



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: 9/28/2020 **VisitType:** Licensing Study **Arrival:** 11:00 AM **Departure:** 12:30 PM

CCLC-743

American Learning Centers

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

Regional Consultant

Stacy Whitten

Phone: (770) 405-7920

Fax: (404) 478-8021

stacy.whitten@dec.al.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.
09/28/2020	Licensing Study	Good Standing	
02/18/2020	Complaint Closure	Good Standing	
02/18/2020	Complaint Investigation & 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	PreK	2	16	C	21	C	NA	NA	Lunch
Back	Front		0	0	C	21	C	NA	NA	
Back	Middle	PreK	2	17	C	21	C	NA	NA	Lunch
Total Capacity @35 sq. ft.: 63						Total Capacity @25 sq. ft.: 197				
Bld. 1	1st Left	PreK	2	18	C	25	C	35	C	Lunch
Bld. 1	1st Right		0	0	C	25	C	35	C	
Bld. 1	Back Left - Left Side	Infants and One Year Olds	2	5	C	12	C	NA	NA	Nap
Bld. 1	Back Left - Right Side	PreK	2	17	C	22	C	30	C	Nap
Bld. 1	Middle	Two Year Olds	1	5	C	14	C	NA	NA	Transitioning
Total Capacity @35 sq. ft.: 98						Total Capacity @25 sq. ft.: 197				
House	Back	Three Year Olds	1	9	C	15	C	NA	NA	Lunch
House	Front	PreK	2	18	C	21	C	NA	NA	Floor Play, Feeding, Transitioning
Total Capacity @35 sq. ft.: 36						Total Capacity @25 sq. ft.: 197				
Total # Children this Date: 105			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 27, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on September 28, 2020 with the director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on August 15, 2020 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 09/28/2020

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

Stacy Whitten, Consultant

Date



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

Findings Report

Date: 9/28/2020 **VisitType:** Licensing Study **Arrival:** 11:00 AM **Departure:** 12:30 PM

CCLC-743

American Learning Centers

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

Mailing Address
Same

Regional Consultant

Stacy Whitten

Phone: (770) 405-7920
Fax: (404) 478-8021
stacy.whitten@decal.ga.gov

The following information is associated with a Licensing Study:

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)

Met

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

Technical Assistance

Technical Assistance

591-1-1-.08(1) - Consultant discussed with the provider to ensure all child enrollment forms are filled out completely by the parents; including parent work address and phone numbers and authorized/emergency pick up contacts with complete address and phone numbers.

Facility

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

Please be mindful to keep items that pose a hazard inaccessible to children.

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

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.

Health and Hygiene

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

Comment

Hand washing requirements for diapering were discussed with the director on this date.

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

Comment

Staff were observed to remind children to wash hands. Hand washing and sanitizing requirements were discussed with the Director/Provider on this date.

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

Comment

The Provider currently does not dispense/administer medication.

Safety

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/Provider on this date. The Director stated age appropriate redirection and discussion is used or discipline in the classrooms.

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

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

Comment

Complete documentation of transportation observed.

Correction Deadline: 2/28/2020

Corrected on 9/28/2020

.36(3)(a-b) - Correction of the previous citation in that consultant observed all staff who participate in transportation to have up to date transportation training on this date.

Sleeping & Resting Equipment

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

Records Reviewed: 26

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: 08/14/2017	
Staff # 5	Met
Date of Hire: 08/17/2020	
Staff # 6	Met
Date of Hire: 08/04/2014	
Staff # 7	Met
Date of Hire: 02/08/2016	
Staff # 8	Met
Date of Hire: 07/30/2014	
Staff # 9	Met
Date of Hire: 07/29/2019	
Staff # 10	Met

Date of Hire: 09/27/2001

Staff # 11 Met

Date of Hire: 07/31/2015

Staff # 12 Met

Date of Hire: 02/01/2016

Staff # 13 Met

Date of Hire: 01/06/2015

Staff # 14 Met

Date of Hire: 03/24/1999

Staff # 15 Met

Date of Hire: 08/05/2020

Staff # 16 Not Met

Date of Hire: 08/05/2020

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 17 Met

Date of Hire: 06/18/2018

Staff # 18 Not Met

Date of Hire: 08/10/2020

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 19 Met

Date of Hire: 09/14/2012

Staff # 20 Met

Date of Hire: 03/11/2019

Staff # 21 Met

Date of Hire: 08/01/2004

Staff # 22 Met

Date of Hire: 10/04/2004

Staff # 23 Met

Date of Hire: 03/10/2010

Staff # 24	Met
Date of Hire: 07/30/2018	
Staff # 25	Met
Date of Hire: 03/07/2019	
Staff # 26	Met
Date of Hire: 07/31/2015	

Staff Credentials Reviewed: 15**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met****Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that two employees did not have evidence of submitting a new application and fingerprints to the department. The employees were observed to have satisfactory comprehensive background checks in KOALA, but the employees letters were not ported prior to their hire and cannot be ported at this time.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will follow up to ensure all staff have a completed satisfactory background check letter that is ported to the facility prior to being hired, to ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will ensure both employees submit a new applications and fingerprints to the department, and do not return to the center until they receive their satisfactory background check letters, to ensure the CRC rules are maintained.

Correction Deadline: 9/28/2020**Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of records that two employees did not have evidence of submitting a new application and fingerprints to the department. The employees were observed to have satisfactory comprehensive background checks in KOALA, but the employees letters were not ported prior to their hire and cannot be ported at this time.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will have the employees to submit a new application and fingerprints to the department, to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will ensure all employees who bring a letter from another facility have their background check letters ported to the facility prior to being hired, to ensure the CRC rules are maintained.

Correction Deadline: 9/28/2020

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

Defer

Defer

591-1-1-.14(2)- The previous citation will be deferred until the next regulatory visit due to the COVID 19 pandemic, the provider is currently in the process of updating CPR and First Aid training for staff.

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. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on August 15, 2020.

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

Adequate supervision observed on this date.