



**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:** 7/18/2017    **VisitType:** Monitoring Visit    **Arrival:** 11:55 AM    **Departure:** 2:20 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  
 Phone: (770) 357-7024  
 Fax: (770) 357-7023  
 jennifer.bailey@decal.ga.gov

**Mailing Address**  
 Same

<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.
07/18/2017	Monitoring Visit	Deficient	
02/01/2017	Licensing Study	Good Standing	
08/31/2016	POI Follow Up	Good Standing	

  

<b>Good Standing</b>	- Program is demonstrating an acceptable level of performance in meeting the rules.
<b>Support</b>	- Program performance is demonstrating a need for improvement in meeting rules.
<b>Deficient</b>	- 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
Main	A - School Age		0	0	C	8	C	NA	NA	
Main	B - 1R	Infants and One Year Olds and Two Year Olds and Three Year Olds	1	12	NC	9	NC	NA	NA	Nap
Main	C - Middle	Three Year Olds and Four Year Olds	1	5	C	5	C	NA	NA	Nap
Main	D - Middle Back		0	0	C	4	C	NA	NA	
Main	E - Left		0	0	C	9	C	NA	NA	
Total Capacity @35 sq. ft.: 35					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 17			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 monitoring visit and follow-up to the visit conducted on February 1, 2017. Consultant discussed comprehensive background checks on this date and the requirements for individuals residing outside of Georgia within the past 5 years.

Plan of Improvement: To Be Submitted 08/01/2017

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).



**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](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.



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O.C.G.A. Section 42.1.12(j)(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@decga.gov](mailto:CCSRefutations@decga.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://decga.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



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

**Date:** 7/18/2017    **VisitType:** Monitoring Visit    **Arrival:** 11:55 AM    **Departure:** 2:20 PM

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

**591-1-1-.03 Activities** **Met**

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

**Corrected on 7/18/2017**

**.03(2) - Previous citation corrected in that July lesson plan was observed on this date.**

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

**Comment**

No hazardous equipment or unsecured equipment observed.

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

**Comment**

No Swimming Activities Provided

### Evening Care

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

**Comment**

Evening care not evaluated on this date.

### Facility

**591-1-1-.19 License Capacity(CR)** **Not Met**

**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 that the Center cared for 12 children in a space that was licensed for 9 in room B-1R.

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**Correction Deadline: 7/18/2017**

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

**Met**

**Comment**

Reminder-Keep Hazards Inaccessible

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

**Corrected on 7/18/2017**

**.25(12) - Previous citation corrected on this date in that no heating and cooling equipment was observed to be accessible to children.**

**Correction Deadline: 2/15/2017**

**Corrected on 7/18/2017**

**.25(3) - Previous citation corrected in that the center has covered the chipping paint. Please continue to monitor the blinds for dust accumulation.**

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

**Not Met**

**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 the wooden entrance gate to the playground was broken and leaning, not allowing access to the playground.

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**Correction Deadline: 7/18/2017**

**Defer**

591-1-1-.26(7)- Previous citation deferred in that the playground was not able to be observed on this date. Consultant observed the wooden entrance gate to be broken and leaning, not allowing access to the play area. Per the assistant director, the playground is under construction.

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**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 one of one infants enrolled did not have an infant feeding plan on file.

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**Correction Deadline: 7/21/2017**

**Recited on 7/18/2017**

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

**Corrected on 7/18/2017**

**.15(3) - Previous citation corrected on this date in that bottle requirements were observed to be met.**

**Health and Hygiene**

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

**Met**

**Comment**

Staff Stated Proper Knowledge

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

**Met**

**Comment**

Children observed napping; staff stated proper knowledge.

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

**Not Evaluated**

**Comment**

No medications dispensed, per assistant 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 staff statements that the center was unable to provide documentation that emergency drills were conducted as required. Staff were unable to locate the log during the visit.

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**Correction Deadline: 7/18/2017**

**Recited on 7/18/2017**

**Safety**

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

**Met**

**Comment**

No discipline observed on this date as the children were napping. Staff stated that the talk to the children and redirect them.

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

**Technical Assistance**

**Comment**

Vehicle observed in good repair with first aid kit and fire extinguisher.

**Technical Assistance**

591-1-1-.36(4)(a) - Discussed ensuring that the annual inspection is renewed yearly on this date.

**Correction Deadline: 7/23/2017**

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

**Corrected on 7/18/2017**

.36(4)(c) - Previous citation corrected on this date in that a working fire extinguisher was observed on the vehicle on this date.

**Correction Deadline: 2/2/2017**

**Corrected on 7/18/2017**

.36(7)(c)3. i-iii - Previous citation corrected on this date in that arrival and return times were observed to be documented on the transportation logs.

**Correction Deadline: 2/2/2017**

**Corrected on 7/18/2017**

.36(7)(d)1. - Previous citation corrected on this date in that first checks were observed to be signed for on the transportation logs.

**Correction Deadline: 2/2/2017**

**Corrected on 7/18/2017**

.36(7)(d)2. - Previous citation corrected on this date in that second checks were observed to be signed for on the transportation logs.

**Sleeping & Resting Equipment**

Correction Deadline: 3/1/2017

Corrected on 7/18/2017

.30(1)(b)1 - Previous citation corrected on this date in that these mats were not in use. Consultant did observe the mats in an unused classroom. Discussed removing the torn mats from the facility.

**Finding**

591-1-1-.30(2) requires the Center to provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants. Center Staff shall place an infant to sleep on the infant's back in a crib unless the Center has been provided a physician's written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over into his or her preferred position and not re-position the infant. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines and will not slide up around the infant's face may be used when necessary for the comfort of the sleeping infant. Swaddling shall not be used unless the Center has been provided a physician's written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Center Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. It was determined based on staff statement that an infant was placed to sleep on their stomach and then turned over after they fell asleep.

Correction Deadline: 7/18/2017

**Staff Records**

**Comment**

Observed record checks for staff. Consultant entered one staff member hired since the previous visit.

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**591-1-1-.24 Personnel Records**

**Not Met**

**Finding**

591-1-1-.24(1) 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 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; It was determined based on a review of staff records that there was no file on site for the Director.

Additionally, it was determined based on review of staff records that one staff member did not have evidence of documentation of orientation.

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**Correction Deadline: 7/21/2017**

**Recited on 7/18/2017**

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

**Not Met**

**Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on a review of staff records that 3/3 current staff did not have evidence of completing the Health and Safety training as required.

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**Correction Deadline: 8/17/2017**

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

**Not Met**



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**Correction Deadline: 7/18/2017**

**Corrected on 7/18/2017**

**.31(11) - Previous citation removed from February 1, 2017 report.**

**Comment**

591-1-1-.31(13) - No criminal acts observed on this date. Consultant discussed the change of this rule to a core rule.

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**Correction Deadline: 7/18/2017**

**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 the Director's statement that one of two lead teachers did not meet the academic credential requirements for the two classrooms in use.

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**Correction Deadline: 7/18/2017**

**Recited on 7/18/2017**

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR) Not Met**

**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 a ratio of 1:12 was observed in room B-1R which was comprised one infant, one one-year-old, six two-year-olds, and four three-year-olds. Based on these numbers, a ratio of 2:12 would be required.

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

**Not Met**

**Finding**

591-1-1-.32(7) requires that children be supervised at all times and that the persons supervising in the child care area be alert, able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the chaperones and Students-in-Training, and provide timely attention to the children's actions and needs. It was determined based on observation that upon consultant's arrival, the consultant was observing in the first open classroom by the office, a staff member who identified themselves as the director designee, came to assist the consultant and gathered documents needed. The director designee stated that the transportation documents were in the vehicle and that they were going out to obtain them. Consultant accompanied the director designee to inspect the vehicle. Upon reentering the building and beginning the walkthrough of the additional classrooms, consultant discovered that the director designee assisting the consultant and going out to the vehicle was the only staff assigned to and present in classroom C-Middle and had left five children unattended to act as the director designee for the center.

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**Correction Deadline: 7/18/2017**