



**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:** 5/21/2020    **VisitType:** Initial Licensing Study    **Arrival:** 8:30 AM    **Departure:** 12:30 PM

**CCLC-52034**

**Hopscotch Academy**

1288 Braselton Highway Lawrenceville, GA 30043 Gwinnett County  
 (678) 629-3807 lacotton1@gmail.com

**Regional Consultant**

Tamra Thomas

Phone: (770) 405-7962

Fax: (404) 591-6172

tamra.thomas@decals.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
05/21/2020	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 I	A-1st Left		0	0	C	10	C	NA	NA	
Main Building I	B-2nd left Potty Trained Only		0	0	C	20	C	NA	NA	
Main Building I	C-2nd Right		0	0	C	10	C	NA	NA	
Main Building I	D-1st Left Non-Potty Trained Only		0	0	C	16	C	NA	NA	
Total Capacity @35 sq. ft.: 56						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 0			Total Capacity @35 sq. ft.: 56			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Playground Building I	Playground Building I	44	C

**Comments**

The purpose of the visit was to conduct an initial licensing visit. The consultant obtained a signed TA form acknowledging my visit, and the typed visit report will be scheduled. The consultant scheduled the exit interview for May 22, 2020 at 11:00 a.m.

The provider was issued permission to operate effective May 22, 2020. The provider stated, the center will not open until June 8, 2020.

May 23, 2020 The exit conference occurred this date to review the KOALA ILS report with the provider.

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.decal.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

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.decal.ga.gov/> 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@decal.ga.gov](mailto:CCSRefutations@decal.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://decal.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.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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Monica Herndon-Stallings, Program Official

Date

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Tamra Thomas, Consultant

Date



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### Findings Report

**Date:** 5/21/2020 **VisitType:** Initial Licensing Study **Arrival:** 8:30 AM **Departure:** 12:30 PM

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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 week's lesson plans are available for review and the daily schedules are posted in each classroom. The provider was still in the process of setting up the classrooms during the initial licensing visit.

**Correction Deadline: 5/21/2020**

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

**Met**

**Comment**

The consultant observed a variety of equipment and toys throughout the center. The center is in the process of adding language and literacy materials such as books.

**Comment**

591-1-1-.12(4) The consultant did not observe any equipment nor furniture that was required to be secured or that posed a tipping hazard. The provider will ensure any furniture or equipment added does not pose a tipping hazard and is secured.

**Correction Deadline: 5/21/2020**

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

**Met**

**Comment**

The center does not provide swimming activities. The provider will contact the regional consultant to review DECAL swimming rules and regulations before swimming activities are offered in the future.

### Children's Records

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

The consultant discussed with the provider to ensure enrollment files are completed and maintained according to DECAL rules and regulations. No children had been enrolled on this date.

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

The consultant discussed with the provider to secure cleaning tools (i.e., broom, plunger) out of reach of children.

**Technical Assistance**

591-1-1-.06(4) - The consultant observed the back left hall restroom ventilation fan was being repaired on this date. The provider will ensure the ventilation fans remain operable.

**Correction Deadline: 6/20/2020**

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

The center was licensed for fifty-six (56) capacity. The program received fire marshal approval, and the approved capacity was verified to include both staff and children. The provider stated, the enrollment will be monitored take into account the number of staff to comply with the Fire Marshal requirements.

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

The consultant did not observe any hazards accessible stored at children level on this date. The provider will ensure all hazards are kept out of reach of children.

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

591-1-1-.26(6) - The consultant discussed with the provider to ensure the playground has a variety of mobile toys to allow opportunity for the children to engage in a variety of experiences. The provider stated, mobile toys for the preschool age group would be added to the playground.

**Correction Deadline: 5/31/2020****Technical Assistance**

591-1-1-.26(9) - The consultant observed overgrown weeds and tree limbs encroaching the fence along the back and right side fence lower areas. The provider stated, given the recent rain the landscape company was still in the process of cutting the weeds and removing the tree limbs off the lower fence areas. The consultant discussed with the provider to ensure the playground is monitored to keep hazards such as fallen gumballs, leaves and sticks inaccessible to children.

**Correction Deadline: 5/21/2020**

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

591-1-1-.15 - The consultant observed sample menus as part of the operation plan. The provider will ensure weekly menus are posted that meet USDA requirements and meals will be provided by Chef Advantage catering services.

**Comment**

591-1-1-.15(10) The provider has contracted with Chef Advantage to provide scheduled meals. The provider will obtain the annual health inspections and ensure food purchased from the caterer is stored at a safe temperature (40 degrees Fahrenheit or below for foods requiring refrigeration or 140 degrees Fahrenheit for foods which must be heated prior to serving) until served.

**Correction Deadline: 5/21/2020**

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

**Met**

**Comment**

591-1-1-.18(2) The consultant observed the provider to have a food preparation room separate from rooms used by children and in an area not used for diaper changing. The provider will ensure the milk served is properly stored in the refrigerator and the food prep room will be kept organized and cleaned.

**Correction Deadline: 5/31/2020**

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**Health and Hygiene**

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.10(1) - The consultant observed classroom D to have two windows without screens that will be used for diapering ventilation. The provider stated, the two windows will have screens added to meet the rule requirements.

**Correction Deadline: 5/21/2020**

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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. The covid-19 requirement checklist was reviewed to support the current Executive Order and discussed with the provider.

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

**Met**

**Comment**

The consultant discussed medication rules and forms. The provider will ensure DECAL rules and regulations are followed should the need to dispense medication, and the provider stated medication will be stored in a locked drawer at the front desk.

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**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures**

**Met**

**Comment**

591-1-1-.21(3) The consultant discussed with the provider to ensure emergency drills are conducted as required. Fire drills are required to be conducted monthly 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: 5/26/2020**

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.27 - The consultant observed posted notices on this date. The provider will post the director's name and the person responsible in the absence of the director.

**Correction Deadline: 5/21/2020**

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**591-1-1-.29 Required Reporting**

**Met**

**Comment**

The consultant discussed DECAL incident required reporting procedures. The provider will ensure the regional consultant is contacted for assistance upon entering the KOALA required report.

## Safety

### 591-1-1-.05 Animals

Met

#### Comment

Center does not keep animals on premises.

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

Met

#### Comment

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

### 591-1-1-.13 Field Trips(CR)

Met

#### Comment

Center does not participate in field trips at this time. The provider will contact the regional consultant to discuss transportation requirements before transportation can be provided.

### 591-1-1-.36 Transportation(CR)

Met

#### Comment

The center does not provide routine transportation. The provider will contact the regional consultant to discuss transportation rules before transportation can be provided in the future.

## Sleeping & Resting Equipment

### 591-1-1-.30 Safe Sleeping and Resting Requirements(CR)

Met

#### Comment

The consultant observed cots and sheets on this date. The provider will ensure that all cots have blankets during naptime. The provider stated, classroom A and C cots will remain stored in classroom B and D. The provider has a written supervision plan to assigned staff takes the cots to each classroom during naptime to maintain staff:student ratios.

## Staff Records

Records Reviewed: 3

Records with Missing/Incomplete Components: 0

Staff # 1

Met

Date of Hire: 06/01/2020

Staff # 2

Met

Date of Hire: 05/21/2020

Staff # 3

Met

Date of Hire: 05/21/2020

Staff Credentials Reviewed: 1

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

Met

#### Comment

The consultant observed criminal record checks to be complete for the four hired staff listed on the staff profile. The consultant discussed with the provider to ensure DECAL background check rules and regulations are followed at all times.

**Comment**

The consultant discussed with the provider to ensure staff has evidence in the files as having the required First Aid/CPR training within 90 days of hire. The provider shall ensure staff files remain compliant for ongoing training.

**Technical Assistance**

591-1-1-.14(3) - The consultant observed the first aid kit on this date. The provider will add scissors, tweezers, thermometer, triangular bandage and eye protection before children are served.

**Correction Deadline: 5/31/2020**

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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**

Staff observed to be compliant with applicable laws and regulations. The consultant provided hard copies of the current Covid-19 Provider Checklist that supports the current Executive Order.

<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. The provider has a supervision plan to ensure adults do not simultaneously use the back right restroom while children are in the restroom, and a supervision plan for classroom B given the protruding wall.