



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: 1/24/2023 **VisitType:** Incident Investigation & Follow Up **Arrival:** 10:15 AM **Departure:** 1:25 PM

CCLC-56568

Ivywood Academy - Snellville

2931 West Main St, Hwy 78 Snellville, GA 30078 Gwinnett County
 (678) 825-2979 snellville@ivywoodacademy.com

Regional Consultant

Dianne Clarke

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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.
01/24/2023	Incident Investigation & Follow Up	Good Standing	
01/10/2023	Complaint Closure	Good Standing	
01/10/2023	Complaint Investigation & 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	A1L- 2's	Two Year Olds	1	10	C	18	C	NA	NA	Art
Main	B2L- 1's		0	0	C	11	C	NA	NA	
Main	C-LR Infants	Infants and One Year Olds	1	4	C	11	C	NA	NA	Free Play
Main	D1R- 's	Three Year Olds	2	17	C	23	C	NA	NA	Centers
Main	E2R-4 and up		0	0	C	20	C	NA	NA	
Main	F -PreK Back Bldg		0	0	C	22	C	NA	NA	
Main	G-PreK- Back Bldg		0	0	C	31	C	NA	NA	
Total Capacity @35 sq. ft.: 136						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 31			Total Capacity @35 sq. ft.: 136			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Lower - Preschool-School age	132	C
Main	Preschool-ASAP	260	C
Main	Toddler	56	C

Comments

This is an incident investigation and follow up visit from January 10, 2023 visit.

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 Gwinnett 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.

Plan of Improvement: No Plan Developed

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.al.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.

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.

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 for more information. Free technical assistance is available!

Stacy Nesbitt-Woodard, Program Official

Date

Dianne Clarke, Consultant

Date



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(Findings Report)

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The following information is associated with a Incident Investigation & Follow Up:

Children's Records

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, intellectual disabilities or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records that the following items were missing from children's files:

- Child #1: Missing their emergency contact address
- Child #2: Missing their emergency contact address
- Child #3: Missing their emergency contact information
- Child #4: Missing their father's work address
- Child #5: Missing their father's work address
- Child #6: Missing their 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. The director will do an overhaul of files to ensure all of the information is completed in the application.

Correction Deadline: 1/25/2023

Recited on 1/24/2023

Facility

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

Met

Correction Deadline: 1/10/2023

Corrected on 1/24/2023

.25(13) - The previous citation was observed to be corrected in that the hazards were removed. Please ensure that hazards are inaccessible at all times in drawers and cabinets that are not locked.

Correction Deadline: 1/20/2023

Corrected on 1/24/2023

.25(3) - The previous citation was observed to be corrected in that the repairs were made and maintenance is in the process of completing repairs. Please ensure that maintenance completes repairs in a timely manner.

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

Met

Correction Deadline: 1/13/2023

Corrected on 1/24/2023

.26(4) - The previous citation was observed to be corrected in that the gates were observed to have the locks and there was no gaps observed during the visit. Please ensure that the gates are locked and gaps are no more than three and a half inches.

Correction Deadline: 1/13/2023

Corrected on 1/24/2023

.26(9) - The previous citation was observed to be corrected in that the drains were covered. Please ensure that the drains have their covers on them at all times.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures

Met

Correction Deadline: 1/17/2023

Corrected on 1/24/2023

.21(3) - The previous citation was observed to be corrected in that the documentation was observed to be completed on January 17, 2023. Please ensure that the documentation is recorded on the fire drill form as required.

Safety

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

Met

Correction Deadline: 1/11/2023

Corrected on 1/24/2023

.36(7)(c)2. - The previous citation was observed to be corrected in that the load and unload was completed for the week of January 9 and January 16, 2023. Please ensure that the driver is recording when children enter and exit the vehicle at all times.

Correction Deadline: 1/11/2023

Corrected on 1/24/2023

.36(7)(c)3. - The previous citation was observed to be corrected in that the return time was completed for the week of January 9 and January 16, 2023. Please ensure that the driver is recording the return time when conducting transportation at all times.

Correction Deadline: 1/10/2023

Corrected on 1/24/2023

.36(7)(d)2. - The previous citation was observed to be corrected in that the second checks were completed for the week of January 9 and January 16, 2023. Please ensure that the second check are recorded on the checklist at all times.

Sleeping & Resting Equipment

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

Met

Correction Deadline: 1/31/2023

Corrected on 1/24/2023

.30(1)(b)1 - The previous citation was observed to be corrected in that the mats were observed to be taped. Please ensure that the teachers are keeping an eye on the mats to ensure that the tape remains adhesive at all times until the mats can be replaced.