



**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

**Cover Sheet**

**Date:** 8/31/2021 **VisitType:** Licensing Study

**Arrival:** 10:30 AM

**Departure:** 2:30 PM

**CCLC-39820**

**The Children's Courtyard**

201 Center Pointe Parkway Stockbridge, GA 30281 Henry County  
(678) 289-4777 3210@childrenscourtyard.com

**Regional Consultant**

April Brown

Phone: (770) 357-5101

Fax: (770) 357-5102

april.brown@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.
08/31/2021	Licensing Study	Good Standing	
05/05/2021	Complaint Investigation by Phone	Good Standing	
04/12/2021	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
Main	A-Front Middle	Infants	2	7	C	11	C	NA	NA	Diapering, Floor Play
Main	B-Front Left	Infants	2	7	C	13	C	NA	NA	Floor Play, Nap
Main	C-2nd Left	One Year Olds	2	12	C	13	C	NA	NA	Free Play
Main	D-3rd Left		0	0	C	17	C	NA	NA	Not In Use
Main	E-4th Left	Two Year Olds	2	11	C	17	C	NA	NA	Free Play
Main	F-Back Left Side	Two Year Olds	1	10	C	25	C	NA	NA	Outside
Main	G-Back Middle	Three Year Olds	2	17	C	25	C	NA	NA	Outside
Main	H-Front Right		0	0	C	25	C	NA	NA	Not In Use
Main	I-2nd Right	Four Year Olds	2	19	C	25	C	NA	NA	Art, Free Play
Main	J-2nd Middle		0	0	C	25	C	NA	NA	Not In Use

Total Capacity @35 sq. ft.: 196

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 83

Total Capacity @35 sq. ft.: 196

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Plgd-Front Left	33	C
Main	Plgd-Front Right	10	C
Main	Plgd-Rear Left	29	C
Main	Plgd-Rear Right	51	C

### Comments

An Administrative Review was conducted on August 31, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on September 1, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

Plan of Improvement: Developed This Date 08/31/2021

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



### Important New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

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)

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](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.

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)

---

Nicole Jackson, Program Official

Date

---

April Brown, 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:** 8/31/2021    **VisitType:** Licensing Study    **Arrival:** 10:30 AM    **Departure:** 2:30 PM

**CCLC-39820**

**The Children's Courtyard**

201 Center Pointe Parkway Stockbridge, GA 30281 Henry County  
 (678) 289-4777 3210@childrenscourtyard.com

**Mailing Address**  
 Same

**Regional Consultant**

April Brown  
 Phone: (770) 357-5101  
 Fax: (770) 357-5102  
 april.brown@decal.ga.gov

The following information is associated with a Licensing Study:

**Activities and Equipment**

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

**Met**

**Comment**

Equipment and furniture observed to be properly secured, as applicable on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

**N/A**

**Comment**

Center does not provide swimming activities at this time. A Virtual Visit was conducted due to the COVID-19 pandemic.

**Children's Records**

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 5**

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Number Missing	
 Child # 2	 Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Number Missing	
 Child # 3	 Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Number Missing,.08(1)(a)-Work Address Missing,.08(1)-Doctor, Clinic, Phone Numbers	
 Child # 4	 Not Met
<u>"Missing/Incomplete Components"</u>	

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Number Missing,.08(1)-Doctor, Clinic, Phone Numbers

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

**Not Met**

**Finding**

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. It was determined based on a review of records five out of five children's enrollment forms were missing the parent's work address, work phone number, and or child's primary source of health care information. A Virtual Visit was conducted due to the COVID-19 pandemic.

**POI (Plan of Improvement)**

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

**Correction Deadline: 9/7/2021**

**Facility**

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

**Met**

**Comment**

Licensed capacity observed to be met by the center on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

**Met**

**Comment**

Center appears clean and well maintained on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

**Comment**

Please be mindful to keep items that pose a hazard inaccessible to children. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

**Not Met**

**Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation tree limbs and bushes were protruding through the fence on the left side front left toddler playground area which posed as a hazard to children in care. A Virtual Visit was conducted due to the COVID-19 pandemic.

**POI (Plan of Improvement)**

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use. The center will trim / cut all bushes and limbs so that they are not protruding through the fencing areas of the playground. The director will send pictures to the Department to show that the hazard has been corrected.

**Correction Deadline: 9/10/2021**

**Finding**

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on observation there was approximately three inches of resilient surface surrounding the multi-colored climbing structure fall zone areas on the left rear and right rear playground instead of six inches of resilient surface which was required. Additionally, there was approximately two inches of resilient surface surrounding the multi-colored climbing structure on the front left playground instead of three inches which was required. There was also approximately one inch of resilient surfacing under the tire structure instead of three inches which was required. A Virtual Visit was conducted due to the COVID-19 pandemic.

**POI (Plan of Improvement)**

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency. The center will add the required resilient surface and submit pictures to the Department to show that the corrections have been made.

**Correction Deadline: 9/10/2021**

**Technical Assistance**

Please ensure the playground areas are free of all hazards, such as mats that are not level to the ground located on the right rear playground underneath the curvy red slide and stagnant water located on the side of the front left playground as required. A Virtual Visit was conducted due to the COVID-19 pandemic.

**Correction Deadline: 8/31/2021**

**Food Service**

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

**Not Met**

**Comment**

Center menu meets USDA guidelines on this date. Consultant discussed new revision to restricted food rule 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. A Virtual Visit was conducted due to the COVID-19 pandemic.

**Finding**

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined based on a review of records one out of 14 infant feeding forms submitted was incomplete as it did not contain all of the required information related to the introduction of solid foods. A Virtual Visit was conducted due to the COVID-19 pandemic.

**POI (Plan of Improvement)**

The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis that will include center staff involved with enrollment and those working in the infant classrooms.

**Correction Deadline: 9/1/2021**

**Correction Deadline: 5/5/2021**

**Corrected on 8/31/2021**

**Correction of citation in that the director created a plan to ensure that all classroom staff members and the cook are aware of all food allergies of children in care as required. The allergy list is posted in the child's classroom and in the kitchen. A Virtual Visit was conducted due to the COVID-19 pandemic.**

---

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

**Met**

**Comment**

Kitchen appears clean and well organized on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

<b>Health and Hygiene</b>
---------------------------

---

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

**Met**

**Comment**

Hand washing requirements for diapering were discussed with the director on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

---

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

**Met**

**Comment**

Hand washing and sanitizing requirements were discussed with the director on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

---

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

**N/A**

**Comment**

The center currently does not dispense or administer medication at this time per the director. A Virtual Visit was conducted due to the COVID-19 pandemic.

<b>Policies and Procedures</b>
--------------------------------

---

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

**Met**

**Comment**

Program observed to have completed emergency drills as required on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

---

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

**Not Met**

**Finding**

591-1-1-.29(3) requires the Director or designated person-in-charge to report or cause to be reported to the Department within twenty-four (24) hours or the next work day: any death of a child while in the care of the Center; any serious illness or injury requiring hospitalization or professional medical attention other than first aid of a child while in the care of the Center; any situation when a child in care becomes missing, such as, but not limited to, a child who is left on a vehicle, a child who leaves the building, playground, or property, or a child who is left behind on any trip; any fire; any structural disaster; any emergency situation that requires temporarily relocating children; and any time the program's operating status changes (i.e., open to closed or temporarily closed and temporarily closed to open). It was determined the center did not report to the Department within 24 hours or the next business day the program's operating status change for the Memorial Day Holiday, May 31, 2021 as required. A Virtual Visit was conducted due to the COVID-19 pandemic.

**POI (Plan of Improvement)**

The Center will develop a procedure so everyone knows how and when to report these incidents to the Department and will follow-up to make sure they are reported as required.

**Correction Deadline: 9/1/2021**

**Recited on 8/31/2021**

## Safety

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

N/A

#### Comment

Center does not keep animals on premises at this time. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Met

#### Comment

Age-appropriate discussion and redirection observed on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

N/A

#### Comment

Center does not participate in field trips at this time per the director. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

N/A

#### Comment

Center does not provide routine transportation at this time per the director. A Virtual Visit was conducted due to the COVID-19 pandemic.

## Sleeping & Resting Equipment

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

Met

#### Comment

Discussed SIDS and infant sleeping position with the director and infant staff members on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

## Staff Records

Records Reviewed: 27

Records with Missing/Incomplete Components: 0

Staff # 1

Met

Date of Hire: 05/24/2021

Staff # 2

Met

Date of Hire: 07/28/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 3

Met

Date of Hire: 04/22/2021

Staff # 4

Met

Date of Hire: 07/05/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 5

Met

Date of Hire: 08/05/2020

Staff # 6

Met

Date of Hire: 06/24/2021

---

Staff # 7	Met
Staff # 8	Met
Date of Hire: 07/12/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 9	Met
Date of Hire: 11/07/2019	
Staff # 10	Met
Date of Hire: 06/24/2021	
Staff # 11	Met
Date of Hire: 06/23/2021	
Staff # 12	Met
Date of Hire: 10/13/2017	
Staff # 13	Met
Date of Hire: 05/09/2014	
Staff # 14	Met
Date of Hire: 05/17/2021	
Staff # 15	Met
Date of Hire: 11/02/2020	
Staff # 16	Met
Date of Hire: 08/02/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 17	Met
Date of Hire: 01/24/2020	
Staff # 18	Met
Date of Hire: 08/25/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 19	Met
Date of Hire: 06/05/2020	
Staff # 20	Met
Date of Hire: 06/18/2016	
Staff # 21	Met
Date of Hire: 03/07/2021	

Staff # 22 Date of Hire: 06/10/2021	Met
Staff # 23 Date of Hire: 03/28/2016	Met
Staff # 24 Date of Hire: 11/14/2016	Met
Staff # 25	Met
Staff # 26 Date of Hire: 04/02/2018	Met
Staff # 27 Date of Hire: 06/18/2016	Met

**Staff Credentials Reviewed: 7**

---

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

**Comment**

Criminal record checks were observed to be complete on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

**Comment**

Director provided 11 files for employees hired since the last licensing study visit which was completed on March 26, 2021. A Virtual Visit was conducted due to the COVID-19 pandemic.

---

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

**Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

---

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

**Comment**

The director and cook completed the four hour nutrition training as required. A Virtual Visit was conducted due to the COVID-19 pandemic.

**Correction Deadline: 9/30/2021**

**Correction Deadline: 12/31/2021**

**Corrected on 8/31/2021**

**Correction of citation in that staff training was completed for 2020 as required. A Virtual Visit was conducted due to the COVID-19 pandemic.**

---

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

**Comment**

Staff observed to be compliant with applicable laws and regulations on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

**Staffing and Supervision**

---

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

Center observed to maintain appropriate staff:child ratios on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

---

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

Adequate supervision observed on this date. Consultant discussed new revision to the supervision rule 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. A Virtual Visit was conducted due to the COVID-19 pandemic.