



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: 9/25/2019 **VisitType:** Licensing Study **Arrival:** 10:20 AM **Departure:** 4:50 PM

CCLC-17624

Quilla Early Learning Academy

109 Center Drive Brunswick, GA 31520 Glynn County
 (912) 267-0100 ahitson@gmail.com

Mailing Address
 Same

Regional Consultant

Chrissy Miller

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 Fax: (770) 408-5461
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Joint with: Stacey Foston

Quality Rated: ★ ★

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.
09/25/2019	Licensing Study	Good Standing	
09/16/2019	Incident Investigation Closure	Good Standing	
08/22/2019	Incident 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	100	Infants	4	8	C	18	C	NA	NA	Floor Play
Main	150	One Year Olds	2	8	C	15	C	NA	NA	Lunch
Main	200	One Year Olds	2	14	C	17	C	NA	NA	Lunch, Transitioning
Main	250	Two Year Olds	2	14	C	23	C	NA	NA	Outside, Transitioning
Main	300	Two Year Olds	2	11	C	22	C	NA	NA	Story
Main	350	Three Year Olds	2	18	C	22	C	31	C	Centers
Main	400	Three Year Olds	2	15	C	22	C	31	C	Music
Main	450	PreK	2	22	C	22	C	31	C	Centers
Main	500	PreK	2	21	C	26	C	37	C	Transitioning
Main	550	Six Year Olds and Over and PreK	4	45	C	59	C	82	C	Transitioning, Outside
Main	cafeteria		0	0	C	24	C	NA	NA	
Total Capacity @35 sq. ft.: 270						Total Capacity @25 sq. ft.: 331				
Total # Children this Date: 176						Total Capacity @25 sq. ft.: 331				

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

This is the first regulatory visit of the fiscal year.

The center is currently a two-star quality rated program.

The center has had four new hires since the last regulatory visit.

Plan of Improvement: Developed This Date 09/25/2019

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.dec.al.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

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.al.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.al.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)



Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.ga.gov/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@decal.ga.gov

Debra Tucker, Program Official

Date

Chrissy Miller, Consultant

Date

Stacey Foston, Consultant

Date



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Findings Report

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Technical Assistance

Technical Assistance

591-1-1-.03(2) - Please ensure that all classrooms have lessons plans available upon request.

Correction Deadline: 9/25/2019

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

Technical Assistance

Comment

A variety of equipment and toys were observed throughout the center.

Technical Assistance

591-1-1-.12(4) - Please ensure 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.

Correction Deadline: 9/25/2019

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 10

Records with Missing/Incomplete Components: 1

Child # 1

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 2

Met

Child # 3

Met

Child # 4	Met
Child # 5	Met
Child # 6	Met
Child # 7	Met
Child # 8	Met
Child # 9	Met
Child # 10	Met

591-1-1-.08 Children's Records**Technical Assistance****Technical Assistance**

591-1-1-.08(1) - Please ensure that the addresses of the person(s) to whom the child may be released is documented on forms.

Correction Deadline: 9/25/2019

Facility**591-1-1-.06 Bathrooms****Technical Assistance****Technical Assistance**

591-1-1-.06 - Discussed with the director about checking the boys bathroom vent in room 300 and the girls vent in room 350 to ensure they are functioning properly.

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)**Met****Comment**

Center appears clean and well maintained on this date.

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

591-1-1-.26(6) - Please ensure that playground equipment is regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. Please ensure that the duct tape on the handles of the blue and white bouncer on the back playground and the purple slide on the right, middle playground is inspected daily for signs of wear and tear.

Correction Deadline: 10/5/2019

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 the Consultant's observation, that there was an active ant bed near the blue and white four-seated bouncer and an active wasp nest under the roof of the shaded area that was located on the infant playground.

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

Food Service

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

Met

Comment

Center menu meets USDA guidelines and infant feeding forms were observed.

591-1-1-.18 Kitchen Operations

Met

Comment

Kitchen appears clean and well organized.

Health and Hygiene

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

Met

Comment

Staff state proper knowledge of diapering procedures.

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

Met

Comment

Proper hand washing observed throughout the center.

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

Met

Comment

Documentation for medication dispensing observed complete.

Policies and Procedures

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

Not Met

Finding

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on the Consultant's review the Fire/Tornado/Emergency Preparedness documentation form, that a lockdown drill has not been conducted since February 13, 2019. In addition, there is no documentation that the emergency plans have been reviewed by the center as required every 6 months.

POI (Plan of Improvement)

The Center will hold the drills as required and review the emergency procedures every six months and keep the complete documentation on file for two years.

Correction Deadline: 9/30/2019

591-1-1-.27 Posted Notices

Met

Comment

Observed all required posted notices.

Safety

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

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

Field trip documentation observed to be complete for the field trip to the Movies at Glynn Place that was conducted on July 23, 2019

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

A current/completed inspection was observed for all vehicles used in transporting children this date. The Consultant observed the staff complete a first and second check for both vehicles upon returning to the center.

Comment

Complete documentation of transportation observed for routine transportation for the week of September 16, 2019 to September 19, 2019 and September 23, 2019 to September 24, 2019.

Comment

Paperwork and permission forms were discussed with the director.

Comment

The vehicle had an approved fire extinguisher and first aid kit on this date.

Sleeping & Resting Equipment

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

591-1-1-.30(1)(a)3 - Please ensure that each crib has an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant.

Correction Deadline: 9/25/2019

Technical Assistance

591-1-1-.30(4) - Please ensure that if the cots in room 150 is stored in the children's activity room or area, they shall be stored to prevent children's access to them and to allow maximum use of play space.

Correction Deadline: 9/25/2019

Staff Records

Records Reviewed: 19**Records with Missing/Incomplete Components: 0**

Staff # 1 Met

Date of Hire: 11/02/2009

Staff # 2 Met

Date of Hire: 03/02/2018

Staff # 3 Met

Date of Hire: 06/01/2010

Staff # 4 Met

Date of Hire: 09/22/2008

Staff # 5 Met

Date of Hire: 08/23/2007

Staff # 6 Met

Records Reviewed: 19**Records with Missing/Incomplete Components: 0**

Date of Hire: 05/15/2017

Staff # 7 Met

Date of Hire: 01/26/2017

Staff # 8 Met

Date of Hire: 08/16/2016

Staff # 9 Met

Date of Hire: 07/28/2006

Staff # 10 Met

Date of Hire: 07/28/2006

Staff # 11 Met

Date of Hire: 04/17/2018

Staff # 12 Met

Date of Hire: 03/06/2013

Staff # 13 Met

Date of Hire: 06/16/2008

Staff # 14 Met

Date of Hire: 07/28/2006

Staff # 15 Met

Date of Hire: 07/23/2014

Staff # 16 Met

Date of Hire: 01/16/2017

Staff # 17 Met

Date of Hire: 02/04/2019

Staff # 18 Met

Date of Hire: 07/29/2019

Staff # 19 Met

Date of Hire: 08/14/2017

Staff Credentials Reviewed: 14**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Criminal record checks were observed to be complete.

Comment

Director provided four file(s) for employees hired since last visit.

591-1-1-.14 First Aid & CPR**Not Met****Comment**

Complete first aid kits observed in center and on vehicles.

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR.

Comment

Please be mindful of training expiration dates.

Finding

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on the Consultant's review of staff records, that a staff member hired on January 21, 2019, did not have evidence of completing First Aid and CPR in their first 90 days of being employed in the center as required.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date. The center has a scheduled First Aid and CPR training in October 2019.

Correction Deadline: 10/25/2019**591-1-1-.33 Staff Training****Not Met****Technical Assistance**

591-1-1-.33(2) - Please ensure that all staff have documentation of orientation completed before being assigned to the classroom.

Correction Deadline: 9/25/2019**Finding**

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on the Consultant's review of staff records that one staff member, hired on April 20, 2015, had six out of ten annual training hours for January 2018 to December 2018.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 10/25/2019**591-1-1-.31 Staff(CR)****Met****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

Adequate supervision observed on this date.