-Education Missing

Staff # 4 Met

Date of Hire: 04/25/2018

Staff # 5 Not Met

Date of Hire: 08/27/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Dissatisfied

Staff # 6 Not Met

Date of Hire: 05/01/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Dissatisfied

Staff # 7

Not Met

Date of Hire: 08/27/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

**Staff Credentials Reviewed: 7**

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

**Not Met**

**Finding**

591-1-1-.09(1)(a) requires the Center to ensure that every Director, Employee and Provisional Employee of the Child Care Learning Center has a satisfactory records check determination before the individual is present at the Center or before the individual resides in a Center. It was determined based on observation that one staff was present that did not have a satisfactory record check determination completed. There was also no local check on file for the staff.

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**Correction Deadline: 8/27/2018**

**Finding**

591-1-1-.09(1)(d) requires each Employee and Center Director hired on or after January 1, 2014 to have a satisfactory Fingerprint Records Check Determination with a Records Check Clearance date that is within 12 months of their hire date. In order for the Department to issue a satisfactory Fingerprint Records Check Determination, each Employee and Director must submit both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on observation that the fingerprint clearance letters for two staff were not dated within the last 12 months of hire. One staff was observed to have a satisfactory local check completed July 5, 2018, but no fingerprint determination was completed.

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**Correction Deadline: 8/27/2018**

**Recited on 8/27/2018**

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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 review of files that one staff did not have a file on site. The Director did not have orientation file.

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**Correction Deadline: 9/1/2018**

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

**Comment**

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

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

**Comment**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

**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.

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**591-1-1-.32 Supervision(CR)** **Not Met**

**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 that there was no staff present in classroom A with children when the Consultant arrived to the center. The Director opened the door for the Consultants and the other staff was observed in classroom B leaving the children in classroom A unattended. Several times throughout the visit children were left unattended by staff moving from classroom to classroom. Children were also observed to go back and forth between the classrooms unattended.

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**Correction Deadline: 8/27/2018**