



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: 9/24/2020 **VisitType:** Licensing Study

Arrival: 10:00 AM

Departure: 11:00 AM

CCLC-39774

Victoria's Academy & Learning Center

110 E. DeRenne Avenue Savannah, GA 31405 Chatham County
(912) 712-0001 victorias.academy@gmail.com

Regional Consultant

Chrissy Miller

Phone: (770) 408-5457

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chrissy.miller@dec.al.ga.gov

Mailing Address

Same

Quality Rated: ★

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.
09/24/2020	Licensing Study	Support	
02/28/2020	Monitoring Visit	Good Standing	
08/08/2019	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	1	1	C	10	C	NA	NA	Feeding
Main	B	Three Year Olds and Four Year Olds	2	7	C	13	C	NA	NA	Centers
Main	C	Two Year Olds	1	5	C	6	C	NA	NA	Centers
Main	D	Six Year Olds and Over	0	1	NC	4	C	NA	NA	Homework
Total Capacity @35 sq. ft.: 33			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 14			Total Capacity @35 sq. ft.: 33			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	40	C

Comments

An Administrative Review was conducted on September 24, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on September 24, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on August 15, 2020 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 10/13/2020

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.

- 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

Karen Fowler, Program Official

Date

Chrissy Miller, Consultant

Date



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Findings Report

Date: 9/24/2020 **VisitType:** Licensing Study

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Departure: 11:00 AM

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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 during the virtual visit.

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: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

Technical Assistance

Comment

The consultant observed the sign-in and sign-out records for the week of August 31, 2020 to September 4, 2020 and the week of September 7, 2020 to September 11, 2020.

Technical Assistance

591-1-1-.08(1) - Please ensure that the work addresses of the parents are included on the two out of five enrollment forms that are missing and that it includes the street name, city, state, and zip code.

Correction Deadline: 9/24/2020

Facility

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

Met

Correction Deadline: 2/28/2020

Corrected on 9/24/2020

.19(1) - The consultant observed this rule to be corrected on this date during the virtual visit.

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

Met

Comment

The center appeared clean and well maintained during the virtual visit.

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

Met

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute as needed. The consultant also discussed daily monitoring of the playground and playground equipment to ensure that hazards are not present while children are in care.

Food Service

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

Met

Comment

Center menu meets USDA guidelines. The consultant observed the center's menu for the month of September 2020.

Health and Hygiene

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

Met

Comment

Staff stated proper knowledge of diapering procedures during the virtual inspection.

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

Met

Comment

The staff stated proper knowledge of hand washing procedures during the virtual inspection. The consultant also observed hand washing supplies throughout the center.

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

N/A

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

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 the Consultant's review of the center's written emergency plans that the center did not have detailed procedures for handling emergencies that include evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, continuity of operations, and special accommodations.

POI (Plan of Improvement)

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

Correction Deadline: 9/28/2020

Recited on 9/24/2020

591-1-1-.29 Required Reporting

Met

Comment

Thank you for reporting as required.

Safety

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director and staff 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 the consultant's review of records that a staff member who participated in the transportation of children during the weeks of March 2, 2020 to March 6 2020 and March 9, 2020 to March 13, 2020 did not have evidence of two (2) hours of state-approved or state-accepted transportation training.

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: 10/5/2020

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 the consultant's review of records that there were five out of five incomplete emergency medical information records. Furthermore, there was one record missing the special medical needs and conditions, one record was missing the current prescribed medications that the child is required to take on a daily basis for a chronic condition, two records were missing the name and telephone number of the child's doctor, four records were missing the complete address of the local medical facility that the Center uses in the area, two records were missing the emergency contact information, and two records were missing the work telephone numbers where the Parents can be reached.

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: 10/1/2020

Recited on 9/24/2020

Correction Deadline: 2/29/2020

Corrected on 9/24/2020

.36(7)(c)2. - The consultant observed this rule to be corrected on this date.

Correction Deadline: 2/29/2020

Corrected on 9/24/2020

.36(7)(c)3. - The consultant observed this rule to be corrected on this date.

Correction Deadline: 2/29/2020

Corrected on 9/24/2020

.36(7)(d)1. - The consultant observed this rule to be corrected on this date.

Correction Deadline: 2/28/2020

Corrected on 9/24/2020

.36(7)(d)2. - The consultant observed this rule to be corrected on this date.

Sleeping & Resting Equipment

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

591-1-1-.30(4). requires that if cots and mats are stored in the children's activity room or area, they shall be stored to prevent children's access to them and to allow maximum use of play space. When storage is available and used for the storage of cots and mats that allows the cots, mats and any bedding to be stored without touching any other cots, mats or bedding, the bedding may be left on the cot or mat. When such storage is not available for the cots and mats, each child's bedding shall be kept separate from other children's bedding and stored in containers marked for individual use, such as, but not limited to, bins, cubbies, or bags. It was determined based on the consultant's observation that the cots were accessible to children play area in classroom C. Additionally, a two-year-old child was observed to be playing on top of the cots during the virtual inspection.

POI (Plan of Improvement)

The Center will store cots and mats so children do not have access to them and they don't take up play space and will store them so each child's bedding is separate from the others.

Correction Deadline: 9/24/2020

Staff Records

Records Reviewed: 7**Records with Missing/Incomplete Components: 1**

Staff # 1	Met
Staff # 2	Met
Date of Hire: 09/07/2018	
Staff # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing,.33(4)-Food Prep Training Missing 4 hrs.	
Staff # 4	Met
Staff # 5	Met
Staff # 6	Met
Staff # 7	Met

Staff Credentials Reviewed: 5

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

Criminal record checks were observed to be complete.

591-1-1-.14 First Aid & CPR	Not Met
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Finding

591-1-1-.14(1) requires the Center Director and, at any given time, at least fifty percent (50%) of the caregiver Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Center shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on the consultant's review of records that the Director completed first aid and CPR training online and did not complete a skills assessment with an approved instructor as required.

POI (Plan of Improvement)

The Center Director will complete the needed training. The Director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time and that evidence of successful completion of the training is on file available for inspection.

Correction Deadline: 10/24/2020

591-1-1-.33 Staff Training	Met
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Correction Deadline: 12/31/2020**Corrected on 9/24/2020**

.33(5) - The consultant observed at least ten (10) clock hours of training for January 2019 to December 2019 for all applicable staff.

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on August 15, 2020.

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

591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20; and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined based on the consultant's observation during the virtual visit that there was one school-age child present in classroom D without a staff member.

POI (Plan of Improvement)

The Center will hire additional Staff or reschedule current Staff to meet required Staff:child ratios and will organize children into groups that meet requirements.

Correction Deadline: 9/24/2020**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 the Consultant's observation that there was a child present in classroom D during the virtual visit without a staff member present. Additionally, the Director stated that she supervises the children in classroom D and assists the staff in classroom B with supervision by going back and forth between the two classrooms.

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: 9/24/2020**Recited on 9/24/2020**