



**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:** 2/18/2020    **VisitType:** Complaint Investigation & Licensing Study    **Arrival:** 9:20 AM    **Departure:** 3:15 PM

**CCLC-743**

**American Learning Centers**

5598 Singleton Road Norcross, GA 30093 Gwinnett County  
(770) 925-3181 sikri01@bellsouth.net

**Regional Consultant**

Bridget Johnson

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bridget.johnson@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
02/18/2020	Complaint Closure	Good Standing	
02/18/2020	Complaint Investigation & Licensing Study	Good Standing	
08/29/2019	Complaint Closure	Good Standing	

**Ratios/License Capacity**

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Back	Back	PreK	2	15	C	21	C	NA	NA	Centers
Back	Front	PreK	2	22	C	21	NC	NA	NA	Centers
Back	Middle	PreK	2	18	C	21	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 63					Total Capacity @25 sq. ft.: 197					
Bld. 1	1st Left	PreK	2	19	C	25	C	35	C	Story
Bld. 1	1st Right	PreK	2	22	C	25	C	35	C	Centers
Bld. 1	Back Left - Left Side	Infants and One Year Olds	3	7	C	12	C	NA	NA	Free Play, Floor Play
Bld. 1	Back Left - Right Side	PreK	2	18	C	22	C	30	C	Centers
Bld. 1	Middle	Two Year Olds	2	8	C	14	C	NA	NA	Free Play
Total Capacity @35 sq. ft.: 98					Total Capacity @25 sq. ft.: 197					
House	Back	Three Year Olds	1	13	C	15	C	NA	NA	Music
House	Front	PreK	2	21	C	21	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 36					Total Capacity @25 sq. ft.: 197					
Total # Children this Date: 163			Total Capacity @35 sq. ft.: 197			Total Capacity @25 sq. ft.: 197				

Building	Playground	Playground Occupancy	Playground Compliance
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**Comments**

02/18/2020: The purpose of this visit was to conduct a complaint investigation and licensing study. The investigation was closed on this date.

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/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.

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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@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.

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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).

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)

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Minaz Lakdawala, Program Official

Date

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Bridget Johnson, Consultant

Date



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### Findings Report

**Date:** 2/18/2020 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 9:20 AM **Departure:** 3:15 PM

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The following information is associated with a Licensing Study Visit:

### Activities and Equipment

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

Met

#### Comment

A variety of equipment and toys were observed throughout the center.

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

N/A

#### Comment

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 5**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

Met

#### Comment

Parent agreements observed obtained/completed.

#### Comment

Parent authorizations obtained/completed.

**Comment**

Records were observed to be complete and well organized.

**Facility**

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

**Met**

**Comment**

Bathrooms observed to be clean and well maintained.

**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)**

**Met**

**Comment**

No hazards observed accessible to children on this date.

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

**Technical Assistance**

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Technical Assistance**

591-1-1-.26(9) - Please remove the three large pieces of concrete that have become exposed on the upper playground near the solid wooden fence beside the parking lot that have become exposed due to the wash off from the continuous rain in the area.

**Correction Deadline: 2/18/2020**

**Food Service**

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

**Met**

**Comment**

Center menu meets USDA guidelines.

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

**Met**

**Comment**

Kitchen appears clean and well organized.

**Health and Hygiene**

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

**Met**

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Met**

**Comment**

Proper hand washing observed throughout the center.

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

**Met**

**Comment**

The director stated that the facility has not dispensed any medication since the last visit. Discussed proper medication documentation and procedures.

**Policies and Procedures**

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

Program observed complete emergency drills

**Safety**

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**591-1-1-.05 Animals****N/A****Comment**

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

**Comment**

Staff were observed to maintain a positive learning environment on this date.

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

Center does not participate in field trips at this time. The facility only does field trips during the summer and none have been conducted since the last visit.

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**591-1-1-.36 Transportation(CR)****Not Met****Comment**

A current/completed inspection was observed for all vehicles used in transporting children this date.

**Comment**

Complete documentation of transportation observed.

**Comment**

The vehicles had an approved fire extinguisher and first aid kits on this date.

**Finding**

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on a review of records that staff #16, and 18 did not have current transportation training and were either responsible for driving the vehicle occasionally or checking the vehicle.

**POI (Plan of Improvement)**

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

**Correction Deadline: 2/28/2020****Sleeping & Resting Equipment**

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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

Discussed SIDS and infant sleeping position.

**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 Records**

Staff # 1 Date of Hire: 07/13/2009	Met
Staff # 2 Date of Hire: 01/11/2016	Met
Staff # 3 Date of Hire: 10/15/2012	Met
Staff # 4 Date of Hire: 07/30/2014	Met
Staff # 5 Date of Hire: 07/29/2019	Met
Staff # 6 Date of Hire: 09/27/2001	Met
Staff # 7 Date of Hire: 02/01/2016 <u>"Missing/Incomplete Components"</u> .36(3)(a-b)-2 hrs. Transportation Training missing	Not Met
Staff # 8 Date of Hire: 01/06/2015	Met
Staff # 9 Date of Hire: 03/24/1999 <u>"Missing/Incomplete Components"</u> .36(3)(a-b)-2 hrs. Transportation Training missing	Not Met
Staff # 10 Date of Hire: 06/18/2018	Met
Staff # 11 Date of Hire: 09/14/2012	Met
Staff # 12 Date of Hire: 08/01/2004	Met
Staff # 13 Date of Hire: 10/04/2004	Met
Staff # 14	Met

Date of Hire: 07/30/2018

Staff # 15

Met

Date of Hire: 03/07/2019

**Staff Credentials Reviewed: 15**

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

**Met**

**Comment**

Criminal record checks were observed to be complete and satisfactory for 29 of 29 staff members on this date.

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

**Not Met**

**Comment**

Complete first aid kits observed in the center and on the vehicles.

**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 #6 did not have current training in CPR and First Aid and was employed at the facility beyond 90 days.

**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: 3/19/2020**

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

**Met**

**Comment**

Documentation observed of required staff training.

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

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