



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: 1/19/2017 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 1:40 PM **Departure:** 4:30 PM

CCLC-38700

Shepherd Academy LLC

3545 Matt Highway Cumming, GA 30028 Forsyth County
 (770) 203-2773 mark@primrosecummingnorth.com

Regional Consultant

LaQuita Clark

Phone: (706) 497-1536

Fax: (706) 688-0418

jennifer.taylor@decal.ga.gov

Mailing Address

Same

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.
01/19/2017	Complaint Investigation & Licensing Study	Good Standing	
11/30/2016	Complaint Closure	Good Standing	
10/21/2016	Complaint Investigation Follow Up	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- 1L	Infants	2	10	C	10	C	NA	NA	Floor Play, Diapering, Nap
Main	B- 2L	One Year Olds	2	12	C	15	C	NA	NA	Circle Time
Main	C- 3L	One Year Olds	1	7	C	20	C	NA	NA	Free Play
Main	E- 1R	Two Year Olds	2	16	C	22	C	NA	NA	Transitioning, Circle Time
Main	F- 2R	Three Year Olds	1	9	C	24	C	NA	NA	Nap
Main	G-3R	Three Year Olds and Four Year Olds	1	15	C	24	C	NA	NA	Nap
Main	H-4R	Four Year Olds and Five Year Olds	1	18	C	26	C	NA	NA	Circle Time
Main	I- 5R		0	0	C	36	C	NA	NA	

Total Capacity @35 sq. ft.: 177

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 87

Total Capacity @35 sq. ft.: 177

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	A- Infant	21	C
Main	B- School Age	96	C
Main	C- 3-4 yrs	59	C

Comments

The purpose of this visit was to conduct a licensing study and to follow up on the previous visit from October 21, 2016.

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).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.



Sign up Today!

www.qualityrated.dec.ga.gov

Any Licensed Program Eligible to Participate

Free Approved Training

Free Technical Assistance

Eligible for \$1,000 Materials Mini Grant

1, 2, 3 Star Rated Programs Receive Bonus Packages

Great Marketing Tool

Raises the Bar in Child Care

For More Information:

Email: QualityRated@dec.ga.gov or Call: 855-800-7747

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.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.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)

ROBERT SHEPHERD, Program Official

Date

LaQuita Clark, 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: 1/19/2017 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 1:40 PM **Departure:** 4:30 PM

CCLC-38700

Shepherd Academy LLC

3545 Matt Highway Cumming, GA 30028 Forsyth County
(770) 203-2773 mark@primrosecummingnorth.com

Mailing Address
Same

Regional Consultant

LaQuita Clark

Phone: (706) 497-1536

Fax: (706) 688-0418

jennifer.taylor@dec.al.ga.gov

The following information is associated with a Licensing Study Visit:

Activities and Equipment

591-1-1-.03 Activities

Met

Comment

Developmentally appropriate activities were observed to be provided. Current lesson plans observed to be posted.

Correction Deadline: 1/19/2017

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

Met

Comment

Observed-Variety Throughout Center

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

Met

Comment

No Swimming Activities Provided

Children's Records

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

Met

Comment

Observed-Records Complete/Well Organized

591-1-1-.23 Parental Authorization

Met

Comment

Parent Authorizations Obtained/Completed

Facility

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

Comment

Observation-No Hazards Accessible

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

Comment

Observation-Clean/Good Repair. Please be mindful of exposed prongs along bottom of fence line.

Food Service

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

Comment

Menu Meets USDA Guidelines. Current feeding plans were observed on file.

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

Comment

Kitchen Appears Clean/Well Organized

Health and Hygiene

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

Comment

Observed-Proper Diapering

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

Comment

Observed-Staff Remind Children Wash Hand

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

Comment

Director stated that medication is not currently being administered.

Policies and Procedures

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

Comment

Current documentation of fire and tornado drills were observed on file.

Correction Deadline: 1/24/2017

Safety

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

Comment

Staff stated appropriate use of discipline methods based on use of redirection.

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

Comment

No Field Trips at This Time

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

Observed-Complete Documentation

Sleeping & Resting Equipment

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

Safety approved cribs were observed. Staff were observed to follow safe sleep procedures.

Staff Records

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

Criminal Records Checks complete. The director provided five files for staff hired since the previous visit.

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

Observed over 50% Certified First Aid & CPR. Director stated that new staff will be certified within 90 days of hire as required.

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

Observed - Documentation Of Training for 2016 annual year. Staff were observed to have health and safety orientation training on file.

Staffing and Supervision

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

Observed-Appropriate Staff:Child Ratios

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

Observed-Adequate Supervision