



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: 9/22/2021 **VisitType:** Licensing Study **Arrival:** 4:00 PM **Departure:** 5:00 PM

CCLC-17624

Quilla Early Learning Academy

109 Center Drive Brunswick, GA 31520 Glynn County
 (912) 267-0100 ahitson@gmail.com

Mailing Address
 Same

Regional Consultant

Stacey Foston

Phone: (706) 806-0407

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stacey.foston@dec.al.ga.gov

Joint with: Beth Houtz

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.
09/22/2021	Licensing Study	Good Standing	
06/29/2021	Complaint Investigation Follow Up	Good Standing	
06/29/2021	Complaint Closure	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	100	One Year Olds	2	8	C	18	C	NA	NA	Free Play
Main	150		0	0	C	15	C	NA	NA	Not In Use
Main	200	One Year Olds and Two Year Olds	2	9	C	17	C	NA	NA	Free Play
Main	250	Two Year Olds	2	12	C	23	C	NA	NA	Free Play
Main	300		0	0	C	22	C	NA	NA	
Main	350	Three Year Olds	1	5	C	22	C	31	C	Free Play
Main	400	PreK	2	16	C	22	C	31	C	Circle Time
Main	450	PreK	2	17	C	22	C	31	C	Centers
Main	500	PreK	2	15	C	26	C	37	C	Centers
Main	550		0	0	C	59	C	82	C	
Main	cafeteria		0	0	C	24	C	NA	NA	
Total Capacity @35 sq. ft.: 270			Total Capacity @25 sq. ft.: 331							
Total # Children this Date: 82			Total Capacity @25 sq. ft.: 331							

Building	Playground	Playground Occupancy	Playground Compliance
Main	Large back playground	125	C
Main	Left side playground	44	C
Main	Right back playground	53	C
Main	Right front playground	24	C

Comments

An Administrative Review was conducted on September 22, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on September 24, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic

Plan of Improvement: Developed This Date 09/22/2021

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 New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

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

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), e-mail the following information to 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.

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)

Amanda Shafer, Program Official	Date
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Beth Houtz, Consultant	Date
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Stacey Foston, Consultant	Date
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Findings Report

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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: 7

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met
Child # 7	Met

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

Parent agreements observed obtained/completed.

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)**Met****Comment**

No hazards were observed accessible to the children during the virtual walkthrough. The center will be mindful to keep items that may pose a hazard inaccessible to the children.

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

Discussed maintenance of resilient surface. Please fluff and redistribute the sand around the swings that is compacted due the recent rain.

Comment

Playground observed to be clean and in good repair.

Food Service

591-1-1-.15 Food Service & Nutrition**Met****Comment**

Center menu meets USDA guidelines.

591-1-1-.18 Kitchen Operations**Met****Comment**

Kitchen appears clean and well organized.

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR)**Met****Comment**

Staff stated proper knowledge of diapering procedures. The diapering areas were observed be in good condition.

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

During the virtual walk through handwashing supplies were observed at all sinks. Discussed hand washing requirements with the director.

591-1-1-.20 Medications(CR)**Met****Comment**

The Director states the center has not dispensed medication since the last visit.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Met****Comment**

Observed documentation of emergency drills.

591-1-1-.27 Posted Notices**Met****Comment**

Observed all required posted notices.

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

. Discipline was not directly observed during the virtual walk through. The center's discipline policy and practices were discussed with the director.

591-1-1-.13 Field Trips(CR)**Not Evaluated****Comment**

Center does not participate in field trips at this time.

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

The two vehicles used for transportation had an approved fire extinguisher and first aid kit on this date. The vehicles were clean and had proper restraints.

Finding

591-1-1-.36(6) requires written Parental authorization for routine transportation provided by or on behalf of the Center. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined based on a review of records that the center's transportation agreement form did not have delivery location documented.

POI (Plan of Improvement)

The Center will have parents update the current forms with the delivery location. The center has changed the transportation agreement forms. The center sent the consultant a copy of the revised form that has the required information.

Correction Deadline: 10/4/2021

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

During the virtual walk through visit, the children cots and bedding were stored as required. The center is currently not providing care for infants.

Staff Records**Records Reviewed: 29****Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 11/02/2009

Staff # 2

Met

Records Reviewed: 29**Records with Missing/Incomplete Components: 0**

Date of Hire: 08/24/2021

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

Staff # 3

Met

Date of Hire: 07/18/2016

Staff # 4

Met

Date of Hire: 03/02/2018

Staff # 5

Met

Date of Hire: 06/01/2010

Staff # 6

Met

Date of Hire: 09/22/2008

Staff # 7

Met

Date of Hire: 08/23/2007

Staff # 8

Met

Date of Hire: 05/15/2017

Staff # 9

Met

Date of Hire: 08/16/2016

Staff # 10

Met

Date of Hire: 07/28/2006

Staff # 11

Met

Date of Hire: 07/28/2006

Staff # 12

Met

Date of Hire: 03/13/2013

Staff # 13

Met

Date of Hire: 07/06/2021

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

Staff # 14

Met

Date of Hire: 09/14/2020

Staff # 15

Met

Date of Hire: 08/03/2021

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

Staff # 16

Met

Date of Hire: 01/08/2020

Records Reviewed: 29**Records with Missing/Incomplete Components: 0**

Staff # 17	Met
Date of Hire: 12/02/2019	
Staff # 18	Met
Date of Hire: 06/16/2008	
Staff # 19	Met
Date of Hire: 05/25/1999	
Staff # 20	Met
Date of Hire: 09/17/2020	
Staff # 21	Met
Date of Hire: 04/20/2015	
Staff # 22	Met
Date of Hire: 06/04/2021	
Staff # 23	Met
Date of Hire: 07/07/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 24	Met
Date of Hire: 07/23/2014	
Staff # 25	Met
Date of Hire: 01/16/2017	
Staff # 26	Met
Date of Hire: 02/04/2019	
Staff # 27	Met
Date of Hire: 08/14/2017	
Staff # 28	Met
Date of Hire: 07/27/2013	
Staff # 29	Met
Date of Hire: 11/04/2019	

Staff Credentials Reviewed: 12

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

Criminal record checks were observed to be complete.

591-1-1-.14 First Aid & CPR	Met
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Comment

Evidence observed that more than 50% of center staff is certified in First Aid and CPR.

591-1-1-.33 Staff Training	Met
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Comment

Documentation observed of required staff training for the year 2020.

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

Center observed to maintain appropriate staff:child ratios.

591-1-1-.32 Supervision(CR)	Met
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Correction Deadline: 6/29/2021

Corrected on 9/22/2021

.32(7) - The previous citation was observed to be corrected during the virtual visit. Adequate supervision was observed .