



**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:** 7/11/2019    **VisitType:** Initial Licensing Study    **Arrival:** 8:45 AM    **Departure:** 5:00 PM

**CCLC-51607**

**Oak Grove Kids**

850 Buford Drive Lawrenceville, GA 30043 Gwinnett County  
 (770) 962-1960 oakgrovekids.30043@gmail.com

**Regional Consultant**

Tamra Thomas

Phone: (770) 405-7962

Fax: (404) 591-6172

tamra.thomas@dec.al.gov

**Mailing Address**

Same

**Quality Rated:**

<b>Compliance Zone Designation</b>		
07/11/2019	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	1L	Three Year Olds and Four Year Olds and Five Year Olds	2	22	C	25	C	NA	NA	Lunch
Main	1R	Infants	1	3	C	16	C	NA	NA	Floor Play
Main	2R	Two Year Olds	11	11	C	21	C	NA	NA	Lunch, Transitioning
Main	3R	Two Year Olds	2	9	C	16	C	NA	NA	Transitioning, Lunch
Main	A-1L	Three Year Olds and Four Year Olds and Six Year Olds and Over	2	15	C	25	C	NA	NA	Lunch
Main	Bk Lt		0	0	C	24	C	NA	NA	
Main	Bk Rt		0	0	C	21	C	NA	NA	
Main	B-Middle		0	0	C	0	C	NA	NA	
Main	C-Mid Rt		0	0	C	22	C	NA	NA	
Main	D-Mid Lt		0	0	C	25	C	NA	NA	
Main	E-Bk Rt		0	0	C	21	C	NA	NA	
Main	F-Bk Lt		0	0	C	24	C	NA	NA	
Main	G-3R	One Year Olds and Two Year Olds	2	9	C	16	C	NA	NA	Transitioning, Lunch
Main	H-2R	Two Year Olds	2	11	C	21	C	NA	NA	Lunch, Diapering
Main	I-1R	Infants	1	3	C	16	C	NA	NA	Floor Play, Diapering

Main	Mid Lt		0	0	C	25	C	NA	NA
Main	Mid Rt		0	0	C	22	C	NA	NA
Main	Middle		0	0	C	21	C	NA	NA
Total Capacity @35 sq. ft.: 361					Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 83					Total Capacity @25 sq. ft.: 0				


Building	Playground	Playground Occupancy	Playground Compliance
Playground	A-1st right Infant Toddlers	39	C
Playground	B-preschool-school-age	143	C

**Comments**

The purpose of the visit was to conduct a Change of Ownership initial licensing visit. The provider will be issued a license.

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

You have received permission to operate and the form received with this report is intended to serve as a temporary license which is **valid for thirty(30) days**. Your actual license/ will be emailed to you upon receipt of the licensing fee. You may pay the licensing fee either online at <http://www.dec.state.ga.us/> or by certified check or money order mailed to: Bright from the Start, 2 Martin Luther King Jr. Drive SE, Suite 670 East Tower, Atlanta, GA 30334

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.decal.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@decal.ga.gov](mailto:qualityrated@decal.ga.gov)

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Angela Griswell, Program Official

Date

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Tamra Thomas, Consultant

Date



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### Findings Report

**Date:** 7/11/2019 **VisitType:** Initial Licensing Study **Arrival:** 8:45 AM **Departure:** 5:00 PM

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The following information is associated with a Initial Licensing Study:

### Activities and Equipment

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

**Met**

**Comment**

591-1-1-.03(2) The consultant observed current week's lesson plans posted in each classroom on this date. The provider will keep a record of lesson plans on file as required by DECAL rules and regulation.

**Correction Deadline: 7/10/2019**

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.12(4) - The consultant observed in classroom f a copy machine sitting on a shelf and in classroom B Special use a tape recorder unsecured. No children were being served in these classrooms on this date. The provider will ensure any equipment of weight or mass is secured or belted to prevent a tipping hazard.

**Correction Deadline: 7/10/2019**

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

**Met**

**Comment**

Center does not provide swimming activities. The provider will contact the regional consultant before swimming activities can be provided to review DECAL rules and regulations.

### Children's Records

**Records Reviewed: 8**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met

Child # 4	Met
Child # 5	Met
Child # 6	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-DOB Missing,.08(1)-Name Missing	
Child # 7	Met
Child # 8	Met

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

**Technical Assistance**

**Comment**

Records were observed to be complete and well organized.

**Technical Assistance**

591-1-1-.08(1) - The consultant discussed with the provider 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. The provider had one form that was missing the child's name and date of birth on the first page of the enrollment form.

**Correction Deadline: 7/11/2019**

<b>Facility</b>
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**591-1-1-.06 Bathrooms**

**Technical Assistance**

**Technical Assistance**

591-1-1-.06(4) - The consultant observed classroom D, E and H to have half doors at the restrooms. The provider stated that full doors will be added to ensure all restrooms are fully enclosed.

**Correction Deadline: 8/9/2019**

**Technical Assistance**

591-1-1-.06(7) - The consultant observed some of the baseboards to have peeling paint, but the provider was in the process of having the restrooms painted.

**Correction Deadline: 7/10/2019**

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

**Met**

**Comment**

The provider has a licensed capacity of one-hundred and seventy (170). The provider was serving eighty-three (83) children on this date.

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.25(3) The consultant observed the center to be in good repair on this date. The provider will monitor to ensure all light bulbs are working properly, and ensure the floors are kept cleaned daily in all areas served by children.

**Correction Deadline: 7/10/2019**

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

**Not Met**

**Comment**

The consultant discussed with the provider to ensure the trees located on the site or that encroach onto the site from adjacent properties do not pose a structural issues or elevated level of risk. Consider having these trees inspected by a certified arborist to determine their structural integrity and associated levels of risk.

**Technical Assistance**

591-1-1-.26(4) - The consultant observed on playground B far back left was roped off given the provider was in the process of having a new wood fence installed to prevent access to the adjacent property fence, which has a sign indicating high voltage. The provider will also ensure the rust stains on the fence on playground A are removed or replaced and three of the screws on playground A will be cut to no more than two threads.

**Correction Deadline: 7/10/2019**

**Technical Assistance**

591-1-1-.26(6) - The provider will ensure the wood picnic table are stained or painted to prevent splintering hazards.

**Correction Deadline: 7/20/2019**

**Finding**

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on observation, playground A had two inches of mulch at the sides of the three foot slide, and playground B had four inches at the sides of the climbing structure.

**POI (Plan of Improvement)**

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency. The provider stated they will ensure the fall zones for the swings on playground B are maintained thirteen (13) feet front and back of each swing.

**Correction Deadline: 7/19/2019**

**Food Service**

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

**Met**

**Comment**

591-1-1-.15(2) The consultant discussed with the provider to ensure parents update the infant feeding forms at lease every three months. The consultant reviewed the updated infant feeding forms with the provider to ensure the program's copy is current. 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: 7/10/2019**

**Health and Hygiene**

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

**Technical Assistance**

**Comment**

Staff state proper knowledge of diapering procedures.

**Technical Assistance**

591-1-1-.10(1) - The consultant observed classroom G, H and I to use windows for ventilation. The consultant measured the required 2.5% square footage of window space that is required to be opened for diapering ventilation. The provider will place a marking on the wall to ensure the windows are opened to the required height.

**Correction Deadline: 7/10/2019**

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

Staff were observed to remind children to wash hands.

**591-1-1-.20 Medications(CR)****Not Met****Finding**

591-1-1-.20(2) requires that written authorization to dispense medication is limited to two weeks unless otherwise prescribed by a physician or authorized under Georgia law. Medication shall only be dispensed out of its original container which must be labeled with the child's name or as authorized under Georgia law. It was determined based on observation of records and medication three (3) children's medication, which was albuterol, Auvi and Epi-pen was being stored without the original container

**POI (Plan of Improvement)**

The Center will train all Staff on the medication requirements. The designated person(s) will monitor the dispensing of medications.

**Correction Deadline: 7/10/2019**

**Policies and Procedures****591-1-1-.21 Operational Policies & Procedures****Met****Comment**

591-1-1-.21(3) The consultant observed the fire drill, tornado and other emergency situations to be current. 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.

**Correction Deadline: 7/16/2019**

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

The consultant observed documentation for July 10, 2019 to Stone Mountain Park Dinotorium and July 11, 2019 to Suwanee Fountains. The field trip documentation was observed to be complete.

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

The provider is not providing routine transportation during the summer months. The provider will ensure during routine transportation that all children have an emergency medical form and the checklist are complete as required by DECAL rules and regulations.

**Sleeping & Resting Equipment**

**Technical Assistance**

591-1-1-.30(1)(a)3 - The consultant observed the crib sheets to be tight fitting on this date. The provider will ensure the crib sheets are changed daily and free of spots.

**Correction Deadline: 7/11/2019**

<b>Staff Records</b>
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**Records Reviewed: 34**

**Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Staff # 2	Met
Date of Hire: 01/15/2015	
Staff # 3	Met
Staff # 4	Met
Date of Hire: 01/28/2019	
Staff # 5	Met
Date of Hire: 01/15/2015	
Staff # 6	Met
Staff # 7	Met
Staff # 8	Met
Staff # 9	Met
Staff # 10	Met
Staff # 11	Met
Staff # 12	Met
Staff # 13	Met
Staff # 14	Met
Staff # 15	Met
Staff # 16	Met
Staff # 17	Met
Staff # 18	Met

**Records Reviewed: 34**

**Records with Missing/Incomplete Components: 0**

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Staff # 19	Met
Staff # 20	Met
Staff # 21	Met
Staff # 22	Met
Date of Hire: 08/07/2009	
Staff # 23	Met
Staff # 24	Met
Staff # 25	Met
Staff # 26	Met
Staff # 27	Met
Staff # 28	Met
Staff # 29	Met
Staff # 30	Met
Staff # 31	Met
Staff # 32	Met
Staff # 33	Met
Staff # 34	Met

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**Staff Credentials Reviewed: 5**

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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.

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**591-1-1-.14 First Aid & CPR**

**Technical Assistance**

**Technical Assistance**

591-1-1-.14(2) - The consultant observed five (5) staff to have online first aid/CPR. The provider was not aware DECAL does not accept online first aid/CPR training. The provider stated all staff will ensure the first aid/cpr training is taken in person.

**Correction Deadline: 8/9/2019**

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

**Met**

**Comment**

The consultant observed annual 2018 training for all staff required and staff had proof of the required Health and Safety.

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

**Met**

**Comment**

The provider has two staff that will need written action plans to support enrolling in an approved credential program within six months of hire date and complete the credential within 18 months of hire date. The provider will ensure progress is on file to support the written plan.

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

**Met**

**Comment**

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

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

**Met**

**Comment**

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