



**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:** 7/31/2023    **VisitType:** Complaint Investigation & Licensing Study    **Arrival:** 10:15 AM    **Departure:** 4:00 PM

**CCLC-39038**

**Chestnut Mountain Academy**

4720 Winder Hwy Flowery Branch, GA 30542 Hall County  
 CCLC-39038 cmakids@yahoo.com

**CCS Coordinator**

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@dec.al.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
07/31/2023	Complaint Investigation & Licensing Study	Good Standing
07/06/2023	TA Follow Up	Good Standing
07/05/2023	Complaint Closure	Good Standing

**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.

**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- 1L	Six Year Olds and Over	2	20	C	21	C	NA	NA	Centers
Main	B- 2L	Infants and One Year Olds	2	5	C	12	C	NA	NA	Free Play, Floor Play, Feeding
Main	C- 3L	One Year Olds	2	10	C	11	C	NA	NA	Transitioning, Lunch, Nap
Main	D- 4L		1	0	C	21	C	NA	NA	Not In Use
Main	E- 5L		2	0	C	24	C	NA	NA	Not In Use
Main	F- 3R	Two Year Olds	2	12	C	15	C	NA	NA	Lunch, Transitioning, Nap
Main	G- 2R		1	0	C	24	C	NA	NA	Not In Use
Main	H- 1R	Three Year Olds and Four Year Olds and Five Year Olds	2	22	C	23	C	NA	NA	Transitioning
Total Capacity @35 sq. ft.: 150					Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Health Department Limitations			
Total # Children this Date: 69			Total Capacity @35 sq. ft.: 150			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground Left	96	C
Main	Playground RT	25	C

## Comments

The purpose of this visit was to conduct a licensing study visit and to follow-up on the previous visit conducted on June 22, 2023.

Plan of Improvement: Developed This Date 07/31/2023

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.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](http://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 1 855-800-7747 or [qualityrated@dec.al.ga.gov](mailto:qualityrated@dec.al.ga.gov) for more information. Free technical assistance is available!**

---

Bentley Amy, Program Official

Date

---

Margarita Collier, CCS Coordinator

Date



**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

**(Findings Report)**

**Date:** 7/31/2023 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 10:15 AM **Departure:** 4:00 PM

**CCLC-39038**

**Chestnut Mountain Academy**

4720 Winder Hwy Flowery Branch, GA 30542 Hall County  
CCLC-39038 cmakids@yahoo.com

**CCS Coordinator**

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@decal.ga.gov

**Mailing Address**  
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.

**Children's Records**

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

**Technical Assistance**

**Technical Assistance**

Please ensure that parents update the following information as needed:

- Parents' work and personal contact information (telephone numbers and addresses).
- Release to persons' names, addresses, and relationship to the parent and child.
- Emergency contact persons' names, contact information, and relationship to the parent and child.
- Medical conditions and/or needs.

**Facility**

**591-1-1-.06 Bathrooms**

**Technical Assistance**

**Comment**

Bathrooms observed to be clean and well maintained.

**Technical Assistance**

Monitor restroom ventilations for dust build-up and normal wear and tear.

**Comment**

Licensed capacity observed to be routinely met by center.

**Technical Assistance**

Please be mindful to keep items that pose a hazard inaccessible to children (i.e., diaper wipes, grocery bags, adult size scissors, cleaning products, etc.).

**Technical Assistance**

Please monitor the playground area for the following hazardous items:

- Exposed tree roots.
- Biting and/or stinging insects (i.e., bees, ants, etc.).
- Normal wear and tear of the fence surrounding the playground areas.
- Normal wear and tear of playground equipment (i.e., chipped paint, etc.).
- Excessive leaves, sweet gum tree balls, etc.
- Refluff resilient surface as needed.
- Standing water in and/or around playground equipment and/or toys.

Per director, the bucket swings are scheduled to be removed from playground Right no later than August 5, 2023. The swings will be replaced with sensory tables.

**Finding**

591-1-1-.26(3) requires that the playground be adjacent to the Center or in an area which can be reached by a safe route or method approved by the Department. Except in School-age Centers, the playground shall have shaded areas. It was determined based on observation that the wooden canopy area was observed to have rotting wood and water damage underneath the canopy area located on playground Left.

**POI (Plan of Improvement)**

The center will ensure to repair the wooden canopy area to ensure no falling debris hit and/or injure staff members and/or enrolled children.

**Correction Deadline: 8/30/2023**

**Correction Deadline: 4/21/2023**

**Corrected on 7/31/2023**

**The previous citation was observed to be corrected. The consultant observed the fence surrounding the playground areas to be clean and in good repair. Please continue to monitor the fence for normal wear and tear.**

**Finding**

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation that the following playground equipment was not clean and in good repair:

- Playground Left - The green and yellow swing chain covers were observed to be peeling on two of four swings located on the back-left side of the playground. The first back-right basketball goal pole was observed to contain chipped paint and rust.

**POI (Plan of Improvement)**

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

**Correction Deadline: 8/10/2023**

**Food Service**

**Technical Assistance**

Please ensure that bottles are covered and fully labeled with child's full name.

<b>Health and Hygiene</b>
---------------------------

---

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

Please ensure to monitor the diaper changing pads for normal wear and tear (i.e., torn with exposed foam). Per the director, the center has ordered more diaper changing pads in preparation of the new 2023-2024 school year. However, delivery is pending.

**Comment**

Staff state proper knowledge of diapering procedures.

---

**591-1-1-.17 Hygiene(CR)****Met****Comment**

Staff stated the proper handwashing procedures for children and staff members.

---

**591-1-1-.20 Medications(CR)****Not Met****Technical Assistance**

Discussed proper medication documentation and procedures.

**Finding**

591-1-1-.20(1) requires Personnel to obtain specific written authorization from the child's physician or parent in order to dispense prescription or non-prescription medications, except for first aid. Such authorization will include when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent. It was determined based on review of records that the center did not receive written authorization from the parent to administer "Amphetamine Salts" during June 22, 2023 - July 5, 2023 and July 18, 2023 - August 4, 2023. A review of the Authorization for medication forms revealed that staff members documented that the medication was administered on June 22, 2023 - July 5, 2023 and July 18, 2023 - August 5, 2023.

**POI (Plan of Improvement)**

The Center will train Staff to obtain and review parental authorizations to ensure the authorization contains complete information. The designated person(s) will monitor daily.

**Correction Deadline: 7/31/2023****Finding**

591-1-1-.20(3) requires the Center to maintain a record of medication dispensed that includes the date, time and amount of medication, any noticeable adverse reaction, and the signature or initials of the person administering the medication. It was determined based on review of records that the authorization for medication forms to administer "Amphetamine Salts" did not have complete documentation of the dates the medication was to be administered. A review of the medication form revealed the following:

- Medication form A (administer "Amphetamine Salts") did not have documentation regarding the dates the medication was to be administered. However, a review of the authorization for medication form revealed that the medication was administered between May 26, 2023 and June 6, 2023.
- Medication form B (administer "Amphetamine Salts") did not have documentation regarding the medication being administered on July 11, 2023 and July 21, 2023. However, a review of the authorization for medication form revealed that the medication was requested to be administered between July 7, 2023 - July 21, 2023.
- Medication form C (administer "Amphetamine Salts") did not have documentation regarding the medication being administered on July 18, 2023. However, a review of the authorization for medication form revealed that the medication was requested to be administered between July 18, 2023 - August 4, 2023.

**POI (Plan of Improvement)**

The Center will train Staff responsible for dispensing medication in the accurate completion and storage of the records and will implement a plan to monitor this.

**Correction Deadline: 7/31/2023**

## Policies and Procedures

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

Met

#### Comment

Program observed complete emergency drills.

### 591-1-1-.29 Required Reporting

Met

#### Comment

Thank you for reporting as required.

## Safety

### 591-1-1-.05 Animals

Met

#### Comment

Center does not keep animals on premises.

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

Met

#### Comment

Age-appropriate discussion and/or redirection observed.

#### Comment

Staff were observed to maintain a positive learning environment on this date.

### 591-1-1-.13 Field Trips(CR)

Met

#### Comment

Field trip documentation observed to be complete.

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

Not Met

#### Technical Assistance

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director (i.e., documenting the load and unloading of children, updating the children's vehicle emergency medical form and transportation agreement as needed, documenting the first and second check on all transportation forms, documenting the children's first and last name on the transportation forms, etc.).

#### Technical Assistance

The consultant observed both vehicles used for transportation services to have a first aid kit and a fire extinguisher. Please ensure to add or replace the following items in the first aid kits for each vehicle:

- Vehicle tag #BKA 9452 - Ice pack (the packet is damaged), insect sting preparation, thermometer, and antibacterial ointment (expired).
- Vehicle tag #PNZ 9149 - Goggles, thermometer, and face mask.

#### Comment

The following vehicles were observed to have evidence of a current vehicle inspection report on file:

- Vehicle tag #PN29149 - Expires November 15, 2023.
- Vehicle tag #BKA 9452 - Expires November 19, 2023.

#### 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 review of records that staff member #1, date of hire December 20, 2020, did not have evidence of a current transportation training certificate on file. Staff member #1's training expired on March 21, 2023.

**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: 8/10/2023**

**Finding**

591-1-1-.36(4)(b) requires that the interior of a transportation vehicle be clean, in safe repair and free of hazardous items, objects and/or other non-essential items which could cause injury. It was determined based on observation that three seats were observed to be torn with exposed foam on vehicle tag #PNZ 9149.

**POI (Plan of Improvement)**

The center will maintain that all transportation vehicles are clean, in safe repair, and free from hazards.

**Correction Deadline: 8/1/2023**

**Finding**

591-1-1-.36(4)(f)1. requires that all transported children be secured in a child passenger restraining system or seat safety belt in accordance with current state and federal laws and regulations and according to manufacturer's directions. It was determined based on observation that vehicle tag #PNZ 9149 did not have any restraints (seat belts) available on the vehicle in accordance with current state and federal laws and regulations for a multifunctional bus. The consultant did not observe staff members to provide any transportation services during the visit.

**POI (Plan of Improvement)**

The Center will ensure that manufacturer directions and state and federal laws are met when using child passenger restraining systems and seat safety belts.

**Correction Deadline: 8/1/2023**

**Finding**

591-1-1-.36(7)(c)1 requires that children be listed individually on the passenger transportation checklist using their first and last names. It was determined based on review of records that the center did not document the first and last name of one of three children receiving school transportation services from Oakwood Elementary during the week of May 15, 2023 - May 19, 2023 and May 22, 2023 - May 26, 2023.

**POI (Plan of Improvement)**

The Center will ensure that each child is listed individually by first and last name on the checklist.

**Correction Deadline: 8/1/2023**

**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 review of records the staff members did not document the load and unloading of children for school transportation routes conducted on the following dates:

- May 18, 2023 - School transportation route to Chestnut Mountain Creative School of Inquiry. The load and unloading mark was missing for one of 14 children receiving school transportation services.

- May 23, 2023 - School transportation route to Oakwood Elementary. The load and unloading mark was missing for one of three children receiving school transportation services.

- May 24, 2023 - School transportation route to World Language Academy. The load and unloading mark was missing for three of three children receiving school transportation services.

**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: 8/1/2023

**Sleeping & Resting Equipment**

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

**Comment**

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

**Staff Records**

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

**Comment**

The director provided one file for a staff member hired since the previous visit was conducted on June 22, 2023. The consultant observed one of one newly hired staff member to have evidence of a current satisfactory comprehensive determination letter on file.

**591-1-1-.14 First Aid & CPR** **Technical Assistance**

**Comment**

Evidence observed of 100% of center staff certified in First Aid and CPR.

**Technical Assistance**

Please replace the thermometer in the center's first aid kit.

**591-1-1-.33 Staff Training** **Technical Assistance**

**Technical Assistance**

Please ensure that all newly hired staff members complete the required health and safety orientation training, and first aid and CPR training are completed within the first 90-days of their date of hire.

**Correction Deadline: 12/31/2023**

**Corrected on 7/31/2023**

**The previous citation was observed to be corrected. The consultant observed staff members to complete the required 10 hours of annual training for the year 2022.**

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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

**Comment**

Center observed to maintain appropriate staff:child ratios.

**591-1-1-.32 Supervision(CR)** **Met**

**Comment**

Staff observed to provide direct supervision and be attentive to children's needs.