



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

Cover Sheet

Date: 6/13/2022 **VisitType:** Licensing Study

Arrival: 1:55 PM

Departure: 5:15 PM

CCLC-39002

Carrington Academy at Kelly Mill

4420 Kelly Mill Road Cumming, GA 30040 Forsyth County
 (678) 661-5752 jennaposs@carringtonacademy.com

Regional Consultant

Dianne Clarke

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Mailing Address

4420 Kelly Mill Road
 Cumming, GA 30040-5050

Quality Rated: No

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.
06/13/2022	Licensing Study	Good Standing	
12/09/2021	Complaint Investigation by Phone	Good Standing	
12/06/2021	Monitoring Visit	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/ 1R	Infants and One Year Olds	2	5	C	12	C	NA	NA	Snack,Nap
Main	B/ 1L	One Year Olds	2	6	C	12	C	NA	NA	Feeding
Main	C/ 2L	Two Year Olds	2	7	C	20	C	NA	NA	Nap
Main	Center Court		0	0	C	25	C	NA	NA	
Main	D/ 2R	One Year Olds and Two Year Olds	2	5	C	15	C	NA	NA	Snack
Main	E/ 3R	Two Year Olds and Three Year Olds	2	15	C	21	C	NA	NA	Transitioning
Main	F/ 4R (Potty Trained Only 2's)		0	0	C	21	C	NA	NA	
Main	G/ 3L	Four Year Olds	1	9	C	21	C	NA	NA	Transitioning
Main	H/ 4L	Four Year Olds and Five Year Olds	1	13	C	21	C	NA	NA	Snack
Main	I/ 5L	Five Year Olds and Six Year Olds and Over	1	14	C	21	C	NA	NA	Snack
Main	J/ 6L		0	0	C	20	C	NA	NA	
Main	K/ Back center		0	0	C	20	C	NA	NA	
Main	L/ 5R	Three Year Olds	1	8	C	21	C	NA	NA	Free Play
					Total Capacity @35 sq. ft.:	250	Total Capacity @25 sq. ft.:		0	
Total # Children this Date: 82			Total Capacity @35 sq. ft.:			250	Total Capacity @25 sq. ft.:			0

Building	Playground	Playground Occupancy	Playground Compliance
Main	A/ Left side	84	C
Main	B/ Back	100	C
Main	C/ Right side	58	C
Main	Water play area	11	C

Comments

On this date, consultant followed up to previous visit and conducted an on-site Licensing study. Consultant requested provider submit required documents for the Administrative Review process.

Plan of Improvement: Developed This Date 06/13/2022

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



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.state.ga.us for more information. Free technical assistance is available!

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), do the following:

- 1) Log into DECAL KOALA www.decalkoala.com with the userid 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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Findings Report

Date: 6/13/2022 **VisitType:** Licensing Study

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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.

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

Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

Child # 3

Met

Child # 4

Met

Child # 5

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 a review of records that child #1 was missing their father's work address and child #2 was missing their mother and father's work address.

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: 6/13/2022**Technical Assistance**

591-1-1-.08(6) - Please ensure that the attendance records include the times that parents sign in and out as well as their signature or initials.

Correction Deadline: 6/13/2022

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 hazards were observed to be accessible:

- C/2L: A toilet brush was observe in the bathroom used and were accessible..
- D/2R: Plastic bags were observed in children's cubbies and were accessible.
- E/3R: Plastic bags were observed in the children's cubbies and were accessible.
- H/4L: Plastic bags and Sunscreen were observed in children's cubbies and were accessible.
- I/5L: Buggy spray, hand sanitizer, and sunscreen were observed in children's cubbies and accessible.

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.

Correction Deadline: 6/13/2022

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

591-1-1-.26(6) - Please ensure that all equipment are in good repair.

Correction Deadline: 6/23/2022**Correction Deadline: 12/16/2021**

Corrected on 6/13/2022

.26(8) - The previous citation was corrected. The playground was currently not in use due to heavy rains which washed away the mulch. The consultant discussed the alternative that is used. Please ensure the the mulch is adequate in the fall zones on the playground at all times.

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.

591-1-1-.36 Transportation(CR)

Met

Correction Deadline: 12/7/2021

Corrected on 6/13/2022

.36(7)(b) The previous citation was observed to be corrected in that the children had their information completed on their transportation forms. Please ensure that all information is completed on all forms for children being transported.

Sleeping & Resting Equipment

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

Not Met

Finding

591-1-1-.30(1)(b)3 requires that sheets or similar coverings for cots or mats shall either be marked for individual use or laundered daily. If marked for individual use, they must be laundered weekly or more frequently if needed. It was determined based on observation that the children were resting during naptime without a sheet.

POI (Plan of Improvement)

The Center will ensure that sheets are marked for individual use or washed daily and that marked sheets are washed at least weekly.

Correction Deadline: 6/13/2022

Staff Records

Records Reviewed: 28

Records with Missing/Incomplete Components: 1

Staff # 1

Met

Date of Hire: 06/13/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Records Reviewed: 28**Records with Missing/Incomplete Components: 1**

Staff # 2 Date of Hire: 02/21/2022	Met
Staff # 3 Date of Hire: 01/25/2019	Met
Staff # 4 Date of Hire: 10/09/2018	Met
Staff # 5 Date of Hire: 05/23/2022	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 6 Date of Hire: 08/28/2019	Met
Staff # 7	Met
Staff # 8 Date of Hire: 04/18/2022	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 9 Date of Hire: 12/28/2021	Met
Staff # 10 Date of Hire: 08/24/2020	Met
Staff # 11 Date of Hire: 09/08/2021	Met
Staff # 12 Date of Hire: 08/09/2017	Met
Staff # 13 Date of Hire: 05/09/2022	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 14 Date of Hire: 04/18/2022	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 15 Date of Hire: 01/23/2017	Met
Staff # 16	Met

Records Reviewed: 28**Records with Missing/Incomplete Components: 1**

Date of Hire: 06/13/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 17

Met

Date of Hire: 06/01/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 18

Met

Date of Hire: 06/13/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 19

Met

Date of Hire: 06/01/2010

Staff # 20

Met

Date of Hire: 06/13/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 21

Met

Date of Hire: 02/11/2022

Staff # 22

Met

Date of Hire: 07/27/2017

Staff # 23

Met

Date of Hire: 04/11/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 24

Met

Date of Hire: 06/06/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 25

Not Met

Date of Hire: 07/29/2021

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 26

Met

Date of Hire: 05/23/2016

Staff # 27

Met

Date of Hire: 05/09/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 28

Met

Date of Hire: 07/27/2017

Staff Credentials Reviewed: 14

Correction Deadline: 12/6/2021

Corrected on 6/13/2022

.09(1)(a) - The previous citation was observed to be corrected in that staff has a completed satisfactory records check on file. Please ensure that staff has their completed records check before being present at the facility.

- Please ensure that applicants/staff are listing exact dates (including month/day/year) on 10 year work history form in order to determine any breaks in service from the child care industry.
- Please ensure that records checks are redone if there is a six-month break in service.
- Please also ensure that satisfactory records checks are updated before the expiration date.
- Ensure that all therapists and other independent contractors have an updated records check on file, before being present at the center.
- Please ensure that staff with a national background check is always present with a staff who has a comprehensive background check. Staff should never be by themselves.

Correction Deadline: 12/6/2021

Corrected on 6/13/2022

.09(1)(c) - The previous citation was observed to be corrected in that staff has a completed satisfactory records check on file. Please ensure that staff has their completed records check before being present at the facility.

- Please ensure that applicants/staff are listing exact dates (including month/day/year) on 10 year work history form in order to determine any breaks in service from the child care industry.
- Please ensure that records checks are redone if there is a six-month break in service.
- Please also ensure that satisfactory records checks are updated before the expiration date.
- Ensure that all therapists and other independent contractors have an updated records check on file, before being present at the center.
- Please ensure that staff with a national background check is always present with a staff who has a comprehensive background check. Staff should never be by themselves.

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 a review of records that staff #25 did not have evidence of having enrolled in and education credential uploaded in KOALA. The staff was hired on July 29, 2021.

POI (Plan of Improvement)

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

Correction Deadline: 9/13/2022

Staffing and Supervision

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

Met

Comment

Center observed to maintain appropriate staff:child ratios.

Finding

591-1-1-.32(7) requires that children be supervised at all times appropriate to the individual age, needs and capabilities of each child. Such supervision must include, but not be limited to, indoor and outdoor activities, mealtimes, naptime, transportation, field trips, and transitions between activities. "Supervision" means that the appropriate number of Staff members are physically present in the area where children are being cared for and are providing watchful oversight to the children, volunteers and Students-in-Training. The persons supervising in the child care area must be alert, positioned to maximize their ability to hear and see the children at all times, and able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the volunteers and Students-in-Training, and provide timely attention to the children's actions and needs. 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. It was determined based on observation that the staff were not seated nor within arms length of a child eating snack in the A/1R classroom.

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: 6/13/2022