



**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: 2/1/2017 **VisitType:** Licensing Study **Arrival:** 10:05 AM **Departure:** 2:10 PM

CCLC-38458

Butner Learning Academy

2125 County Line Road Atlanta, GA 30331 Fulton County
(404) 349-2656 butneracademy@yahoo.com

Regional Consultant

Jennifer Bailey
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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.
02/01/2017	Licensing Study	Good Standing	
08/31/2016	POI Follow Up	Good Standing	
08/05/2016	Complaint Investigation & Monitoring Visit	Support	

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 - School Age		0	0	C	8	C	NA	NA	Not In Use
Main	B - 1R	Infants and One Year Olds	1	6	C	9	C	NA	NA	Nap, Floor Play
Main	C - Middle		0	0	C	5	C	NA	NA	Not In Use
Main	D - Middle Back		0	0	C	4	C	NA	NA	Not In Use
Main	E - Left	Two Year Olds and Three Year Olds	1	7	C	9	C	NA	NA	Circle Time
					Total Capacity @35 sq. ft.: 35	Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 13			Total Capacity @35 sq. ft.: 35			Total Capacity @25 sq. ft.: 0				


Building	Playground	Playground Occupancy	Playground Compliance
Main	Outside	34	C

Comments

The purpose of this visit is to conduct a licensing study and follow-up to the visit conducted on August 31, 2016.

Plan of Improvement: Developed This Date 02/01/2017

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).

	<p>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.</p>
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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@decal.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://decal.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)

Tashia Harrison, Program Official

Date

Jennifer Bailey, Consultant

Date



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Findings Report

Date: 2/1/2017 **VisitType:** Licensing Study **Arrival:** 10:05 AM **Departure:** 2:10 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 and staff statement that lesson plans were not available for classrooms B-1R and C-Middle.

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: 2/1/2017

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

Comment

Observed-Variety Throughout Center

591-1-1-.35 Swimming Pools & Water-related Activities(CR) **N/A**

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

Evening Care

591-1-1-.32 Staffing/Supervision(CR)**Not Evaluated****Comment**

Not evaluated on this date.

Facility

591-1-1-.06 Bathrooms**Met****Comment**

Observation-Clean and Well Maintained

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

Discuss-Children Moved Maintain Capacity

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

Observation-No Hazards Accessible

Finding

591-1-1-.25(12) requires that heating and cooling equipment be protected to prevent children from touching it. It was determined based on observation that children had access to space heaters in classrooms C-Middle and E-Left.

POI (Plan of Improvement)

The center will ensure space heaters are out of reach.

Correction Deadline: 2/1/2017**Finding**

591-1-1-.25(3) requires that the Center and surrounding premises be clean, free of debris and in good repair. It was determined based on observation that the following areas/items were found to be noncompliant: chipping paint was observed in classroom E-Left on the left wall under the window, chipping paint was observed in classroom B-1R on the right wall, the toilet in the restroom in classroom C-Middle was observed to be missing protective caps on the screws, and the blinds in all classrooms were observed to have an accumulation of dust.

POI (Plan of Improvement)

To ensure the cleanliness, sanitation and safety of the environment, the center will repaint the chipping paint and remove the dust from the blinds.

Correction Deadline: 2/15/2017

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

591-1-1-.26(7) requires that climbing and swinging equipment be anchored and have a resilient surface beneath the equipment. The fall-zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on observation that the resilient surface material had become compacted, and grass was observed to be growing through the resilient surface material. The center was given technical assistance for this rule during the monitoring visit completed in August 2016.

POI (Plan of Improvement)

The Center will develop and/or follow a plan for routine inspections of the resilient surface and for replacing when needed.

Correction Deadline: 2/15/2017

Food Service

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

Not Met

Finding

591-1-1-.15(2) requires that for the feeding of children less than one year old the following must be met: 1) a signed written feeding plan from Parent(s); 2) updated instructions as new food are added or changes made; 3) posting of the feeding plan in the child's assigned room; 4) amount of formula or breast milk/food to be given; 5) instructions for introducing solid foods; and 6) notation of any types of commercially premixed formula which may not be given in an emergency. It was determined based on staff statement and observation that two enrolled infants did not have infant feeding plans on file.

POI (Plan of Improvement)

The center will ensure that all infants have feeding plans.

Correction Deadline: 2/8/2017

Finding

591-1-1-.15(3) requires that baby bottles and formula meet the following requirements: 1) be clearly labeled with the child's name; 2) parents will supply formula or breast milk daily in bottles and only the current day's formula or breast milk will be served; 3) bottles be refrigerated at 40 degrees Fahrenheit or less; and 4) only commercially prepared, ready to-feed formula be used if provided by the center. Refrigerated or frozen breast milk shall only be heated or thawed under warm, running water or in a container of warm water. It was determined based on observation that the center did not meet baby bottle and formula requirements as follows: bottles in the refrigerator were observed to not be labeled, and a full bottle was observed unrefridgerated in a child's bag.

POI (Plan of Improvement)

To ensure that baby bottles and formula meet all requirements, the center will label all bottles and ensure all bottles are refrigerated.

Correction Deadline: 2/1/2017

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

Diapering requirements discussed

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

Met

Comment

Staff stated proper knowledge for handwashing times and procedures.

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

Not Evaluated

Comment

No medications dispensed, per the Director.

Policies and Procedures

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

Not Met

Finding

591-1-1-.21(3) requires that the Center conduct and document fire drills monthly and tornado and/or other emergency situations every six months. It was determined based on a review of the Center's emergency drill log that the Center did not have documentation to show a fire drill was conducted in January 2017.

POI (Plan of Improvement)

The center will hold the necessary drills on a regular basis and maintain adequate documentation of these drills for two years.

Correction Deadline: 2/28/2017

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

Comment

Reminder-Signs Posted/Up to Date

Safety

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

Comment

Observed-Positive Learning Environment. Staff stated age appropriate discussed is used.

591-1-1-.13 Field Trips(CR) **Not Evaluated**

Comment

No Field Trips at This Time

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

Finding

591-1-1-.36(4)(c) requires that each vehicle be equipped with a fire extinguisher maintained in working order and kept inaccessible to children. It was determined based on observation that a fire extinguisher was not kept on the vehicle.

POI (Plan of Improvement)

The center will ensure that each vehicle has a working fire extinguisher and that the fire extinguisher is kept out of reach of children.

Correction Deadline: 2/1/2017

Technical Assistance

591-1-1-.36(7)(c)2. - Discussed ensuring that a symbol or mark is noted when a child is not transported/absent.

Correction Deadline: 2/2/2017

Finding

591-1-1-.36(7)(c)3. i-iii requires that the driver or other designated person document in writing the time of arrival and departure (i) each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center;(ii)each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; (iii) each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on a review of transportation records that the vehicle's return time to the facility was not documented during p.m. transportation from Randolph Elementary on January 25, 2017.

POI (Plan of Improvement)

The center will ensure that each time of arrival and departure is documented by the driver or designated person.

Correction Deadline: 2/2/2017

Finding

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle will complete the following: (i) Physically walk through the entire vehicle; (ii) Visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; (iii) Sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and (iv) Give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on a review of transportation records that first checks were not signed for during p.m. transportation from Deerwood Academy on January 23, 2017 and p.m. transportation from Randolph Elementary on January 25, 2017.

POI (Plan of Improvement)

The center will ensure that the responsible staff person checks the vehicle immediately upon unloading the last child at any location and signs for the first check.

Correction Deadline: 2/2/2017

Finding

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. The second designated Staff person must complete the following: (i) Physically walk through the entire vehicle; (ii) Visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and (iii) Sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle. It was determined based on a review of transportation records that second checks were not signed for during p.m. transportation from Randolph Elementary on January 25, 2017 and January 27, 2017, and during p.m. transportation from Deerwood Academy on January 25, 2017 and January 26, 2017.

POI (Plan of Improvement)

The center will ensure that the second responsible staff person checks the vehicle immediately after the first check has been completed and signs for second check.

Correction Deadline: 2/2/2017

Sleeping & Resting Equipment

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

Not Met

Comment

Discussed-SIDS/Infant Sleeping Position

Finding

591-1-1-.30(1)(b)1 requires that cots and mats are of sound construction and of sufficient size to accommodate comfortably the size and weight of the child; and that mats are in good repair, washable, covered with a waterproof material and at least two inches (2") thick. It was determined based on observation that the blue mats in room E-Left did not meet this requirement in that they were observed to have small tears and exposed foam.

POI (Plan of Improvement)

The center will ensure that cots and mats are of sound construction and of sufficient size to accommodate the size and weight of the child and mats are in good repair, washable, covered with a waterproof material and is at least two inches thick.

Correction Deadline: 3/1/2017

Staff Records

Records Reviewed: 4

Records with Missing/Incomplete Components: 2

Staff # 2

Not Met

Date of Hire: 03/24/2016

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing

Staff # 3

Not Met

Date of Hire: 06/23/2015

"Missing/Incomplete Components"

.24(a)-No Record

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

Observed satisfactory fingerprint clearance letters for 4/4 employees. No new hires since the visit conducted in August 2016.

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

Observed-50% Certified First Aid & CPR

Comment

Reminder-Replace/Add Item

591-1-1-.24 Personnel Records**Not Met****Finding**

591-1-1-.24 requires the center to maintain 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 information noted in 591-1-1-.24(a-h). It was determined based on staff statement that the Director's file was not at the Center on this date.

POI (Plan of Improvement)

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 2/6/2017**Finding**

591-1-1-.24(d) requires the center to have evidence of required orientation applicable to the position of director or employee. It was determined based on a review of staff records that the center did not have documentation to show that one staff member had completed orientation.

POI (Plan of Improvement)

The center will ensure that documentation of orientation is on file.

Correction Deadline: 2/6/2017**591-1-1-.31 Staff(CR)****Not Met****Finding**

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on a review of staff records and staff statement that one of two lead teachers did not meet the academic credential requirements for the two classrooms in use.

POI (Plan of Improvement)

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience for each classroom.

Correction Deadline: 3/1/2017

Staffing and Supervision

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

Technical Assistance

Comment

Observed-Appropriate Staff:Child Ratios

Technical Assistance

591-1-1-.32(4) - Discussed combining two-year-olds with older children on this date. The parental permission form was provided.

Correction Deadline: 2/1/2017

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

Met

Comment

Observed-Adequate Supervision