



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: 8/30/2017 **VisitType:** Licensing Study **Arrival:** 8:45 AM **Departure:** 12:20 PM

CCLC-39774

Victoria's Academy & Learning Center

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 (912) 712-0001 victorias.academy@gmail.com

Regional Consultant

Kati Cosby

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Mailing Address
 Same

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.
08/30/2017	Licensing Study	Good Standing	
05/09/2017	Monitoring Visit	Good Standing	
08/24/2016	Initial 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	Infants and One Year Olds	1	6	C	10	C	NA	NA	Nap, Free Play
Main	B	Two Year Olds and Three Year Olds	1	10	C	13	C	NA	NA	Free Play
Main	C		0	0	C	6	C	NA	NA	
Main	D		0	0	C	4	C	NA	NA	
Total Capacity @35 sq. ft.: 33			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 16			Total Capacity @35 sq. ft.: 33			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	40	C

Comments

Comprehensive background checks due by October 1, 2018.

Plan of Improvement: Developed This Date 08/30/2017

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.



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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@decga.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://decga.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)

Karen Fowler, Program Official

Date

Kati Cosby, Consultant

Date



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Findings Report

Date: 8/30/2017 **VisitType:** Licensing Study

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Met

Comment

591-1-1-.03(2) - Observed developmentally appropriate lesson plans.

Correction Deadline: 8/30/2017

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

Met

Correction Deadline: 5/9/2017

Corrected on 8/30/2017

.12(2)(a) - Previous citation was corrected in that merry go round was observed to be in working order and good repair on this date.

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

Met

Comment

No Swimming Activities Provided

Children's Records

Records Reviewed: 8

Records with Missing/Incomplete Components: 3

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Doctor, Clinic, Phone Numbers

Child # 3

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Doctor, Clinic, Phone Numbers

Child # 4 Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Doctor, Clinic, Phone Numbers

Child # 5 Met

Child # 6 Met

Child # 7 Met

Child # 8 Met

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 review of records, that three of eight files did not contain physician 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: 9/13/2017**Evening Care****591-1-1-.32 Staffing/Supervision(CR)****Not Evaluated****Comment**

Evening Care Hours provided but not evaluated on this date.

Facility**591-1-1-.19 License Capacity(CR)****Met****Comment**

Licensed Capacity Routinely Met

591-1-1-.25 Physical Plant - Safe Environment(CR)**Not Met**

Finding

591-1-1-.25(13) requires that hazardous equipment, materials and supplies be inaccessible to children. Unsafe storage of materials dangerous to children was observed as follows: It was determined based on observation that the following hazards were observed in Room A (infants and ones): oragel, lotion, petroleum jelly, hand sanitizer and clorox wipes was accessible to crawling children in a diaper bag on a low shelf. It was further determined that in Room C (two year olds) a toilet brush and clorox wipes were accessible to children on the back of the toilet in the bathroom.

POI (Plan of Improvement)

To ensure the safe storage of hazardous items, the center will ensure all cabinets that house hazards are locked and inaccessible to children in care.

Correction Deadline: 8/30/2017

Recited on 8/30/2017

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

Met

Correction Deadline: 5/9/2017

Corrected on 8/30/2017

.26(4) - Previous citation was corrected in that all gates were properly closed and secured on this date.

Food Service

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

Not Met

Technical Assistance

591-1-1-.15(3) - Consultant discussed formula requirements with infant room staff on this date.

Correction Deadline: 8/30/2017

Finding

591-1-1-.15(3) requires baby bottles and formula to be labeled with the individual child's name; supplied by the Parent daily in bottles; and refrigerated at a temperature of forty (40) degrees Fahrenheit or less. Only the current day's formula or breast milk shall be served. If formula must be provided by the Center, only commercially prepared, ready-to-feed formula shall be used. Refrigerated or frozen breast milk shall only be heated or thawed under warm running water or in a container of warm water. It was determined, based on observation, that six of six bottles were not labeled on this date.

POI (Plan of Improvement)

The Center will train Staff to follow the required procedures, ensure that parents are fully informed, and will review and monitor regularly.

Correction Deadline: 8/30/2017

Health and Hygiene

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

Met

Comment

Observed-Proper Diapering

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

Not Met

Finding

591-1-1-.17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined, based on observation, that two children in Room B did not wash their hands upon arrival.

POI (Plan of Improvement)

The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

Correction Deadline: 8/30/2017

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

Observed-Complete Documentation

Safety

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

Observed-Discussion/Redirection

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

Correction Deadline: 5/14/2017

Corrected on 8/30/2017

.36(4)(a) - Previous citation was corrected in that Consultant observed a completed safety inspection for both vehicles.

Finding

591-1-1-.36(6) requires written Parental authorization for routine transportation provided by or on behalf of the Center. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined, based on review of records, that the Center did not have written Parental Authorization for four children transported during a field trip on June 6, 2017.

POI (Plan of Improvement)

Previously Cited: The center will obtain the required written parental authorization.

The Center will obtain the required written parental authorization.

Correction Deadline: 8/30/2017

Recited on 8/30/2017

Finding

591-1-1-.36(7)(c) requires the center to use passenger transportation checklists, in a format approved by the Department, to account for each child during transportation. A separate passenger checklist must be used for each vehicle. It was determined, based on review of records and staff statements, that a transportation checklist was not used when transporting eight children to and from a field trip on June 2, 2017.

POI (Plan of Improvement)

The Center will maintain a passenger checklist as required.

Correction Deadline: 8/31/2017

Finding

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined, based on review of records, that on August 8, 2017 and August 11, 2017 the driver did not account for passengers unloading after picking them up from Shuman Elementary.

POI (Plan of Improvement)

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

Correction Deadline: 8/31/2017

Finding

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined, based on review of records, that on August 11, 2017 documentation of the first check was not completed after transporting students from Shuman Elementary.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 8/31/2017

Finding

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined, based on review of records, that documentation was not completed for the second check on August 28, 2017 and August 29, 2017 after picking up children from Butler Elementary, Myers Middle School and Shuman Elementary.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 8/30/2017

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**Not Met****Finding**

591-1-1-.30(1)(b) requires that cots and mats are provided for each child who is two (2) years of age or older and who is required to take a nap. and for each child under the age of two (2) years who can climb out of a crib. It was determined, based on observation, that a two year old child was not provided a cot when they fell asleep on a small couch.

POI (Plan of Improvement)

The center will ensure that cots and mats are provided for each child who is two (2) years of age or older and who is required to take a nap. and for each child under the age of two years who can climb out of a crib.

Correction Deadline: 8/30/2017

Technical Assistance

591-1-1-.30(2)(c) - Discussed Infant Safe Sleep Procedures with Infant Room staff.

Correction Deadline: 8/30/2017

Correction Deadline: 5/10/2017

Corrected on 8/30/2017

.30(4) - Previous citation was corrected in that all cots were stored appropriately.

Staff Records

Records Reviewed: 9

Records with Missing/Incomplete Components: 7

Staff # 1	Not Met
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Date of Hire: 08/24/2016

"Missing/Incomplete Components"

.33(2)-Health & Safety Certificate,.24(d)-Evidence of Orientation Missing

Staff # 2	Not Met
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Date of Hire: 03/31/2017

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing,.33(2)-Health & Safety Certificate

Staff # 3	Met
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Date of Hire: 08/24/2016

Staff # 4	Not Met
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Date of Hire: 05/15/2017

"Missing/Incomplete Components"

.33(2)-Health & Safety Certificate,.24(d)-Evidence of Orientation Missing

Staff # 5	Not Met
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Date of Hire: 01/02/2016

"Missing/Incomplete Components"

.33(2)-Health & Safety Certificate

Staff # 6	Not Met
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Date of Hire: 08/24/2016

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing

Staff # 7	Not Met
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Date of Hire: 12/12/2016

"Missing/Incomplete Components"

Records Reviewed: 9**Records with Missing/Incomplete Components: 7**

.24(d)-Evidence of Orientation Missing,.33(2)-Health & Safety Certificate

Staff # 8

Not Met

Date of Hire: 05/01/2017

"Missing/Incomplete Components"

.33(2)-Health & Safety Certificate,.24(d)-Evidence of Orientation Missing

Staff # 9

Met

Date of Hire: 10/01/1990

Staff Credentials Reviewed: 9

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

Met

Comment

Criminal Records Check complete

591-1-1-.33 Staff Training

Not Met

Finding

591-1-1-.33(2) requires the initial orientation to include the following subjects: the Center's policies and procedures; the portions of these rules dealing with the care, health and safety of children; the Employee's assigned duties and responsibilities; reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; emergency plans; childhood injury control; the administration of medicine; reducing the risk of Sudden Infant Death Syndrome (SIDS); hand washing; fire safety; water safety; and prevention of HIV/Aids and blood borne pathogens. It was determined, based on review of records, that five of nine staff files reviewed did not contain documentation of orientation.

POI (Plan of Improvement)

The Center will provide orientation in all missing subjects to the employee(s) and will take steps to provide a complete orientation to new Employees in the future.

Correction Deadline: 8/30/2017

Finding

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined, based on review of records, that six of nine staff did not complete the Health and Safety training as required.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 9/29/2017

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 review of records, that two lead teachers did not meet the minimum academic requirements.

POI (Plan of Improvement)

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

Correction Deadline: 8/30/2017

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Met

Correction Deadline: 5/9/2017

Corrected on 8/30/2017

.32(2) - Previous citation was corrected in that appropriate ratios were observed on this date.

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

Not Met

Finding

591-1-1-.32(7) requires that children be supervised at all times and that the persons supervising in the child care area be alert, able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the chaperones and Students-in-Training, and provide timely attention to the children's actions and needs. It was determined, based on observation, that a child left Room B to use the restroom and the teacher was unaware that the child had left the room.

POI (Plan of Improvement)

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

Correction Deadline: 8/30/2017