



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: 9/2/2021 **VisitType:** Licensing Study **Arrival:** 10:00 AM **Departure:** 11:00 AM

CCLC-743

American Learning Centers

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

Regional Consultant

Leena Mitchell

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leena.mitchell@decal.ga.gov

Mailing Address

Same

Quality Rated: ★

Compliance Zone Designation			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.
09/02/2021	Licensing Study	Good Standing	
03/09/2021	Monitoring Visit	Good Standing	
09/28/2020	Licensing Study	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		0	0	C	21	C	NA	NA	Not In Use
Back	Front	PreK	2	19	C	21	C	NA	NA	Outside
Back	Middle	PreK	2	19	C	21	C	NA	NA	Outside
Total Capacity @35 sq. ft.: 63						Total Capacity @25 sq. ft.: 197				
Bld. 1	1st Left	PreK	2	19	C	25	C	35	C	Outside
Bld. 1	1st Right	PreK	2	19	C	25	C	35	C	Outside
Bld. 1	Back Left - Left Side	One Year Olds	2	6	C	12	C	NA	NA	Free Play
Bld. 1	Back Left - Right Side	PreK	2	18	C	22	C	30	C	Outside
Bld. 1	Middle	PreK	2	19	C	14	NC	NA	NA	Outside
Total Capacity @35 sq. ft.: 98						Total Capacity @25 sq. ft.: 197				
House	Back	Three Year Olds	1	10	C	15	C	NA	NA	Circle Time, Transitioning
House	Front	PreK	2	18	C	21	C	NA	NA	Transitioning
Total Capacity @35 sq. ft.: 36						Total Capacity @25 sq. ft.: 197				
Total # Children this Date: 147			Total Capacity @35 sq. ft.: 197			Total Capacity @25 sq. ft.: 197				

Building	Playground	Playground Occupancy	Playground Compliance

Comments

An Administrative Review was conducted on September 1, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on September 2, 2021 with the director. An in-person visit was not conducted due to the COVID-19 pandemic.

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.

- 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

Minaz Lakdawala, Program Official

Date

Leena Mitchell, Consultant

Date



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Findings Report

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The following information is associated with a Licensing Study:

Activities and Equipment

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

Met

Comment

A virtual walk through was conducted on this date due to the COVID-19 pandemic. Upon the virtual walk through, a variety of equipment was observed to be clean, properly secured, and in good repair.

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

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 1

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

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

Consultant discussed the following rule with the Provider on this date: 591-1-1-.08(1) requires the Center Staff 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.

Correction Deadline: 9/2/2021

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**

A virtual walk through was conducted on this date due to the COVID-19 pandemic. The center appeared to be clean, well maintained, and safe from hazardous condition upon virtual walk through.

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

Discussed maintenance of resilient surface. Please fluff and redistribute.

Comment

Playground observed to be clean and in good repair.

Food Service

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

Center menu meets USDA guidelines.

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: 9/2/2021

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 stated proper knowledge of diapering procedures. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date.

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.

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

Comment

Documentation for medication dispensing observed complete.

Policies and Procedures

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

Technical Assistance

Consultant discussed the following rule with the Provider on this date: 591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. 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: 9/7/2021

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

Comment

Observed all required posted notices.

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

Comment

The consultant discussed the updated required reporting requirements regarding suspected cases of child abuse (at the center and/or home) reported to the Department of Family and Children Services, communicable illness required to be reported to the Department of Public Health, and temporary closure of the center via DECAL KOALA.

Safety

591-1-1-.05 Animals **Met**

Comment

Center does not keep animals on premises.

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding 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.

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

Comment

The consultant observed the following vehicles to have a current vehicle inspection report on file:

- Vehicle Tag # AGV 0238 - Expires June 25, 2022.
- Vehicle Tag #CEB 7236 - Expires June 25, 2022. Please monitor brakes (50% wear)
- Vehicle Tag #AGV 0225 - Expires June 25, 2022. Please monitor brakes (50%) and tires (50%)
- Vehicle Tag #BUD 8079 - Expires June 25, 2022. Please monitor brakes (60%) and tires (50%)

Correction Deadline: 3/10/2021

Corrected on 9/2/2021

.36(7)(c)2. - The consultant observed the previous citation to be corrected in that the consultant observed transportation documentation to be complete and in compliance.

Sleeping & Resting Equipment

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

Met

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

Records Reviewed: 28

Records with Missing/Incomplete Components: 2

Staff # 1	Met
Date of Hire: 07/13/2009	
Staff # 2	Met
Date of Hire: 01/11/2016	
Staff # 3	Met
Date of Hire: 10/15/2012	
Staff # 4	Met
Date of Hire: 04/23/2021	
Staff # 5	Met
Date of Hire: 08/04/2014	
Staff # 6	Met
Date of Hire: 04/09/2021	
Staff # 7	Met
Date of Hire: 03/01/2021	
Staff # 8	Met
Date of Hire: 07/30/2014	
Staff # 9	Met
Date of Hire: 07/29/2019	

Staff # 10 Date of Hire: 09/27/2001	Met
Staff # 11 Date of Hire: 08/23/2021	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 12 Date of Hire: 08/04/2021	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 13 Date of Hire: 02/01/2016	Met
Staff # 14 Date of Hire: 01/07/2021 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing	Not Met
Staff # 15 Date of Hire: 01/06/2015	Met
Staff # 16 Date of Hire: 03/24/1999	Met
Staff # 17 Date of Hire: 08/05/2020	Met
Staff # 18 Date of Hire: 06/18/2018	Met
Staff # 19 Date of Hire: 08/02/2021	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 20 Date of Hire: 09/14/2012	Met
Staff # 21 Date of Hire: 02/08/2016 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing	Not Met
Staff # 22 Date of Hire: 08/01/2004	Met

Records Reviewed: 28

Records with Missing/Incomplete Components: 2

Staff # 23 Date of Hire: 10/04/2004	Met
Staff # 24 Date of Hire: 07/28/2021	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 25 Date of Hire: 07/30/2018	Met
Staff # 26 Date of Hire: 08/25/2021	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 27 Date of Hire: 03/07/2019	Met
Staff # 28 Date of Hire: 07/31/2015	Met

Staff Credentials Reviewed: 23

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

Comment

The director provided seven files for staff members hired since the previous visit conducted on March 9, 2021. The consultant observed seven of seven newly hired staff members to have evidence of a satisfactory criminal record check letter on file.

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

Comment

Criminal records checks were observed to be complete.

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

Comment

Complete first aid kits observed in center and on vehicles.

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training Met

Comment

Documentation observed of required staff training.

Comment

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

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**

A Virtual Visit was conducted due to the COVID-19 pandemic. Proper supervision of children, including being prompt to children's needs, was discussed with the director on this date.

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: 9/2/2021