



**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: 3/1/2018 **VisitType:** Licensing Study **Arrival:** 10:20 AM **Departure:** 2:40 PM

CCLC-38458

Butner Learning Academy

2125 County Line Road Atlanta, GA 30331 Fulton County
(404) 349-2656 butneracademy@yahoo.com

Regional Consultant

Stephen Knighton

Phone: (770) 342-7943

Fax: (678) 891-5990

coty.cummings@dec.al.gov

Mailing Address

Same

Quality Rated: No

Compliance Zone Designation		
03/01/2018	Licensing Study	Good Standing
08/08/2017	POI Follow Up	Good Standing
07/18/2017	Monitoring Visit	Deficient

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 - School Age		0	0	C	8	C	NA	NA		
Main	B - 1R	Three Year Olds	1	9	C	9	C	NA	NA	Nap,Circle Time	
Main	C - Middle	Infants and Three Year Olds	1	2	C	5	C	NA	NA	Transitioning	
Main	D - Middle Back		0	0	C	4	C	NA	NA	Not In Use	
Main	E - Left	PreK	1	9	C	9	C	NA	NA	Free Play	
Total Capacity @35 sq. ft.: 35						Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 20						Total Capacity @35 sq. ft.: 35					Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Outside	34	C

Comments

Plan of Improvement: Developed This Date 03/01/2018

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. You are encouraged not to wait and to complete the process as soon as possible.

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@decals.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://decals.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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.decals.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@decals.ga.gov

Tashia Harrison, Program Official

Date

Stephen Knighton, 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: 3/1/2018 **VisitType:** Licensing Study **Arrival:** 10:20 AM **Departure:** 2:40 PM

CCLC-38458

Butner Learning Academy

2125 County Line Road Atlanta, GA 30331 Fulton County
(404) 349-2656 butneracademy@yahoo.com

Mailing Address
Same

Regional Consultant

Stephen Knighton

Phone: (770) 342-7943

Fax: (678) 891-5990

coty.cummings@dec.al.ga.gov

The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Not Met

Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development. The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on a review of records that the center did not have updated and current lesson plans for March.

POI (Plan of Improvement)

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

Correction Deadline: 3/5/2018

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.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 4

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers	
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Doctor, Clinic, Phone Numbers	
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers	

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 based on a review of records that four out of five children's records reviewed did not have the required enrollment 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: 3/9/2018

Evening Care

591-1-1-.32 Staffing/Supervision(CR)

Met

Comment

Evening care hours are provided; but the center has been closing at 7:00 pm.

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)

Met

Comment

No hazards observed accessible to children on this date.

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

Met

Correction Deadline: 8/31/2017

Corrected on 3/1/2018

.26(8) - Consultant observed previous citation to be corrected in that the resilient surface was measured to be a minimum of six inches as required.

Health and Hygiene

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

Met

Comment

Hand washing requirements for diapering were discussed with the director on this date.

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

Discussed proper medication documentation and procedures.

Safety

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)

Met

Comment

Center does not participate in field trips at this time.

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

Not Met

Finding

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on a review of records that the director and driver of the transportation vehicle did not have transportation training as required.

POI (Plan of Improvement)

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 3/11/2018

Finding

591-1-1-.36(4)(c) requires that each vehicle be equipped with a fire extinguisher maintained in working order and kept inaccessible to children. It was determined based on observation that the fire extinguisher on transportation vehicle with tag number HBGE03 was observed to be empty and not functioning properly as required.

POI (Plan of Improvement)

The center will ensure that each vehicle has a working fire extinguisher and that the fire extinguisher is kept out of reach of children.

Correction Deadline: 3/5/2018

Sleeping & Resting Equipment

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

Comment

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 4

Records with Missing/Incomplete Components: 3

Staff # 1 Met
Date of Hire: 12/30/2011

Staff # 2 Not Met
Date of Hire: 03/24/2016

"Missing/Incomplete Components"
.33(5)-10 Hrs. Annual Training

Staff # 3 Not Met
Date of Hire: 06/23/2015

"Missing/Incomplete Components"
.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 4 Not Met
Date of Hire: 08/27/2013

"Missing/Incomplete Components"
.33(5)-10 Hrs. Annual Training,.36(3)(a-b)-2 hrs. Transportation Training missing

Staff Credentials Reviewed: 4

591-1-1-.09 Criminal Records Check(CR) Met

Comment

Criminal records checks were observed to be complete.

591-1-1-.33 Staff Training Not Met

Correction Deadline: 8/17/2017

Corrected on 3/1/2018

.33(3) - Consultant observed previous citation to be corrected in that all current staff members have evidence of completing health and safety orientation training as required.

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 a review of records that two out of four staff members did not have evidence of completing ten hours of annual training in 2017.

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: 12/31/2018

591-1-1-.31 Staff(CR)**Not Met****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.

POI (Plan of Improvement)

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience for each classroom.

Correction Deadline: 3/30/2018

Recited on 3/1/2018

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)**Not Met****Comment**

Center observed to maintain appropriate staff:child ratios.

Finding

591-1-1-.32(4) requires that children under three years old be housed in separate physical areas from older children and cannot be mixed with older children except at specified times and circumstances. It was determined based on observation that an infant child was housed together with children three years of age and older.

POI (Plan of Improvement)

The Center will maintain separation of these children under three years old.

Correction Deadline: 3/1/2018

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

Adequate supervision observed on this date.