



**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:** 7/30/2019    **VisitType:** Licensing Study    **Arrival:** 9:15 AM    **Departure:** 2:00 PM

**CCLC-31265**

**Camden Academy**

5415 Settingdown Rd. Cumming, GA 30041 Forsyth County  
(678) 455-9292 brittani@camdenacademy.com

**Regional Consultant**

Mandi Sloan

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mandi.sloan@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
07/30/2019	Licensing Study	Good Standing
06/19/2019	Monitoring Visit	Good Standing
06/11/2019	Complaint Closure	Good Standing

**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.

**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 - Infant Suite 1	Infants	1	6	C	16	C	NA	NA	Nap
Main	B - Infant Suite 2	Infants and One Year Olds	2	12	C	15	C	NA	NA	Free Play, Floor Play
Main	C - Toddler Suite 1	One Year Olds	1	8	NC	17	C	NA	NA	Transitioning, Outside
Main	D - Toddler Suite 2	One Year Olds and Two Year Olds	1	8	C	21	C	NA	NA	Transitioning, TV
Main	E - Preschool Suite 1	Two Year Olds	2	15	C	23	C	NA	NA	Outside
Main	F - Preschool Suite 2	Two Year Olds	2	10	C	21	C	NA	NA	Centers
Main	G - Preschool Suite 3	Three Year Olds	2	16	C	21	C	NA	NA	Circle Time
Main	H - Preschool Suite 4	Three Year Olds and Four Year Olds	1	15	C	20	C	NA	NA	Centers
Main	I - Preschool Suite 5	Four Year Olds and Five Year Olds	3	17	C	21	C	NA	NA	Centers
Main	J - Middle Back	Four Year Olds	1	15	C	17	C	NA	NA	Art
Main	L - Afterschool	Six Year Olds and Over	2	22	C	40	C	NA	NA	Centers
Main	M - Kindergarten Room		0	0	C	17	C	NA	NA	

Total Capacity @35 sq. ft.: 249

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 144

Total Capacity @35 sq. ft.: 249

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	PGR- Infant/Toddler	20	C
Main	PGR- Preschool	101	C
Main	PGR- Toddler Right	22	C

**Comments**

The purpose of today's visit is to conduct a Licensing Study.

Plan of Improvement: Developed This Date 07/30/2019

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.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.ga.gov](mailto:CCSRefutations@dec.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.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.dec.state.ga.us/>  
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.state.ga.us](mailto:qualityrated@dec.state.ga.us)

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Brittani Ramirez, Program Official

Date

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Mandi Sloan, 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-.12 Equipment & Toys(CR)** **Met**

**Comment**

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

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

**Comment**

Center does not provide swimming activities.

### Facility

**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)** **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 one bottle of adult "acetaminophen" was found in an unlocked cabinet in Toddler Suite 2, accessible to children.

**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: 7/30/2019**

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

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

### Food Service

**Technical Assistance**

591-1-1-.15(2)(a) - Consultant discussed with provider to ensure that teachers hold and feed infants who are less than six months of age and older children who cannot hold their own bottles.

**Correction Deadline: 7/30/2019**

**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)**

**Met**

**Comment**

Documentation for medication dispensing observed complete.

**Safety**

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

**Met**

**Comment**

Age-appropriate discussion and/or redirection observed.

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

**Met**

**Comment**

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

**Sleeping & Resting Equipment**

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

**Met**

**Comment**

Pleasant naptime environment observed.

**Staff Records**

**Records Reviewed: 12**

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

Staff # 1 Met

Date of Hire: 04/18/2016

Staff # 2 Met

Date of Hire: 02/20/2017

Staff # 3 Met

Date of Hire: 09/25/2017

Staff # 4 Date of Hire: 08/31/2017	Met
Staff # 5 Date of Hire: 05/01/2018	Met
Staff # 6 Date of Hire: 08/17/2015	Met
Staff # 7 Date of Hire: 08/07/2010	Met
Staff # 8 Date of Hire: 05/12/2016	Met
Staff # 9 Date of Hire: 05/30/2017	Met
Staff # 10 Date of Hire: 08/20/2018	Met
Staff # 11 Date of Hire: 03/14/2018	Met
Staff # 12 Date of Hire: 09/09/2018	Met

**Staff Credentials Reviewed: 7**

<b>591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)</b>	<b>Not Met</b>
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**Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on review of records that one employee did not have a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while children are present for care. A One-Day Letter was left on this date.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will ensure the CRC rules are maintained.

**Correction Deadline: 7/30/2019**

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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-.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**

Discussed combining children of mixed ages.

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

**Comment**

Staff observed to provide direct supervision and be attentive to children's needs.