



**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:** 2/19/2019    **VisitType:** Licensing Study    **Arrival:** 2:00 PM    **Departure:** 5:40 PM

**CCLC-27866**

**Ivy League Academy**

5990 Bethelview Rd. Cumming, GA 30040 Forsyth County  
 (770) 887-7455 hemalsu@yahoo.com

**Regional Consultant**

Colleen Covey

Phone: (706) 256-7245

Fax: (706) 256-7244

colleen.covey@dec.al.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<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.  <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.
02/19/2019	Licensing Study	Good Standing	
10/12/2018	Monitoring Visit	Good Standing	
07/09/2018	Complaint Closure	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	1L	Infants and One Year Olds	1	5	C	17	C	NA	NA	Snack, Floor Play
Main	1R		0	0	C	24	C	NA	NA	
Main	2L	Two Year Olds	2	8	C	17	C	NA	NA	Snack
Main	2R		0	0	C	36	C	NA	NA	
Main	3L	Three Year Olds	1	6	C	24	C	NA	NA	Nap
Main	3R		0	0	C	26	C	NA	NA	
Main	4L	Three Year Olds and Four Year Olds	2	20	C	40	C	NA	NA	Nap
Main	4R	Five Year Olds and Six Year Olds and Over	2	20	C	26	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 210						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 59						Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PGR- A left side	30	C
Main	PGR B- Large Rear Area	95	C
Main	PGR C Right Side	38	C

### Comments

Follow up to the previous Monitoring Visit that was conducted on October 12, 2018 was completed on this date.

You are strongly encouraged to register and attend the webinar listed below regarding criminal record check requirements.

Wednesday, February 27, 2019

12:30 p.m. to 1:30 p.m.

Link to register- <https://attendee.gotowebinar.com/register/5051620808705398274>

Plan of Improvement: Developed This Date 02/19/2019

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.state.ga.us/CCS/RuleAndRegulations.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.

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#### 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.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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.state.ga.us/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.

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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](mailto:qualityrated@decal.ga.gov)

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Venkatraman Subbarao, Program Official

Date

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Colleen Covey, Consultant

Date



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### Findings Report

**Date:** 2/19/2019 **VisitType:** Licensing Study

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Not Met**

#### Finding

591-1-1-.12(4) requires 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. It was determined by consultant's observation that in the 2nd right room, PreK 2, in the back right corner a brown shelf was observed unsecured.

#### POI (Plan of Improvement)

The Center will ensure that the identified equipment or furniture and any other such existing or future items are secured adequately and will have a system for checking these for stability.

**Correction Deadline: 2/19/2019**

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

**N/A**

#### Comment

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 2**

Child # 1	Met
Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Address Missing,.08(3)-Address of Release Person Missing	
Child # 4	Met

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

**591-1-1-.08 Children's Records****Not Met****Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined by a review of records that two out of five children's files reviewed did not contain the required information.

**POI (Plan of Improvement)**

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

**Correction Deadline: 2/19/2019****Facility****591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

**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****Correction Deadline: 10/12/2018****Corrected on 2/19/2019****.25(13) - No hazards were observed accessible on this date.****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 Consultant observation that the following hazards were observed on the fencing:  
-Screw protrusions accessible to the children on the playground on the left side fence on the second to last and last panel.

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**POI (Plan of Improvement)**

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use. All hazards will be removed/repared.

**Correction Deadline: 3/5/2019**

**Recited on 2/19/2019**

**Correction Deadline: 10/22/2018**

**Corrected on 2/19/2019**

.26(6) - Swings chains were observed to have been replaced. Chipped paint was observed to have been painted.

**Correction Deadline: 10/12/2018**

**Corrected on 2/19/2019**

.26(9) - Plants were removed, and the hedges trimmed. The border was replaced with a rubber border. The uneven surface had been leveled out.

**Food Service**

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

**Met**

**Comment**

Center menu meets USDA guidelines.

**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**

Staff were observed to remind children to wash hands.

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.20 - Discussed proper medication documentation and procedures.

**Safety**

**591-1-1-.05 Animals**

**N/A**

**Comment**

Center does not keep animals on premises.

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

**Met**

**Comment**

Staff were observed to maintain a positive learning environment on this date.

**591-1-1-.13 Field Trips(CR)****N/A****Comment**

Center does not participate in field trips at this time.

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

Complete documentation of transportation observed.

A second vehicle a Chevrolet Express 3500, Tag QFN 9701 had an inspection completed on August 1, 2018.

**Finding**

591-1-1-.36(4)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined by a review of records that the 1993 Ford E-100-350 Van, Tag DJH 898 had an inspection that expired on January 15, 2019.

**POI (Plan of Improvement)**

The Center will obtain the annual vehicle inspection tomorrow, February 20, 2019.

**Correction Deadline: 2/24/2019****Sleeping & Resting Equipment****591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

Discussed SIDS and infant sleeping position.

**Correction Deadline: 10/12/2018****Corrected on 2/19/2019****.30(4) - Mats were observed to be out of the children's play areas on this date.****Staff Records****Records Reviewed: 18****Records with Missing/Incomplete Components: 0**

Staff # 1 Met

Date of Hire: 09/01/2018

Staff # 2 Met

Date of Hire: 02/04/2013

Staff # 3 Met

Date of Hire: 09/01/2012

Staff # 4 Met

Date of Hire: 06/01/2018

Staff # 5 Met

Date of Hire: 08/15/2018

Staff # 6 Met

**Records Reviewed: 18****Records with Missing/Incomplete Components: 0**

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Date of Hire: 08/01/2011

Staff # 7

Met

Date of Hire: 08/01/2010

Staff # 8

Met

Date of Hire: 06/05/2015

Staff # 9

Met

Date of Hire: 06/12/2018

Staff # 10

Met

Date of Hire: 08/01/2008

Staff # 11

Met

Date of Hire: 07/23/2018

Staff # 12

Met

Date of Hire: 08/10/2016

Staff # 13

Met

Date of Hire: 09/17/2018

Staff # 14

Met

Date of Hire: 04/14/2011

Staff # 15

Met

Date of Hire: 06/01/2018

Staff # 16

Met

Date of Hire: 07/31/2013

Staff # 17

Met

Date of Hire: 08/13/2007

Staff # 18

Met

Date of Hire: 09/19/2005

**Staff Credentials Reviewed: 18**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Correction Deadline: 10/12/2018****Corrected on 2/19/2019****.09(1)(b) - Satisfactory criminal record check for the Director was observed on this date.**



**Correction Deadline: 10/12/2018**

**Corrected on 2/19/2019**

**.09(1)(c) - All employees were observed to have a satisfactory criminal record check on file.**

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

**Comment**

Evidence observed of 100% of center staff certified in First Aid and CPR.

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

**Comment**

Thank You for having such well organized staff files.

**Correction Deadline: 2/26/2019**

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

**Comment**

Documentation observed of required staff training for the 2018 year.

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)** **Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Comment**

Adequate supervision observed on this date.