



**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:** 1/11/2018    **VisitType:** Licensing Study    **Arrival:** 8:50 AM    **Departure:** 2:15 PM

**CCLC-743**

**American Learning Centers**

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

**Regional Consultant**

Tamra Thomas

Phone: (770) 405-7962

Fax: (404) 591-6172

tamra.thomas@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.
01/11/2018	Licensing Study	Good Standing	
07/26/2017	Monitoring Visit	Good Standing	
02/27/2017	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	20	C	21	C	NA	NA	Centers
Back	Front	PreK	2	21	C	21	C	NA	NA	Centers
Back	Middle	PreK	2	20	C	21	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 63						Total Capacity @25 sq. ft.: 197				
Bld. 1	1st Left	PreK	2	21	C	25	C	35	C	Centers
Bld. 1	1st Right	PreK	2	21	C	25	C	35	C	Centers
Bld. 1	Back Left - Left Side	Infants and One Year Olds	2	7	C	12	C	NA	NA	Floor Play, Diapering
Bld. 1	Back Left - Right Side	PreK	2	20	C	22	C	30	C	Centers
Bld. 1	Middle	Two Year Olds	2	8	C	14	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 98						Total Capacity @25 sq. ft.: 197				
House	Back	PreK	2	22	C	15	NC	NA	NA	Centers
House	Front	Three Year Olds	1	14	C	21	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 36						Total Capacity @25 sq. ft.: 197				
Total # Children this Date: 174			Total Capacity @35 sq. ft.: 197			Total Capacity @25 sq. ft.: 197				

Building	Playground	Playground Occupancy	Playground Compliance
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**Comments**

The provider will print a copy of the Core Rules Guidance manual to share with the staff during the next staff meeting.

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).



**Reminder:** All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit [www.decalkoala.com](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

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)

Minaz Lakdawala, Program Official

Date

Tamra Thomas, Consultant

Date



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### Findings Report

**Date:** 1/11/2018    **VisitType:** Licensing Study    **Arrival:** 8:50 AM    **Departure:** 2:15 PM

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The following information is associated with a Licensing Study:

### Activities and Equipment

**591-1-1-.03 Activities****Met****Comment**

Lesson plans were posted in each classroom on this date.

**Correction Deadline: 1/11/2018**

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

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 8****Records with Missing/Incomplete Components: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met

**Records Reviewed: 8**

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

Child # 7

Met

Child # 8

Met

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

**Technical Assistance**

**Technical Assistance**

Discussed with the Director to ensure the Arrival and Departure forms include space for the Time and Parent/Authorized person signature/initials.

**Correction Deadline: 1/11/2018**

**Facility**

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

**Met**

**Comment**

Bathrooms observed to be clean and well maintained. Discussed with the Director to ensure the Ventilation fans are free of dust.

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

**Met**

**Comment**

Licensed capacity observed to be routinely met by center.

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

**Not Met**

**Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on consultant observation class Bldg 1 Middle had Baby wipes that stated Keep out of reach of children, and class Back Middle had teacher bags (2) on the floor under the Computer table on this date.

**POI (Plan of Improvement)**

The Center removed the hazard while consultant was present. They will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

**Correction Deadline: 1/11/2018**

**Recited on 1/11/2018**

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

**Met**

**Correction Deadline: 7/26/2017**

**Corrected on 1/11/2018**

**Correction of previous citation. The provider has repaired the wood picnic table and the bush was cut back to prevent encroaching.**

**Food Service**

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**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://decal.ga.gov/CACFP/Handbook.aspx>

USDA

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

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

**Met**

**Comment**

Kitchen appears clean and well organized.

**Health and Hygiene**

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

**Met**

**Comment**

Proper diapering procedures observed.

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

**Met**

**Comment**

Staff were observed to remind children to wash hands.

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

**Met**

**Comment**

Documentation for medication dispensing observed complete.

**Safety**

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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**

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.

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

**Met**

**Comment**

Complete documentation of transportation observed.

**Sleeping & Resting Equipment**

**Technical Assistance**

Discussed with the Director to ensure Back Left-Left Side Infant room mats need to be labeled used by the One-year-old children.

**Correction Deadline: 1/11/2018**

**Staff Records**


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**Records Reviewed: 25**
**Records with Missing/Incomplete Components: 0**


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Staff # 1	Met
Date of Hire: 07/31/2017	
Staff # 2	Met
Date of Hire: 02/01/2016	
Staff # 3	Met
Staff # 4	Met
Date of Hire: 07/31/2017	
Staff # 5	Met
Staff # 6	Met
Date of Hire: 08/02/2016	
Staff # 7	Met
Staff # 8	Met
Staff # 9	Met
Date of Hire: 08/14/2014	
Staff # 10	Met
Staff # 11	Met
Staff # 12	Met
Date of Hire: 01/06/2015	
Staff # 13	Met
Date of Hire: 10/04/2004	
Staff # 14	Met
Date of Hire: 08/29/2016	
Staff # 15	Met
Date of Hire: 03/24/1999	

**Records Reviewed: 25**

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

Staff # 16	Met
Staff # 17	Met
Staff # 18	Met
Date of Hire: 02/13/2017	
Staff # 19	Met
Date of Hire: 07/30/2014	
Staff # 20	Met
Staff # 21	Met
Staff # 22	Met
Staff # 23	Met
Staff # 24	Met
Staff # 25	Met

**Staff Credentials Reviewed: 25**

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**591-1-1-.09 Criminal Records Check(CR)** **Met**

**Comment**

Criminal records checks were observed to be complete.

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

**Comment**

Evidence observed of 100% of center staff certified in First Aid and CPR.

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

**Comment**

Documentation observed of required staff training.

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

**Comment**

The provider has a Lead Teacher assigned to each classroom on this date.

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

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Comment**

Adequate supervision observed on this date.