



**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:** 4/10/2019    **VisitType:** Initial Licensing Study    **Arrival:** 9:10 AM    **Departure:** 5:20 PM

**CCLC-50415**

**The Ark Learning Center**

1860 Duluth Highway, #100 and #101 Lawrenceville, GA 30043  
Gwinnett County  
(770) 299-1283 thearklearningcenter1@gmail.com

**Mailing Address**  
Same

**Regional Consultant**

Tamra Thomas  
Phone: (770) 405-7962  
Fax: (404) 591-6172  
tamra.thomas@decal.ga.gov

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
04/10/2019	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 Building	A-1st Right		0	0	C	13	C	NA	NA		
Main Building	B-2nd Right		0	0	C	11	C	NA	NA		
Main Building	C-3rd Right		0	0	C	12	C	NA	NA		
Main Building	D-1st Left		0	0	C	7	C	NA	NA		
Main Building	E-Far Left		0	0	C	7	C	NA	NA		
Main Building	F-Multipurpose Room		0	0	C	0	C	NA	NA		
Main Building	G-2nd Suite #101		0	0	C	21	C	NA	NA		
Total Capacity @35 sq. ft.:						71	Total Capacity @25 sq. ft.:				0
Total # Children this Date: 0						Total Capacity @35 sq. ft.:		Total Capacity @25 sq. ft.:			
						71					0

Building	Playground	Playground Occupancy	Playground Compliance
Playground	A-Main	21	C
Playground	B-Main	14	C

**Comments**

The purpose of the visit was to conduct an initial licensing visit. The provider was not issued permission to operate this date.

The provider will submit an updated lease with Suite #101, and a Fire Marshal/CO to reflect Suite #101.

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).



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.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](mailto:qualityrated@dec.al.ga.gov)

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Cathy Lampton, Program Official

Date

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Tamra Thomas, Consultant

Date



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### Findings Report

**Date:** 4/10/2019 **VisitType:** Initial Licensing Study **Arrival:** 9:10 AM **Departure:** 5:20 PM

#### CCLC-50415

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The following information is associated with a Initial Licensing Study:

### Activities and Equipment

#### 591-1-1-.03 Activities

Technical Assistance

#### Technical Assistance

591-1-1-.03(2) - The consultant discussed with the provider to ensure current lesson plans are posted in each licensed classroom. The provider did not have copies of lesson plans available, but the consultant provided a copy from the Operation Plan.

**Correction Deadline: 4/10/2019**

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

Not Met

#### Comment

Discussed adding equipment and toys to enhance variety. The provider stated, additional books, music and table toys will be added to all age group classrooms.

#### 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, class D has a black letter sofa and black leather chair that had a lot of peeling leather.

#### POI (Plan of Improvement)

The Center will ensure that equipment and furniture are used by the age-appropriate group of children. The provider stated, the sofa and chair would be removed.

**Correction Deadline: 4/10/2019**

#### 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, the following equipment was not secured on this date:

Classroom A-1st right had a flat screen TV and microwave on a shelf unsecured or belted, and a storage cabinet that was not stabilized.

Classroom B - 2nd right had a flat screen TV on a low shelf unsecured or belted

Classroom D - 1st left had a flat screen TV unsecured or belted

**POI (Plan of Improvement)**

The Center will ensure that the identified equipment or furniture and any other such existing or future items are secured adequately and will have a system for checking these for stability.

**Correction Deadline: 4/12/2019**

**Technical Assistance**

591-1-1-.12(5) - The consultant observed tables and chairs to support the licensed capacity. The provider stated, additional chairs will be added to remove some of the older chairs.

**Correction Deadline: 5/10/2019**

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

**Met**

**Comment**

Center does not provide swimming activities. The consultant discussed with the provider to contact the regional consultant before swimming activities are offered to review DECAL Swimming rules and regulations.

**Children's Records**

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.08(1) - The consultant observed the provider enrollment packet. The provider will use DECAL sample enrollment form to ensure all required fields are part of the enrollment records, and the consultant discussed ensuring the required Safe Sleep and Infant feeding plan is obtained during enrollment.

**Correction Deadline: 4/10/2019**

**Facility**

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**591-1-1-.06 Bathrooms**

**Not Met**

**Comment**

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

**Finding**

591-1-1-.06(5) requires Center Staff to provide platforms or sets of steps at the toilets and sinks to assist children who are unable to use the fixtures comfortably when child-size fixtures are not provided. In Centers with a licensed capacity of 19 or more children, the toilet facilities for children aged four (4) and older shall be suitably screened for privacy. It was determined based on observation, the provider has two toilets used for children four year old and older with no partition or divider for privacy.

**POI (Plan of Improvement)**

The Center will provide a platform or steps that helps children reach toilets and sinks safely and will ensure this equipment is available whenever needed. The Center will install a privacy partition between the toilets.

**Correction Deadline: 4/20/2019**

**Comment**

591-1-1-.19(1) The consultant observed during the visit classroom E, F and Suite #101 classroom G was not approved on the stamped county floor plans, and it was discovered classroom G is located in a separate Suite #101 that was not listed on the submitted lease.

The provider was advised to submit the following documents to have Classroom E, F and Suite #101 Classroom G licensed:

-Signed Lease Agreement for Suite #101

-Building and Planning approved plans to reflect classroom E and F as shown on the floor plan was approved by the county building and planning.

-Fire Marshal inspection approval for Suite #101

**Correction Deadline: 4/10/2019**

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**591-1-1-.25 Physical Plant - Safe Environment(CR)****Not Met****Technical Assistance**

591-1-1-.25(13) - The consultant discussed with the provider to ensure each classroom is inspected daily and hazards are kept inaccessible to children.

**Correction Deadline: 4/10/2019**

**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, the following areas need repair:

classroom A had five (5) stained ceiling tiles and peeling green paint

classroom C had two stained ceiling tiles

classroom B had green peeling paint and six (6) light bulbs not working

classroom D had five (5) light bulbs not working, and a build-up of dust on the vent return unit.

The back boys/men restroom had a broken ceiling tile and one missing tile

The back girls/ladies restroom had two (2) stained tiles

The back transition hallway has a utility box with exposed wires presenting a hazard.

**POI (Plan of Improvement)**

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

**Correction Deadline: 4/19/2019**

**Technical Assistance**

591-1-1-.25(7) - The consultant discussed with the provider to ensure the hallway pantry, adult restroom and other doors to spaces not licensed remain latched to prevent access by the children. The adult restroom has products and supplies that must be kept inaccessible to the children.

**Correction Deadline: 4/10/2019**

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**591-1-1-.26 Playgrounds(CR)****Not Met****Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation, the right side two gates latches were not operating properly, and the fence and gates had bolts that faced into the playground that extended beyond two threads presenting a hazard.

**POI (Plan of Improvement)**

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The provider stated, the gate latches will be replaced to ensure the gate cannot be pushed open, and all bolts will not extend beyond two threads.

**Correction Deadline: 4/26/2019**

**Technical Assistance**

591-1-1-.26(7) - The consultant observed the asphalt transition area had a mobile 8-9 foot basketball goal that presented a tip over hazard. The provider stated, the mobile basketball goal will be removed.

**Correction Deadline: 4/20/2019**

**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, the playground is covered in mulch that had splintered sticks, pine cones and gum balls throughout the mulch that presented a 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 provider stated, the mulch will be replaced with daycare rated mulch.

**Correction Deadline: 4/19/2019**

**Food Service**

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

**Met**

**Comment**

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk  
5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk  
2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://decalfga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

**Comment**

591-1-1-.15(2) The consultant discussed with the provider that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies.

**Correction Deadline: 4/10/2019**

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.18(12) - The consultant observed the kitchen door to be propped open, which is located in the hallway transition area to playground. The consultant discussed with the provider to ensure the door remains closed, and to add signage to ensure children do not have access.

**Correction Deadline: 4/10/2019**

**Health and Hygiene**

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**591-1-1-.10 Diapering Areas & Practices(CR)****Not Met****Comment**

Staff state proper knowledge of diapering procedures.

**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, classroom A and B ventilation fans over the diapering tables were not operating on this date.

**POI (Plan of Improvement)**

The responsible person(s) at the center will ensure that the exhaust fans and duct systems are functioning or that the required amount of operable window space is provided in each diapering area.

**Correction Deadline: 4/19/2019**

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

There were no children enrolled on this date. Proper hand washing of children and staff was discussed with the director on this date.

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

Discussed proper medication documentation and procedures.

<b>Organization</b>
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**591-1-1-.16 Governing Body & License****Met****Comment**

591-1-1-.16(c) The consultant discussed with the provider to ensure the program does not operate until the license is issued. The provider was previously issued a cease and desist order November 13, 2018, but no children were observed on this date.

**Correction Deadline: 4/10/2019**

<b>Policies and Procedures</b>
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**591-1-1-.27 Posted Notices****Technical Assistance****Technical Assistance**

591-1-1-.27 - The consultant discussed with the provider to ensure the Director and the next person in charge is posted, and a copy of DECAL rules and regulations handbook is available.

<b>Safety</b>
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**591-1-1-.05 Animals****Met****Comment**

Center does not keep animals on premises.

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

There were no children enrolled on this date. The center's discipline policy was reviewed on this date. Regulations regarding proper discipline were discussed with the director on this date.

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**591-1-1-.13 Field Trips(CR)****Met****Comment**

The provider stated, field trips will be provided once licensed and DECAL permission forms will be obtained before children are allowed to participate on the field trips. The provider stated an understanding that Vehicle Emergency forms must be on the vehicle at all times.

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

The vehicle had an approved fire extinguisher and first aid kit on this date. The consultant reviewed DECAL transportation rules and regulations on this date.

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<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Not 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.

**Technical Assistance**

591-1-1-.30(1)(a) - The provider had four (4) IKEA cribs that have paperwork stating the cribs meet CPSC standards. The consultant provided a copy of the Cribs CPSC standard information to the provider.

**Correction Deadline: 4/19/2019**

**Finding**

591-1-1-.30(1)(a)2 requires that a crib mattress is firm, tight-fitting without gaps, at least 2 inches thick and covered with a waterproof, washable material. Before a change of occupant, each mattress shall be cleaned with a disinfectant. It was determined based on observation two mattresses had yellow spotted stains.

**POI (Plan of Improvement)**

The center will ensure that a crib mattress is firm, tight-fitting without gaps, and without stains.

**Correction Deadline: 4/19/2019**

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<b>Staff Records</b>
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**Records Reviewed: 3****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 03/25/2019	

Staff # 2	Met
Date of Hire: 03/25/2019	

Staff # 3	Met
Date of Hire: 03/05/2019	

**Staff Credentials Reviewed: 3**

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

Criminal record checks were observed to be complete for three staff listed on the staff profile. The consultant printed copies of the background check letters for the provider's files, and the provider stating an understanding that background checks are required for any adult allowed on the premises when children are being served.

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

Staff observed to be compliant with applicable laws and regulations. The provider stated, no lead teachers have been hired. The consultant discussed with the provider to ensure lead teachers meet the credential requirement, or create an action plan for staff enrolled to obtain the required credential. Lead teacher's enrolled must provide proof within 6 months of hire in an approved credential program, and the staff must complete the credential requirement within 18 months of enrollment.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Met****Comment**

There were no children enrolled on this date. Proper ratios and classroom capacities were discussed with the director on this date.

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

There were no children enrolled on this date. Proper supervision of children, including being prompt to children's needs, was discussed with the director on this date.