



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: 7/8/2022 **VisitType:** Complaint Investigation & Initial Licensing Study **Arrival:** 9:00 AM **Departure:** 2:30 PM

CCLC-57277

Kiddie Kollege

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Mailing Address
 Same

Regional Consultant

Kedirile Knott

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Joint with: Jennifer Bailey

Quality Rated: No

Compliance Zone Designation		
07/08/2022	Complaint Investigation & Initial Licensing Study	N/A

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
building 2	F front Left	Six Year Olds and Over	1	12	C	21	C	29	C	Outside
building 2	G Rear Left	Five Year Olds	1	12	C	16	C	23	C	Transitioning
building 2	H front right		0	0	C	16	C	23	C	
Total Capacity @35 sq. ft.: 53			Total Capacity @25 sq. ft.: 142							
Main	A Front		0	0	C	18	C	NA	NA	
Main	B front left	Infants	1	3	C	5	C	NA	NA	Floor Play, Feeding
Main	C mid left	One Year Olds	1	5	C	9	C	NA	NA	Free Play
Main	D rear Left	Three Year Olds and Four Year Olds	1	6	C	27	C	38	C	Free Play
Main	E Rear right		0	0	C	30	C	41	C	
Total Capacity @35 sq. ft.: 89			Total Capacity @25 sq. ft.: 142							
Total # Children this Date: 38			Total Capacity @35 sq. ft.: 142			Total Capacity @25 sq. ft.: 142				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Left	115	C
Main	Mid Left	34	C
Main	Mid Right	30	C

Comments

Plan of Improvement: To Be Submitted 08/11/2022

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 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@decal.ga.gov for more information. Free technical assistance is available!

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 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)

LaTonia Camp, Program Official

Date

Kedirile Knott, Consultant

Date

Jennifer Bailey, Consultant

Date



**Bright from the Start Georgia Department of Early Care and Learning
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Findings Report

Date: 7/8/2022 **VisitType:** Complaint Investigation & Initial Licensing Study **Arrival:** 9:00 AM **Departure:** 2:30 PM

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The following information is associated with a Complaint Investigation & Initial 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 all the classroom did not have posted lesson plans.

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Correction Deadline: 7/8/2022

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

Not Met

Comment

Discussed adding equipment and toys to enhance variety.

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Finding

591-1-1-.12(2) requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. It was determined based on observation that some of the outside toys were broken, dirty and some were rusty. Consultant also observe a children's couch that was torn in the Pre-K classroom.

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Correction Deadline: 7/8/2022

Finding

591-1-1-.12(4) requires that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. It was determined based on observation that the T.V that is located in the after school program class was not secured and thus had a potential to cause injury to a child if it was tipped over.

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Correction Deadline: 7/8/2022

Finding

591-1-1-.12(6) requires that a variety of age-appropriate toys and play materials be available, stored on low, open shelves accessible to children in each room or assigned area. It was determined based on observation that the one year old and the toddler classroom did not have a variety of equipment and toys. There were no clearly defined play areas such a science; blocks; music; math; or art. Consultant discussed with the Director to ensure that all classroom have a variety of equipment and toys.

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Correction Deadline: 8/7/2022

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

Technical Assistance

Technical Assistance

Consultant discussed swimming rules with the Director. Please ensure that all children involved in swimming activities have parental authorization, and that they have obtained a swimming test; and lastly, please ensure that appropriate staff to child ratios are observed for swimming activities.

Technical Assistance

Swimming activities provided off site. Consultant observed documentation for swimming field trip in over 2ft water. Consultant reminded the Director to ensure additional staff is present during swimming activities some of the children cannot swim.

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

Consultant discussed with the Director ensuring that all the information on the enrollment packet is filled out. If there is no information to provide, remember to tell parents to cross out that section or write NA. Consultant reminded the provider to ensure that all emergency contact information, including the emergency contacts' address is listed on the enrollment form.

Technical Assistance

Consultant discussed with the Director to ensure that there are Infant Feeding plans on file for all enrolled infants.

Facility

591-1-1-.06 Bathrooms

Not Met

Finding

591-1-1-.06(4) requires a Center first licensed after March 1, 1991, and Centers that remodel or add to existing plumbing facilities, to have the bathroom area fully enclosed and ventilated to the outside of the building with either an open screened window or functioning exhaust fan and duct system and requires Centers without fully enclosed bathrooms to ensure there is adequate ventilation to control odors and adequate sanitation measures to prevent the spread of contagious diseases. It was determined based on observation that classroom D and classroom H did not have appropriate ventilation. Please ensure that exhaust fans are replaced. Consultant discussed with the Director ensuring the infant and toddler classrooms are screened in so that they can be opened to allow for appropriate ventilation.

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Correction Deadline: 8/7/2022

Finding

591-1-1-.06(7) requires Center Staff to ensure bathrooms are cleaned daily with a disinfectant. It was determined based on observation that the toilet in classroom E was broken, and it had not been flushed. The toilet was clogged and had not been attended to. Consultant also observed what appeared to be mold under the bathroom sink in classroom D.

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Correction Deadline: 7/8/2022

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) **Technical Assistance**

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

591-1-1-.26 Playgrounds(CR) **Not Met**

Comment
Discussed maintenance of resilient surface. Please fluff and redistribute mulch.

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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 that there were multiple potential entrapment hazards (gaps measured more that 3.5 inches) on the fencing on the playground. Consultant also observed an unsecured gate on the playground which leads to the parking lot.

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Correction Deadline: 7/8/2022

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 the infant/toddler playground had litter on it. There were also worn/broken toys that had chipping paint on the playground. The siding of the center also as holes on the side which have exposed foam.

Correction Deadline: 7/8/2022

Food Service

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

Technical Assistance

Technical Assistance

Consultant discussed with the Director ensuring that a signed written feeding plan for children less than one (1) year of age 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. Consultant informed the Director that the feeding plans must 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. Please ensure that infant feeding forms are updated regularly.

Comment

Consultant discussed with the Provider ensuring that 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. Food shall not be accessible or served to children until it has been chopped, diced, cut or mashed and is appropriate for each child's age and individual eating, chewing and swallowing ability.

Technical Assistance

Please ensure that bottles are covered and fully labeled with child's full name and date of when the bottle was received.

Comment

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk.
5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk.
2 of 5 Components for snack.

591-1-1-.18 Kitchen Operations

Met

Comment

Discussed proper steps for dishwashing.

Comment

Please ensure that all food items are stored in airtight containers.

Health and Hygiene

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

Technical Assistance

Comment

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

Technical Assistance

Staff stated proper knowledge of diapering procedures. Consultant reminded teachers to keep hazardous items such as hand sanitizer; diapering creams; and baby wipes away from reach of children when changing their diapers.

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

Comment

Staff were observed to remind children to wash hands.

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

Comment

Discussed proper medication documentation and procedures.

Policies and Procedures

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

Comment

Consultant discussed with the Director ensuring that all emergency drills be completed on schedule and in a timely manner.

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

Comment

Please make sure that all required signs are posted and up to date.

Safety

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

Comment

Center does not keep animals on premises.

591-1-1-.11 Discipline(CR) **Technical Assistance**

Technical Assistance

Please be mindful of voice tone in redirecting children. Consultant also discussed with Director the importance of using re-direction instead of time-out.

591-1-1-.13 Field Trips(CR) **Technical Assistance**

Technical Assistance

Consultant discussed with the Director proper field trip documentation and regulations regarding checklists, name tags and permission forms on this date.

591-1-1-.36 Transportation(CR) **Technical Assistance**

Technical Assistance

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

Comment

The vehicle had an approved fire extinguisher and first aid kit on this date. Please ensure that you are monitoring the first aid kit for supplies.

Sleeping & Resting Equipment

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

Comment

Discussed SIDS and infant sleeping position.

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Finding

591-1-1-.30(1)(a)2 requires that a crib mattress is firm, tight-fitting without gaps, at least 2 inches thick and covered with a waterproof, washable material. Before a change of occupant, each mattress shall be cleaned with a disinfectant. It was determined that based on observation that two cribs had a quilted mattress covers, and another one was torn and had the foam exposed.

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Correction Deadline: 7/8/2022

Finding

591-1-1-.30(1)(a)3 requires that each crib shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. It was determined based on observation that all five cribs did not have a tight-fitting sheets.

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Correction Deadline: 7/8/2022

Staff Records

Records Reviewed: 15	Records with Missing/Incomplete Components: 0
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Staff # 1	Met
Date of Hire: 07/08/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 2	Met
Staff # 3	Met
Staff # 4	Met
Staff # 5	Met
Staff # 6	Met
Staff # 7	Met
Staff # 8	Met

Records Reviewed: 15

Records with Missing/Incomplete Components: 0

Staff # 9	Met
Date of Hire: 07/08/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 10	Met
Staff # 11	Met
Staff # 12	Met
Staff # 13	Met
Staff # 14	Met
Staff # 15	Met

Staff Credentials Reviewed: 5

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

Comment

Criminal record checks were observed to be complete.

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

Comment

Consultant reminded Director to replace/add missing/expired item(s) in first aid kit(s).

Comment

Please be mindful of First Aid CPR training expiration dates. Please ensure that all newly hired staff receive their First Aid CPR training within the first 90 days of hire.

591-1-1-.24 Personnel Records Technical Assistance

Technical Assistance

Consultant discussed with the Director ensuring that the center maintains a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation.

Correction Deadline: 7/13/2022

591-1-1-.33 Staff Training Met

Comment

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

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.

Staffing and Supervision

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

Met

Comment

Center observed to maintain appropriate staff:child ratios.

Comment

Consultant discussed combining children of mixed ages. Consultant informed the Director that 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. Consultant also informed the Director that these age groups may only be mixed during the first and last hour of operations.

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

Technical Assistance

Comment

Consultant discussed with the Director ensuring that a supervision plan is drawn up for the A due to the diapering area placement and blind pot in the corner of the classroom. Consultant also discussed drawing up a supervision plan for the playground to ensure that adequate supervision is in place.

Technical Assistance

Consultant discussed with the Director ensuring that all staff members are actively supervising children and are aware of the number of children in their care.