



**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:** 1/30/2023    **VisitType:** Incident Investigation/Licensing Study    **Arrival:** 11:05 AM    **Departure:** 7:15 PM

**CCLC-31265**

**Camden Academy**

5415 Settingdown Rd. Cumming, GA 30041 Forsyth County  
 (678) 455-9292 brittani@camdenacademy.com

**Regional Consultant**

Dianne Clarke

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**Mailing Address**  
 Same

**Quality Rated:** ★

<u>Compliance Zone Designation</u>			<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.
01/30/2023	Incident Investigation/Licensing Study	Good Standing	
12/19/2022	Incident Investigation Closure	Good Standing	
11/09/2022	Incident Investigation & 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 - Infant Suite 1	Infants and One Year Olds	3	11	C	16	C	NA	NA	Feeding,Nap,Flo or Play
Main	B - Infant Suite 2	Infants and One Year Olds	2	6	C	15	C	NA	NA	Free Play,Feeding,Na p
Main	C - Toddler Suite 1	One Year Olds	2	16	C	17	C	NA	NA	Lunch,Transitioni ng
Main	D - Toddler Suite 2	One Year Olds and Two Year Olds	1	8	C	21	C	NA	NA	TV
Main	E - Preschool Suite 1	Two Year Olds	2	20	C	23	C	NA	NA	Lunch,Transitioni ng
Main	F - Preschool Suite 2	Two Year Olds	1	10	C	21	C	NA	NA	Nap,Transitionin g
Main	G - Preschool Suite 3	Two Year Olds and Three Year Olds	2	15	C	21	C	NA	NA	Nap
Main	H - Preschool Suite 4	Four Year Olds and Five Year Olds	1	18	C	20	C	NA	NA	Centers
Main	I - Preschool Suite 5	Four Year Olds and Five Year Olds	1	18	C	21	C	NA	NA	Lunch

Main	J - Middle Back	Two Year Olds and Three Year Olds	1	12	C	17	C	NA	NA	Transitioning, Nap, Lunch
Main	L - Afterschool	Three Year Olds and Four Year Olds	1	12	NC	40	C	NA	NA	Transitioning, Lunch
Main	M - Kindergarten Room	Three Year Olds and Four Year Olds	2	15	C	17	C	NA	NA	Lunch

Total Capacity @35 sq. ft.: 249

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 161

Total Capacity @35 sq. ft.: 249

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	PGR- Infant/Toddler	20	C
Main	PGR- Preschool	101	C
Main	PGR- Toddler Right	22	C

**Comments**

The investigation remains open on this date, pending additional information. Upon completion the finding will be reviewed with the provider and a final copy of the report will be sent.

Reminders: Refer to the published communicable disease chart for guidance regarding communicable diseases. In most scenarios, only outbreaks/clusters should be reported to the local health districts.

Please be sure to contact the Forsyth County Department of Health, if there are outbreaks/clusters of positive COVID-19 cases immediately, and get their guidance. Please be sure to also complete a Required Report in DECAL KOALA for all individual cases of communicable diseases within 24 hours. Be sure to select "Notifiable Communicable Diseases" to report closures for COVID cases.

Please be sure to enter all temporary closures in DECAL KOALA under the Required Report tab whenever your facility is closed temporarily for one day or more.

Incident Reports are to be submitted via DECAL KOALA with all signed staff statements for staff and the director.

All amendments are required to be electronically entered in DECAL KOALA effective August 2, 2021.

Please be sure to hide staff who are no longer employed in your DECAL KOALA account. Please reach out for help with this, if needed.

For centers conducting transportation, please remember that the transportation training certificates must be renewed every two years for everyone participating in transportation including the director.

Provided updated orientation checklist.

One Day Letter provided.

Plan of Improvement: Developed This Date 01/30/2023

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.decal.ga.gov/CCS/RulesAndRegulations.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), do the following:

- 1) Log into DECAL KOALA [www.decalkoala.com](http://www.decalkoala.com) with the user id for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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 Quality Rated/CAPS Update:**

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

**Contact the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.al.ga.gov](mailto:qualityrated@dec.al.ga.gov) for more information. Free technical assistance is available!**

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Brittani Ramirez, Program Official

Date

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Dianne Clarke, Consultant

Date



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**(Findings Report)**

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Same

The following information is associated with a Licensing Study Visit:

**Activities and Equipment**

**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.

**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)**

**Not Met**

**Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that the following classrooms had hazards accessible:

-A: An unlocked cabinet under the sink was observed to have Clorox, Windex, Clorox wipes, plastic bags when the door to the area was observed to be opened. Also, diaper cream and wipes packaging were observed to be accessible in unlocked drawers in this area as well.

-B: Unlocked drawers which contained wipes packaging which read "keep out of reach of children" and diaper cream, were observed to be accessible when the door to the area was observed to be opened.

-D: Plastic bags were observed to be accessible in the cubby area.

-L: A toilet brush was observed in the bathroom.

**POI (Plan of Improvement)**

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items. Some of the items were removed during the visit.

**Correction Deadline: 1/30/2023**

**Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that the following items were in need of begin cleaned and replaced:

- E: The fan in the boys bathroom was observed to be dusty.
- F: The fan in both the girls and boys bathroom was observed to be dusty.
- G: The tile in the classroom and girls bathroom were observed to have water stain. Also, the fan in the girls bathroom was observed to be dusty.
- H: The tile in the girls bathroom was observed to have a water stain and the fan was observed to be dusty.
- I: The vent was observed to be dusty in the classroom.
- J: The fan in the girls and boys bathroom were observed to be dusty.
- M: The fan in the bathroom was observed to be dusty.
- Cafeteria: There were water stained tiles observed.

**POI (Plan of Improvement)**

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

**Correction Deadline: 1/30/2023**

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.26(9) - Please ensure that the basket which held the balls is removed from the playground as it has been out in the rain and has begun to rust. No children were outside on the playground.

**Correction Deadline: 1/30/2023**

**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)**

**Met**

**Comment**

Documentation for medication dispensing observed complete.

**Safety**

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

**Met**

**Comment**

Age-appropriate discussion and/or redirection observed.

**Comment**

Complete documentation of transportation observed.

**Finding**

591-1-1-.36(4)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on a review of records that the vehicle safety check was not completed for vehicle tag RDF 7907 which expired on January 27, 2023 and CFI 3162 which expired on January 26, 2023. Also, the double door on vehicle tag number CFI 3162 where the children enter and exit was not working and did not fully open. One side opened but the other was not able to.

**POI (Plan of Improvement)**

The Center will obtain the annual vehicle inspection. The center emailed the documents that showed the inspections were completed on January 31, 2023.

**Correction Deadline: 2/7/2023**

**Sleeping & Resting Equipment**

**Comment**

Pleasant naptime environment observed.

**Staff Records**

**Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that staff #35, an occupational therapist, did not have evidence of having submitted a Records Check Application.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure to complete a fingerprint application for staff prior to them being present at the center to ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as 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 CRC modules regarding criminal records to ensure the CRC rules are maintained.

**Correction Deadline: 1/30/2023**

**Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive 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. The Comprehensive 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 Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of records that staff #35, an occupational therapist who was present at the facility, did not have evidence of a current comprehensive records check determination in the center's KOALA. The letter the center has on file, was observed to be older than the preceding 12 months and not able to be electronically ported.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure to receive a completed a records check determination for staff prior to them being present at the center to ensure that every Employee has a valid and current satisfactory Comprehensive 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. The Comprehensive 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 Employee has had a lapse of employment from the childcare industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive 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 CRC modules regarding criminal records to ensure the CRC rules are maintained.

**Correction Deadline: 1/30/2023**

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

**Not 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.

**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 records that staff #19 hired on January 7, 2020 and #28 hired on May 23, 2021 did not have evidence of their education credential completed.

**POI (Plan of Improvement)**

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

**Correction Deadline: 4/30/2023**

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**Staffing and Supervision**

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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. Discussed revision to the supervision rule which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.