



**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:** 7/18/2023    **VisitType:** Licensing Study    **Arrival:** 10:30 AM    **Departure:** 2:00 PM

**CCLC-743**

**American Learning Centers**

5598 Singleton Road Norcross, GA 30093 Gwinnett County  
 CCLC-743 sikri01@bellsouth.net

**Regional Consultant**

Leena Mitchell

Phone: (706) 433-7111

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leena.mitchell@decals.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.
07/18/2023	Licensing Study	Good Standing	
01/05/2023	Licensing Study	Good Standing	
09/27/2022	Incident Investigation Closure	Good Standing	

**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	
Back	Back		0	0	C	21	C	NA	NA	Not In Use	
Back	Front		0	0	C	21	C	NA	NA	Not In Use	
Back	Middle		0	0	C	21	C	NA	NA	Not In Use	
Total Capacity @35 sq. ft.:			63			Total Capacity @25 sq. ft.:			225		
Bld. 1	1st Left	Three Year Olds and Four Year Olds	1	12	C	25	C	35	C	Music,Circle Time	
Bld. 1	1st Right	Five Year Olds and Six Year Olds and Over	2	17	C	25	C	35	C	Outside	
Bld. 1	Back Left - Left Side	Infants and One Year Olds	1	5	C	12	C	NA	NA	Transitioning,Floor Play	
Bld. 1	Back Left - Right Side		0	0	C	22	C	30	C	Not In Use	
Bld. 1	Middle	One Year Olds and Two Year Olds	1	5	C	14	C	NA	NA	Outside	
Total Capacity @35 sq. ft.:			98			Total Capacity @25 sq. ft.:			225		
House	Back		0	0	C	15	C	NA	NA	Not In Use	
House	Front		0	0	C	21	C	NA	NA	Not In Use	
Total Capacity @35 sq. ft.:			36			Total Capacity @25 sq. ft.:			225		
Total # Children this Date: 39			Total Capacity @35 sq. ft.: 197			Total Capacity @25 sq. ft.:			225		

**Comments**

The purpose of this visit was to conduct a licensing study.

Plan of Improvement: Developed This Date 07/18/2023

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.al.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

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), do the following:

- 1) Log into DECAL KOALA [www.decalkoala.com](http://www.decalkoala.com) with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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 Quality Rated/CAPS Update:**

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

**Contact the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.al.ga.gov](mailto:qualityrated@dec.al.ga.gov) for more information. Free technical assistance is available!**

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Minaz Lakdawala, Program Official

Date

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Leena Mitchell, Regional Consultant

Date



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**(Findings Report)**

**Date:** 7/18/2023 **VisitType:** Licensing Study

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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**

Discussed adding equipment and toys to enhance variety.

**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.

**Children's Records**

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

**Met**

**Comment**

Records were observed to be complete and well organized. Please ensure that parents provide and/or update the following information as needed: release to persons' name, phone number, full address and relationship to the child.

**Facility**

**591-1-1-.06 Bathrooms**

**Met**

**Comment**

Bathrooms observed to be clean and well maintained.

**Comment**

Please monitor bathrooms for necessary supplies.

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

Licensed capacity observed to be routinely met by center.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)****Not Met****Comment**

Center appears clean.

**Comment**

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

**Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that the following potentially hazardous equipment, materials or supplies were accessible to the children in care:

- One container of diaper cream which is marked to be kept "out of the reach of children" was observed to be accessible to children in a child's cubby in the middle classroom.
- A teacher's bag was observed to hanging on hook in a child's cubby accessible to children and a bottle of sunscreen was on top of the cubby's also accessible to children in classroom 1R
- A teacher's purse was observed sitting on a shelf accessible to children in the middle classroom.

**POI (Plan of Improvement)**

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

**Correction Deadline: 7/18/2023**

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

591-1-1-.26 - Playground observed to be clean and in good repair. Please ensure to monitor the playground areas for the following hazardous items:

- Fluff and redistribute resilient surface surrounding the fall zones.
- Biting and/or stinging insects (i.e., bees, ants, etc.).
- Vines protruding through the fence becoming accessible to the children present for care.
- Exposed tree roots (i.e., potential tripping hazard, etc.).
- Loose and/or weak tree branches. - Normal wear and tear of playground equipment.
- Normal wear and tear of the fence surrounding the playground areas

**Food Service**

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

591-1-1-.15 - Please ensure that bottles and sippy cups are covered and fully labeled with child's full name.

**Comment**

Center menu meets USDA guidelines.

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

Kitchen appears clean and well organized.

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**Health and Hygiene**

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

Proper diapering procedures observed.

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

**Comment**

Proper hand washing observed throughout the center.

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

**Comment**

Documentation for medication dispensing observed complete.

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**Policies and Procedures**

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

**Comment**

Program observed complete emergency drills

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

**Comment**

Observed all required posted notices.

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

**Comment**

Thank you for reporting as required.

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**Safety**

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

**Comment**

Center does not keep animals on premises.

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

**Comment**

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

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**591-1-1-.13 Field Trips(CR)** **Met**

**Comment**

Field trip documentation observed to be complete.

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**591-1-1-.36 Transportation(CR)** **Not Met**

**Comment**

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

**Comment**

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

- Vehicle Tag # - BUD 8079 - Expires June 2, 2024.
- Vehicle Tag # - AGV 0238 - Expires June 2, 2024.
- Vehicle Tag # - CEB 7236 - Expires June 2, 2024.
- Vehicle Tag # - AGV 0225 - Expires June 2, 2024.

**Comment**

The vehicle had an approved fire extinguisher and first aid kit on this date.

**Finding**

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on review of records that staff member #13 did not have evidence of a current transportation training certificate on file prior to participating in transportation on a field trip to the Regal Theatre on July 5, 2023.

**POI (Plan of Improvement)**

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

**Correction Deadline: 7/28/2023**

**Correction Deadline: 1/6/2023**

**Corrected on 7/18/2023**

**.36(7)(c)2. - The consultant observed the previous citation to be corrected in that the consultant observed evidence of complete transportation documentation on this date.**

**Correction Deadline: 1/5/2023**

**Corrected on 7/18/2023**

**.36(7)(d)2. - The consultant observed the previous citation to be corrected in that the consultant observed evidence of complete transportation documentation on this date.**

**Sleeping & Resting Equipment**

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

**Met**

**Comment**

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed.

**Comment**

Please ensure that cribs/cots are labeled for individual use.

**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**

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

**Met**

**Comment**

The director provided six files for staff members hired since the previous visit conducted on January 2023. The consultant observed six of six newly hired staff members to have evidence of a satisfactory criminal record check letter on file.

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

**Met**

**Comment**

Criminal records checks were observed to be complete.

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

**Met**

**Comment**

Complete first aid kits observed in center and on vehicles.

**Comment**

Evidence observed of 95% of center staff certified in First Aid and CPR.

**Comment**

Please be mindful of training expiration dates.

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

**Met**

**Comment**

Documentation observed of required staff training.

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

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**Staffing and Supervision**

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.32 - Discussed combining children of mixed ages.

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

Staff observed to provide direct supervision and be attentive to children's needs.