



**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:** 2/28/2020 **VisitType:** Monitoring Visit **Arrival:** 9:55 AM **Departure:** 3:45 PM

**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  
 Fax: (770) 408-5461  
 chrissy.miller@decal.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** ★

<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.
02/28/2020	Monitoring Visit	Good Standing	
08/08/2019	Licensing Study	Good Standing	
03/04/2019	POI Follow Up	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	2	6	C	10	C	NA	NA	Floor Play
Main	B	Three Year Olds and Four Year Olds	1	7	C	13	C	NA	NA	Story
Main	C	Two Year Olds	1	8	NC	6	NC	NA	NA	Circle Time
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: 21			Total Capacity @35 sq. ft.: 33			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	40	C

**Comments**

This is the second regulatory visit of the fiscal year.

The center currently has a one-star rating from quality rated.

The center does not currently dispense medication, provide field trips, or swimming activities.

The Consultant printed a blank copy of the written emergency plan documents and a blank emergency drill document on this date.

Plan of Improvement: Developed This Date 02/28/2020

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/RuleAndRegulations.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.

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#### 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.

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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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Karen Fowler, Program Official

Date

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Chrissy Miller, Consultant

Date



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### Findings Report

**Date:** 2/28/2020 **VisitType:** Monitoring Visit

**Arrival:** 9:55 AM

**Departure:** 3:45 PM

**CCLC-39774**

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The following information is associated with a Monitoring Visit:

#### Activities and Equipment

**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)**

**N/A**

**Comment**

Center does not provide swimming activities.

#### Facility

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

**Not Met**

**Finding**

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on the Consultant's observation that there were eight children present in classroom C that is only licensed for six children.

**POI (Plan of Improvement)**

The Center will limit the number of children in this space to the licensed capacity.

**Correction Deadline: 2/28/2020**

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

**Met**

**Correction Deadline: 8/8/2019**

**Corrected on 2/28/2020**

.25(17) - The Consultant observed the Director to correct this rule on this date. The Consultant discussed with the Director about checking the fence regularly for thorny vines and removing them.

**Technical Assistance**

591-1-1-.26(6) - The Consultant discussed with the Director about monitoring the swing chains on a regular basis for peeling paint and rust.

**Correction Deadline: 3/9/2020**

**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**

Proper hand washing observed throughout the center.

**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 the Consultant's review of compliance with this rule, that the center did not have an updated written plan for handling emergencies.

**POI (Plan of Improvement)**

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

**Correction Deadline: 3/3/2020**

**Recited on 2/28/2020**

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

Age-appropriate discussion and/or redirection observed.

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

**Correction Deadline: 8/13/2019**

**Corrected on 2/28/2020**

**.36(4)(a) - The Consultant observed a valid safety inspection for the 2012 Chevy Traverse that was completed on September 30, 2019.**

**Correction Deadline: 8/8/2019**

**Corrected on 2/28/2020**

**.36(4)(c) - The Consultant observed the fire extinguishers for both vehicles to be charged on this date.**

**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 transportation records for children who were transported during the week of February 24, 2020, through February 28, 2020, that seven out of thirteen vehicle emergency medical forms did not contain all the required information. Seven of the seven incomplete forms did not contain complete information for the medical facility used by the center, six of the seven incomplete forms lacked the required emergency contact information for the children, six of the seven incomplete forms did not contain required information for each child's doctor, and one child's form was missing information regarding any allergies or disabilities. Additionally, one child who was transported during the week of February 24, 2020, through February 28, 2020, did not have a vehicle emergency medical form on file.

**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: 2/29/2020**

**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 the Consultant's review of transportation records, that there was not a check or other mark/symbol to account for each child listed on the passenger transportation checklist at the following times:

-There was not a check/mark/symbol for two children for AM transport to EOA from the center and PM transport from EOA to the center for February 3, 2020, February 4, 2020, and February 7, 2020.

-There was not a check/mark/symbol for three children for AM transport to Windsor Forest Elementary from the center and PM transport from Windsor Forest Elementary to the center for February 3, 2020, February 4, 2020, and February 7, 2020.

**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: 2/29/2020**

**Finding**

591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on the Consultant's review of transportation records, that the AM arrival and AM departure times were not recorded for February 13, 2020 and February 27, 2020.

**POI (Plan of Improvement)**

The Center will ensure that each time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

**Correction Deadline: 2/29/2020**

**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 the Consultant's review of transportation records, that the first check was not completed for the AM transport for February 13, 2020 and February 27, 2020.

**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: 2/29/2020**

**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 the Consultant's review of transportation records, that the second check was not completed for the AM transport for February 13, 2020 and February 27, 2020.

**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: 2/28/2020**

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**

**Not Met**

**Comment**

Discussed SIDS and infant sleeping position.

**Correction Deadline: 8/8/2019**

**Corrected on 2/28/2020**

**.30(1)(a)2 - The Consultant observed this rule to be corrected on this date.**

**Correction Deadline: 8/8/2019**

**Corrected on 2/28/2020**

**.30(1)(a)3 - The Consultant observed this rule to be corrected on this date.**

**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 cots were accessible to children in the three and four-year-old classroom.

**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: 2/28/2020**

**Recited on 2/28/2020**

<b>Staff Records</b>
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**Records Reviewed: 6**

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

Staff # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 2	Met
Date of Hire: 09/07/2018	
Staff # 3	Met
Staff # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 5	Met
Staff # 6	Met

**Staff Credentials Reviewed: 5**

<b>591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)</b>	<b>Met</b>
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**Comment**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since the last regulatory visit

**Comment**

Criminal record checks were observed to be complete.

<b>591-1-1-.14 First Aid &amp; CPR</b>	<b>Met</b>
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**Correction Deadline: 9/7/2019**

**Corrected on 2/28/2020**

**.14(2) - The Consultant observed this rule to be corrected on this date.**

<b>591-1-1-.33 Staff Training</b>	<b>Not Met</b>
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**Correction Deadline: 9/7/2019**

**Corrected on 2/28/2020**

**.33(3) - The Consultant observed this rule to be corrected on this date.**



**Finding**

Previously Cited: 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 the consultant's review that two of seven staff members did not complete ten (10) clock hours of training for 2018.

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on the Consultant's review of training that one staff member who was hired on August 22, 2016 had five and a half annual training hours, one staff member who was hired on December 16, 2016 had four and a half annual training hours, and one staff member who was hired on June 29, 2016 had two and a half annual training hours for January 2019 to December 2019 where ten ongoing annual training hours are required.

**POI (Plan of Improvement)**

Previously Cited: The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

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: 12/31/2020**

**Recited on 2/28/2020**

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

**Met**

**Comment**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

**Staffing and Supervision**

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

**Met**

**Correction Deadline: 8/8/2019**

**Corrected on 2/28/2020**

**.32(2) - The Consultant observed appropriate staff:child ratios 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 the Consultant's observation that the staff in the three and four-year-old classroom allowed for children to briefly walk unattended to the bathroom that is located around the corner to wash their hands without a staff member present.

**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: 2/28/2020**

**Recited on 2/28/2020**