



**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: 6/2/2021 **VisitType:** Complaint Investigation Follow Up **Arrival:** 10:45 AM **Departure:** 11:50 AM

CCLC-51399

A Fun Time-Out

4650 Jimmy Carter Blvd. Suite 111-113 Norcross, GA 30093 Gwinnett County
(770) 559-3258 bdavis@afuntimeout.com

Mailing Address
Same

Regional Consultant

Leena Mitchell

Phone: (706) 433-7111
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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.
06/02/2021	Complaint Investigation Follow Up	Deficient	
03/25/2021	Monitoring Visit	Good Standing	
03/24/2021	Incident Investigation 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-1st Left	Infants and One Year Olds	2	12	C	14	C	NA	NA	Free Play
Main	B-2nd Left	Three Year Olds and Four Year Olds and Five Year Olds	3	34	C	34	C	NA	NA	Outside
Main	C-3rd Back Left		0	0	C	9	C	NA	NA	Outside, Not In Use
Main	D-Middle		0	0	C	7	C	NA	NA	Not In Use
Main	F-1st Right Side	One Year Olds and Two Year Olds and Three Year Olds	1	10	NC	9	NC	NA	NA	Outside, Transitioning
Main	G-Far back right		0	0	C	9	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 82						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 56			Total Capacity @35 sq. ft.: 82			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

The complaint investigation was closed on this date.

Plan of Improvement: To Be Submitted 07/06/2021

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

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)

Brittany Davis, Program Official

Date

Leena Mitchell, Consultant

Date



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Findings Report

Date: 6/2/2021 **VisitType:** Complaint Investigation Follow Up **Arrival:** 10:45 AM **Departure:** 11:50 AM

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The following information is associated with a Complaint Investigation Follow Up:

Activities and Equipment

591-1-1-.03 Activities

Technical Assistance

Technical Assistance

Consultant discussed the following rule with the Provider on this date: 591-1-1-.03(7)(a) requires a center that operates five hours or more per day to provide at least one and one-half hours of outdoor activity per day, weather permitting, for each child who is not an infant and at least one hour daily for infants.

Correction Deadline: 6/2/2021

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

Met

Comment

A variety of equipment and toys were observed throughout the center.

Comment

Equipment and furniture observed to be properly secured, as applicable.

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

Met

Comment

Center does not provide swimming activities.

Facility

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

Not Met

Comment

Discussed movement of children to maintain capacities.

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Finding

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on observation and review of records that:
- Classroom F had ten (10) children present, licensed capacity is nine (9).

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Correction Deadline: 6/2/2021

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

Technical Assistance

Technical Assistance

Consultant discussed the following rule with the Provider on this date: 591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children.

Correction Deadline: 6/2/2021

Technical Assistance

Consultant discussed the following rule with the Provider on this date: 591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair.

Correction Deadline: 6/2/2021

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

Not Met

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute.

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Technical Assistance

Consultant discussed the following rule with the Provider on this date: 591-1-1-.26(3) requires that the playground shall have shaded areas.

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Correction Deadline: 7/2/2021

Technical Assistance

Consultant discussed the following rule with the Provider on this date: 591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate.

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Correction Deadline: 6/12/2021

Finding

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that paper trash and water bottle caps were observed on the grounds of the infant/toddler and preschool playgrounds. Paper trash and five cigarette butts were observed on the grounds of the school-age playground.

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Correction Deadline: 6/2/2021

Food Service

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

Not Met

Comment

591-1-1-.15(2) - Please ensure the new updated infant feeding form is used. Discussed revision to the written feeding plans for children under the age of one (1) years old. Age-appropriate solid foods (including cereal) shall not be given to infants or children less than one (1) of age until recommended as developmentally appropriate by the child's primary care physician and indicated in writing by the Parent(s). As soon as the feeding plan indicates that a child is ready for solid foods, the child shall be fed from individual spoons and individual containers or dishes. A child shall not be fed directly from the original baby food container if the contents are to be fed to the child at more than one (1) meal or to more than one (1) child.

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Correction Deadline: 6/2/2021

Finding

591-1-1-.15(2)(a) requires Center Personnel to hold and feed infants less than six months of age and older children who cannot hold their own bottles or sit alone. Baby bottles shall never be propped; the infant's head shall be elevated while feeding. It was determined based on observation that an infant was lying on their back drinking a bottle in the second crib located on the left side of classroom A.

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Correction Deadline: 6/2/2021

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.

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Correction Deadline: 6/2/2021

Health and Hygiene

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

Comment

Proper diapering procedures observed.

591-1-1-.17 Hygiene(CR) Not Met

Finding

591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on observation that children did not immediately wash their hands upon the transition from the playground to classroom F after outside play.

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Correction Deadline: 6/2/2021

Finding

591-1-1-.17(8) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means. It was determined based on observation that staff member did not immediately wash their hands upon the transition from the playground to classroom F after outside play.

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Correction Deadline: 6/2/2021

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

Staff were observed to maintain a positive learning environment on this date.

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

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR) **Not Met**

Finding

591-1-1-.30(1)(d) requires that all sleeping and resting equipment shall be arranged to avoid obstructing access to exit doors, to provide the caregivers access to each child, and to prevent children's access to cords hanging from window treatments and other hazardous objects. To reduce the transfer of airborne diseases, sleeping and resting equipment shall be arranged as follows. There shall be a minimum of twenty-four inch (24") corridor between each row of sleeping or resting equipment. There shall be a minimum of twelve inches (12") between each piece of sleeping or resting equipment in each row of equipment. Children shall be placed on cots and mats so that one child's head is toward another child's feet in the same row. It was determined based on observation that the first and second cribs located on the right side of classroom A had less than 12 inches of space between each crib.

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Correction Deadline: 6/2/2021

Staff Records

Records Reviewed: 8

Records with Missing/Incomplete Components: 1

Staff # 1 Not Met
"Missing/Incomplete Components"
.09-Criminal Records Check Missing

Staff # 2 Met
Date of Hire: 09/08/2020

Staff # 3 Met

Staff # 4 Met
Date of Hire: 12/21/2020

Staff # 5 Met
Date of Hire: 10/12/2019

Staff # 6 Met
Date of Hire: 01/30/2021

Staff # 7 Met
Date of Hire: 05/10/2021 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 8 Met
Date of Hire: 03/04/2021

Staff Credentials Reviewed: 2

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)	Not Met
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Comment

591-1-1-.09(1) - The consultant discussed the following information regarding criminal record checks with the director:

- Monitor the expiration dates of all staff members' criminal record check letters.
- Submit a portability request via DECAL KOALA for newly hired staff members that have a previous satisfactory comprehensive criminal record check letter issued by the department.
- Ensure that all newly hired staff members have evidence of a satisfactory comprehensive criminal record check letter prior to providing services to children present for care.
- Ensure that all newly hired and/or seasonal staff members with a six month (180 days) break of employment from child care submit an updated criminal record check application and complete the fingerprinting process prior to rendering services for child care services.

Finding

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on review of records that staff member #1, hired on June 2, 2021, had a valid and current satisfactory Comprehensive Records Check Determination on file that was within the 12 month portability period, but had not been electronically ported as required. Staff member #1 was observed working with children on the playground on this date. Consultant assisted provider in porting the staff member before ending the visit. A one-day letter and video training affiliated was left on this date.

Correction Deadline: 6/2/2021

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

Met

Comment

Please be mindful of training expiration dates.

Correction Deadline: 6/3/2021

Corrected on 6/2/2021

.14(2) - The consultant observed the previous citation to be corrected in that the consultant observed the evidence that staff members past their 90 days of hire had documentation of CPR and first aid training.

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

Met

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

Comment

Staff observed to be compliant with applicable laws and regulations. The program was in compliance with the Executive Order issued on May 1, 2021.

Correction Deadline: 3/25/2021

Corrected on 6/2/2021

.31(2)(c) - The consultant observed the previous citation to be corrected in that the consultant observed staff member #8 to have evidence of degree on file.

Staffing and Supervision

Finding

591-1-1-.32(2) requires the Center maintain Staff:child ratios in mixed-age groups based on the age of the youngest group of children that includes more than twenty percent of the total number of children in the mixed-age group. It was determined based on observation that classroom F had ten (10) children present and one staff member, three (3) children were one-years-old, six (6) were two-years-old and one (1) was three-years-old, which is more than twenty percent of the total number of children.

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Correction Deadline: 6/2/2021

Finding

591-1-1-.32(4)(a) requires that during the early morning times of arrival and late afternoon times of departure, infants and children younger than three (3) years may be grouped with older children so long as Staff: child ratios and group size are met based on the age of the youngest child in the group. It was determined on observation that classroom F had ten (10) children present and one staff member, three (3) children were one-years-old, six (6) were two-years-old and one (1) was three-years-old.

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Correction Deadline: 6/2/2021

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

Technical Assistance

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: 6/2/2021

Technical Assistance

Consultant discussed the following rule with the Provider on this date: 591-1-1-.32(7) requires that children be supervised at all times appropriate to the individual age, needs and capabilities of each child. Such supervision must include, but not be limited to, indoor and outdoor activities, mealtimes, naptime, transportation, field trips, and transitions between activities. "Supervision" means that the appropriate number of Staff members are physically present in the area where children are being cared for and are providing watchful oversight to the children, volunteers and Students-in-Training. The persons supervising in the child care area must be alert, positioned to maximize their ability to hear and see the children at all times, and able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the volunteers and Students-in-Training, and provide timely attention to the children's actions and needs.

Correction Deadline: 6/2/2021