



**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:** 3/25/2021    **VisitType:** Monitoring Visit    **Arrival:** 9:30 AM    **Departure:** 10:15 AM

**CCLC-51399**

**A Fun Time-Out**

4650 Jimmy Carter Blvd. Suite 111-113 Norcross, GA 30093 Gwinnett County  
(770) 559-3258 bdavis@afuntimeout.com

**Mailing Address**  
Same

**Regional Consultant**

Leena Mitchell

Phone: (706) 433-7111  
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**Quality Rated:** ★

<b>Compliance Zone Designation</b>		
03/25/2021	Monitoring Visit	Good Standing
03/24/2021	Incident Investigation Closure	Good Standing
02/15/2021	Incident Investigation & Follow Up	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-1st Left	Infants	2	7	C	14	C	NA	NA	Free Play
Main	B-2nd Left	Three Year Olds	2	7	C	34	C	NA	NA	Centers
Main	C-3rd Back Left	Three Year Olds and Four Year Olds	1	6	C	9	C	NA	NA	Centers
Main	D-Middle	Two Year Olds	1	4	C	7	C	NA	NA	Centers
Main	F-1st Right Side	One Year Olds	1	7	C	9	C	NA	NA	Centers
Main	G-Far back right	Six Year Olds and Over	1	3	C	9	C	NA	NA	Homework
Total Capacity @35 sq. ft.: 82						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 34			Total Capacity @35 sq. ft.: 82			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
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**Comments**

Background checks were all reviewed on March 24, 2021. A virtual inspection was conducted on March 25, 2021 with the director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on February 15, 2021 was reviewed during the virtual inspection.

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.state.ga.us/CCS/Regulations.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.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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.state.ga.us/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)

Brittany Davis, Program Official

Date

Leena Mitchell, Consultant

Date



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### Findings Report

**Date:** 3/25/2021    **VisitType:** Monitoring Visit    **Arrival:** 9:30 AM    **Departure:** 10:15 AM

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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.

**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.

### 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.

**Comment**

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

**Technical Assistance**

Consultant discussed the following rule with the Provider on this date: 591-1-1-.25(11) requires that floor coverings be tight, smooth, free of odors and washable or cleanable.

**Correction Deadline: 4/24/2021**

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

A Virtual Visit was conducted due to the COVID-19 pandemic. The consultant was unable to review the playground area during the scheduled virtual visit due to inclement weather. The consultant reviewed the playground pictures submitted via email by the provider and observed pictures of the playground equipment, appropriate fence height, and adequate resilient surfacing.

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**Food Service**

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

591-1-1-.15(2) - Please ensure the new updated infant feeding form is used. Discussed revision to the written feeding plans for children under the age of one (1) years old. Age-appropriate solid foods (including cereal) shall not be given to infants or children less than one (1) of age until recommended as developmentally appropriate by the child's primary care physician and indicated in writing by the Parent(s). As soon as the feeding plan indicates that a child is ready for solid foods, the child shall be fed from individual spoons and individual containers or dishes. A child shall not be fed directly from the original baby food container if the contents are to be fed to the child at more than one (1) meal or to more than one (1) child.

**Correction Deadline: 3/25/2021****Comment**

591-1-1-.15(7) - Discussed new revision as of October 1, 2020, which states: Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

**Correction Deadline: 3/25/2021**

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**Health and Hygiene**

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

Staff state proper knowledge of diapering procedures.

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

Staff stated proper knowledge of hand washing and hygiene procedures for staff and children during virtual visit.

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

The Provider currently does not dispense/administer medication.

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**Safety**

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

Staff were observed to maintain a positive learning environment on this date. Staff stated proper discipline procedures during the virtual visit.

**Comment**

Center does not provide routine transportation.

**Sleeping & Resting Equipment****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 stated proper safe sleep policy and procedure during virtual visit.

**Staff Records****Records Reviewed: 17****Records with Missing/Incomplete Components: 2**

Staff # 1		Met
Date of Hire: 10/12/2020		
Staff # 2		Met
Date of Hire: 09/03/2019		
Staff # 3		Met
Date of Hire: 09/08/2020		
Staff # 4		Met
Date of Hire: 12/21/2020		
Staff # 5		Met
Date of Hire: 02/08/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>	
Staff # 6		Met
Date of Hire: 10/12/2019		
Staff # 7		Not Met
Date of Hire: 01/13/2020		
<u>"Missing/Incomplete Components"</u>		
.14(2)-CPR missing		
Staff # 8		Not Met
Date of Hire: 01/30/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>	
<u>"Missing/Incomplete Components"</u>		
.31(2)(b)2.-Staff Qualifications-Education Missing		
Staff # 9		Met
Date of Hire: 09/08/2020		

**Records Reviewed: 17****Records with Missing/Incomplete Components: 2**

Staff # 10 Date of Hire: 09/14/2020	Met
Staff # 11	Met
Staff # 12 Date of Hire: 03/04/2021	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 13 Date of Hire: 09/08/2020	Met
Staff # 14 Date of Hire: 10/19/2020	Met
Staff # 15 Date of Hire: 01/23/2021	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 16 Date of Hire: 01/27/2020	Met
Staff # 17 Date of Hire: 03/04/2021	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>

**Staff Credentials Reviewed: 4**


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

**Comment**

The director provided five files for staff members hired since the previous visit was conducted on December 21, 2020. The consultant observed five of five newly hired staff members to have evidence of a satisfactory criminal record check letter on file.

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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 a review of records that staff member #7 with a documented date of hire of December 14, 2020 had documentation on file of current training in CPR and First Aid which did not include information to confirm that the training was obtained from an approved source.

**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: 4/24/2021**

**Comment**

Staff observed to be compliant with applicable laws and regulations. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on February 15, 2021.

**Finding**

591-1-1-.31(2)(c) requires the Center to maintain a copy and/or written verification of the credential or degree awarded to the lead teacher that is required by these rules in the lead teacher's file, to make the document available for inspection and to provide the document to Department staff upon request. It was determined based on review of records that staff member #8 with a documented date of hire of January 30, 2021 did not have evidence of written verification of the credential or degree awarded to the lead teacher on file.

**POI (Plan of Improvement)**

The Center will review lead teacher records to ensure the required documentation is on file and will obtain and file it if not found.

**Correction Deadline: 3/25/2021**

<b>Staffing and Supervision</b>
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**Comment**

Center observed to maintain appropriate staff:child ratios.

**Comment**

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

**Comment**

591-1-1-.32(7) - Discussed new revision as of October 1, 2020, which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.

**Correction Deadline: 3/25/2021**