



**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:** 3/27/2019    **VisitType:** Licensing Study    **Arrival:** 9:35 AM    **Departure:** 3:05 PM

**CCLC-38458**

**Butner Learning Academy**

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

**Regional Consultant**

Lajuana Williams

Phone: (770) 357-7074

Fax: (770) 357-7073

lajuana.williams@decal.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.
03/27/2019	Licensing Study	Good Standing	
08/31/2018	Monitoring Visit	Good Standing	
03/01/2018	Licensing Study	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	A - School Age		0	0	C	8	C	NA	NA	Not In Use
Main	B - 1R	One Year Olds and Two Year Olds	1	8	C	9	C	NA	NA	Circle Time
Main	C - Middle		0	0	C	5	C	NA	NA	Not In Use
Main	D - Middle Back		0	0	C	4	C	NA	NA	Not In Use
Main	E - Left	Three Year Olds and Four Year Olds	1	9	C	9	C	NA	NA	Circle Time,Art
Total Capacity @35 sq. ft.:			35			Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 17			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Outside	34	C

**Comments**

Plan of Improvement: Developed This Date 03/27/2019

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/Regulations.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.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.

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)

Tashia Harrison, Program Official

Date

Lajuana Williams, Consultant

Date



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### Findings Report

**Date:** 3/27/2019    **VisitType:** Licensing Study    **Arrival:** 9:35 AM    **Departure:** 3:05 PM

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The following information is associated with a Licensing Study:

### Activities and Equipment

**591-1-1-.03 Activities**

**Not Met**

**Finding**

591-1-1-.03(13) requires Center Staff to develop a daily schedule for each group to reflect routines and activities that is flexible but routinely followed to provide structure. The schedule must be posted in each group's room or area and made available to Parent(s) upon request. It was determined based on consultant observation that a schedule was not posted for the three and four year old group in the 1L classroom.

**POI (Plan of Improvement)**

The Center will develop a daily schedule for each age group, post the schedule in each room, and make it available to parents upon request. The Center will train Staff and monitor to ensure the schedules are followed and remain posted.

**Correction Deadline: 3/27/2019**

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

**Met**

**Comment**

Equipment and furniture observed to be properly secured, as applicable.

**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: 2**

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

**Records Reviewed: 5**

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

.08(1)(c)-Keep center advised of change in Family Physicians,.08(1)(c)-Keep center advised of change in Phone Numbers,.08(1)(c)-Keep center advised of change in Work Locations,.08(1)(c)-Keep center advised of change inEmergency Contact

Child # 3 Met

Child # 4 Not Met

"Missing/Incomplete Components"

.08(1)(c)-Keep center advised of change in Family Physicians,.08(1)(c)-Keep center advised of change in Phone Numbers,.08(1)(c)-Keep center advised of change in Work Locations,.08(1)(c)-Keep center advised of change inEmergency Contact

Child # 5 Met

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

**Not Met**

**Finding**

591-1-1-.08(1)(b) requires Center Staff to maintain a file for each child that includes parental authorizations, including, but not limited to, written authorization for the Center to obtain emergency medical care for the child when the Parent is not available. It was determined based on the observation of children records that a parental authorization form was missing in 2 of 5 files observed.

**POI (Plan of Improvement)**

The Center will develop and follow a system to place and maintain all types of parental authorizations in these files.

**Correction Deadline: 3/27/2019**

**Facility**

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

**Met**

**Comment**

Licensed capacity observed to be routinely met by center.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)**

**Met**

**Comment**

Please be mindful to keep items that pose a hazard inaccessible to children.

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

**Met**

**Correction Deadline: 9/10/2018**

**Corrected on 3/27/2019**

.26(8) - Previous cite corrected. Please ensure resilient surface material is maintained at required depths.

**Health and Hygiene**

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

**Met**

**Comment**

Proper diapering procedures observed.

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

**Met**

**Comment**

Staff were observed to remind children to wash hands.

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

N/A

**Comment**

The Provider currently does not dispense/administer medication.

**Policies and Procedures**

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

**Not Met**

**Finding**

591-1-1-.21(1)(p) requires the Center to have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. It was determined based on observation that the center's plan was incomplete, in that there was no evacuation, reunification or relocation plans, nor plans for sheltering in place or dangerous person.

**POI (Plan of Improvement)**

The Center will write or revise an emergency plan that includes all of the required items.

**Correction Deadline: 4/1/2019**

**Safety**

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

N/A

**Comment**

Center does not keep animals on premises.

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

**Met**

**Comment**

Please be mindful of voice tone in redirecting children.

**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**

The vehicle had an approved fire extinguisher and first aid kit on this date. Please ensure add protective eye wear and insect sting to the first aid kit.

**Comment**

The vehicle was checked for compliance. Proper restraints were observed and discussed with the director.

**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 updated 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: 3/29/2019**

**Recited on 3/27/2019**

**Finding**

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on observation of the transportation notebook that emergency medical information was not stored on the van for thirteen children transported to/from Deerwood Elementary and Randolph Elementary.

**POI (Plan of Improvement)**

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

**Correction Deadline: 3/28/2019**

**Technical Assistance**

591-1-1-.36(7)(d)2. - Discussed transportation procedures this date. It was discussed that the vehicle should not be left unattended until staff is present to conduct the second check. Please ensure a second check of the vehicle is conducted every time the vehicle returns to the center during both morning and afternoon transportation.

**Correction Deadline: 3/27/2019**

**Sleeping & Resting Equipment**

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

**Comment**

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date. There were no infants were in care this date.

**Staff Records**

**Records Reviewed: 4**

**Records with Missing/Incomplete Components: 4**

Staff # 1 Not Met

Date of Hire: 12/30/2011

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 2 Not Met

Date of Hire: 03/24/2016

"Missing/Incomplete Components"

.09-Criminal Records Check Missing,.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 3 Not Met

Date of Hire: 06/23/2015

**Records Reviewed: 4**

**Records with Missing/Incomplete Components: 4**

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"Missing/Incomplete Components"

.33(4)-Food Prep Training Missing 4 hrs.,.33(5)-10 Hrs. Annual Training

Staff # 4

Not Met

Date of Hire: 08/27/2013

"Missing/Incomplete Components"

.09-Criminal Records Check Missing,.33(5)-10 Hrs. Annual Training

**Staff Credentials Reviewed: 4**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**

**Not Met**

**Finding**

591-1-1-.09(1)(d) requires the Center to ensure that every Provisional Employee has a valid and current satisfactory Fingerprint 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 and must be supervised at all times by a Director or Employee with a valid and current satisfactory Comprehensive Records Check Determination. The Fingerprint 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 Provisional Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Fingerprint Records Check Determination is required. It was determined based on observation of staff records that 3 of 3 staff did not have comprehensive background check determinations and staff were not supervised by staff with a satisfactory comprehensive determination.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will immediately submit the comprehensive applications to the Criminal Records Department to ensure that every Provisional Employee has a valid and current satisfactory Fingerprint 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 and must be supervised at all times by a Director or Employee with a valid and current satisfactory Comprehensive Records Check Determination. The Fingerprint 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 Provisional Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Fingerprint 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 review the rules to ensure CRC rules are maintained.

**Correction Deadline: 3/27/2019**

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.14(2) - Please CPR training is face to face or combined online and face to face training.

**Correction Deadline: 4/26/2019**

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

**Not Met**

**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 four out of four staff members did not have evidence of completing ten hours of annual training in 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: 4/10/2019**

**Recited on 3/27/2019**

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

**Met**

**Correction Deadline: 9/7/2018**

**Corrected on 3/27/2019**

**.31(2)(b)2. - Previous cite corrected.**

<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.