



**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: 12/2/2021 **VisitType:** Licensing Study **Arrival:** 1:30 PM **Departure:** 4:40 PM

CCLC-47083

Friendship Learning Center of Tucker

6000 Mimosa Circle Tucker, GA 30084 Gwinnett County
(770) 279-7800 friendshiplearningtucker@gmail.com

Regional Consultant

Dianne Clarke

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Mailing Address

Same

Quality Rated: ★ ★ ★

Compliance Zone Designation		
12/02/2021	Licensing Study	Good Standing
11/22/2021	Incident Investigation Closure	Deficient
10/26/2021	Incident Investigation & Follow Up	Good Standing

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.

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- 1L	Infants and One Year Olds	1	4	C	26	C	NA	NA	Nap,Free Play
Main	B- 2L	One Year Olds	1	8	C	24	C	NA	NA	Free Play
Main	C- 3L	Six Year Olds and Over	1	4	C	25	C	NA	NA	Art
Main	D- 4L		0	0	C	26	C	NA	NA	
Main	E- Back Cafe		0	0	C	23	C	NA	NA	Not In Use
Main	F- Back 1L		0	0	C	21	C	NA	NA	
Main	G- Back 2L		0	0	C	21	C	NA	NA	
Main	H- Back 3L		0	0	C	23	C	NA	NA	
Main	I- 4R	Three Year Olds and Four Year Olds	1	11	C	19	C	NA	NA	Centers
Main	J- 3R	Four Year Olds and Five Year Olds	1	17	C	23	C	NA	NA	Outside
Main	K- 2R	Three Year Olds	1	7	C	22	C	NA	NA	Free Play
Main	L- 1R	Two Year Olds	2	13	C	24	C	NA	NA	Centers

Total Capacity @35 sq. ft.: 277

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 64

Total Capacity @35 sq. ft.: 277

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	A- 1L	30	C
Main	B- Back Left	238	C
Main	C- Middle	25	C
Main	D- Right	73	C

Comments

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

Reminders: Please be sure to contact the Gwinnett County Department of Health if there are positive COVID-19 cases immediately and get their guidance. Please also complete a Required Report in DECAL KOALA for all communicable diseases within 24 hours.

Please be sure to enter all temporary closures in DECAL KOALA under the Required Report tab whenever your facility closed temporarily for one day or more.

Incident Reports are to be submitted via DECAL KOALA with all signed staff statements for staff and the director.

As of August 2, 2021, all amendments are required to be entered in DECAL KOALA.

Please be sure to hide staff who are no longer employed in your DECAL KOALA account. Please reach out for help with this, if needed.

Plan of Improvement: Developed This Date 12/02/2021

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.decal.ga.gov/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



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.decal.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@decal.ga.gov

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.

- 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)

Don McDaniel, Program Official

Date

Dianne Clarke, Consultant

Date



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Findings Report

Date: 12/2/2021 **VisitType:** Licensing Study **Arrival:** 1:30 PM **Departure:** 4:40 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Not Met

Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development. The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on observation that the C-3L and D-4L classrooms did not have the current lesson plan posted. The lesson plan was dated November 1, 2021.

POI (Plan of Improvement)

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

Correction Deadline: 12/2/2021

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. A variety of equipment and toys were observed throughout the center.

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

Met

Comment

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

Facility

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

Met

Comment

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

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

A Virtual Visit was conducted due to the COVID-19 pandemic. No hazards observed accessible to children on this date.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Playground observed to be clean and in good repair.

Health and Hygiene

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Staff stated proper knowledge of diapering procedures.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Proper hand washing observed throughout the center.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.29 Required Reporting**Met****Correction Deadline: 11/22/2021****Corrected on 12/2/2021**

.29(3) - The previous citation was corrected in that the director stated that all of the administration will have access to KOALA to enter incidents. The center has conducted a review regarding this with the administrative staff.

Safety

591-1-1-.11 Discipline(CR)**Met****Correction Deadline: 11/22/2021****Corrected on 12/2/2021**

.11(2) - The previous citation was corrected in that appropriate discipline was observed during the visit. The director stated that the discipline policy was reviewed with the teacher and reiterated to the teacher about being slower and gentler. The director will have staff resign the discipline policy.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Complete documentation of transportation observed.

Sleeping & Resting Equipment

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. 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: 23****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 10/23/2017	
Staff # 2	Met
Date of Hire: 06/11/2021	
Staff # 3	Met
Staff # 4	Met
Date of Hire: 09/17/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 5	Met
Date of Hire: 10/05/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 6	Met
Date of Hire: 03/30/2017	
Staff # 7	Met
Date of Hire: 11/09/2020	
Staff # 8	Met
Date of Hire: 08/10/2020	
Staff # 9	Met
Date of Hire: 05/06/2019	
Staff # 10	Met
Date of Hire: 08/13/2018	
Staff # 11	Met
Date of Hire: 12/27/2018	
Staff # 12	Met
Date of Hire: 09/03/2019	
Staff # 13	Met
Date of Hire: 03/30/2017	

Records Reviewed: 23

Records with Missing/Incomplete Components: 0

Staff # 14	Met
Date of Hire: 08/02/2021	
Staff # 15	Met
Date of Hire: 10/18/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 16	Met
Date of Hire: 10/29/2019	
Staff # 17	Met
Date of Hire: 03/30/2017	
Staff # 18	Met
Staff # 19	Met
Date of Hire: 04/10/2017	
Staff # 20	Met
Staff # 21	Met
Date of Hire: 10/18/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 22	Met
Date of Hire: 06/03/2021	
Staff # 23	Met
Date of Hire: 11/05/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>

Staff Credentials Reviewed: 14

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

Comment

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

- Please ensure that applicants/staff are listing exact dates (including month/day/year) on 10 year work history form in order to determine any breaks in service from the child care industry.
- Please ensure that records checks are redone if there is a six-month break in service.
- Please also ensure that satisfactory records checks are updated before the expiration date.
- Ensure that all therapists and other independent contractors have an updated records check on file, before being present at the center.
- Please ensure that staff with a national background check is always present with a staff who has a comprehensive background check. Staff should never be by themselves.

591-1-1-.33 Staff Training Not Met

Finding

591-1-1-.33(4) requires within the first year of employment, the Director and person with primary responsibility for food preparation shall have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on a review of records that the nutrition training was completed on December 2, 2021 for the director who started on March 30, 2017.

POI (Plan of Improvement)

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

Correction Deadline: 1/1/2022

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. 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

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

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

Met

Correction Deadline: 11/22/2021

Corrected on 12/2/2021

.32(7) - The previous citation was corrected in that appropriate supervision was observed. The director stated that the teacher was spoken to about moving around and not sitting for long periods so that they are able to respond quickly.