



**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:** 7/20/2017    **VisitType:** Monitoring Visit    **Arrival:** 12:45 PM    **Departure:** 3:30 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

<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.
07/20/2017	Monitoring Visit	Good Standing	
01/20/2017	Complaint Closure	Good Standing	
01/19/2017	Complaint Investigation & Licensing Study	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- 1L	Infants and One Year Olds	2	9	C	10	C	NA	NA	Floor Play, Diapering, Nap
Main	B- 2L		0	0	C	15	C	NA	NA	Not In Use
Main	C- 3L	One Year Olds and Two Year Olds	2	9	C	20	C	NA	NA	Nap
Main	E- 1R	Two Year Olds	1	10	C	22	C	NA	NA	Nap
Main	F- 2R	Two Year Olds and Three Year Olds	2	15	C	24	C	NA	NA	Nap
Main	G-3R	Three Year Olds and Four Year Olds	1	9	C	24	C	NA	NA	Nap
Main	H-4R		0	0	C	26	C	NA	NA	Not In Use
Main	I- 5R	Five Year Olds and Six Year Olds and Over	2	23	C	36	C	NA	NA	TV, Art

Total Capacity @35 sq. ft.: 177

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 75

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 monitoring visit.

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.



**Sign up Today!**

[www.qualityrated.decga.gov](http://www.qualityrated.decga.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@decga.gov](mailto:QualityRated@decga.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@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)

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:** 7/20/2017    **VisitType:** Monitoring Visit    **Arrival:** 12:45 PM    **Departure:** 3:30 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.gov

The following information is associated with a Monitoring Visit:

**Activities and Equipment**

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

**Comment**

Equipment and furniture was observed to be secured.

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

**Comment**

No Swimming Activities Provided

**Facility**

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

**Comment**

Licensed Capacity Routinely Met

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

**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 sunscreen and ointment were observed in children's bags in Room 1R and 3R.

**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: 7/20/2017**

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

**Comment**

Discussed-Fluff/Redistribute Surface. Discussed adding mulch or surfacing to border around infant toddler playground.

**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-Proper Hand Washing Throughout

---

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

**Comment**

The director stated that medication is not administered at this time.

---

**Safety**

---

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

**Comment**

Observed-Discussion/Redirection

---

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

**Comment**

Observed-Complete Documentation. Current vehicle inspections were observed on file. Vehicles were observed to have complete first aid kits and operable fire extinguishers.

---

**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 were observed to be complete.

---

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

**Comment**

Observed-100% Certified First Aid & CPR. Please ensure that new staff obtain the training within 90 days of hire.

---

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

**Comment**

Health and safety orientation training observed on file for all staff. Please ensure that new staff obtain the training within 90 days of hire.

---

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

**Comment**

Lead staff education requirements met

---

**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