



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: 9/26/2022 **VisitType:** Licensing Study

Arrival: 1:15 PM

Departure: 6:25 PM

CCLC-39774

Victoria's Academy & Learning Center

110 E. DeRenne Avenue Savannah, GA 31405 Chatham County
 (912) 712-0127 victorias.academy@gmail.com

Regional Consultant

Chrissy Miller

Phone: (770) 408-5457

Fax: (770) 408-5461

chrissy.miller@decal.ga.gov

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.
09/26/2022	Licensing Study	Good Standing	
04/28/2022	Monitoring Visit	Good Standing	
09/28/2021	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	A	Infants and One Year Olds and Two Year Olds	1	8	C	10	C	NA	NA	Nap
Main	B	Three Year Olds	1	13	C	13	C	NA	NA	Nap
Main	C		0	0	C	6	C	NA	NA	
Main	D	One Year Olds	0	5	NC	4	NC	NA	NA	Nap
Total Capacity @35 sq. ft.: 33			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 26			Total Capacity @35 sq. ft.: 33							
			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	40	C

Comments

This is the first regulatory visit of the fiscal year.

Per the Director, the center does not currently dispense medication, field trips, or swimming activities.

Plan of Improvement: No Plan Developed 09/26/2022

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/RuleAndRegulations.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.

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)

Karen Fowler, Program Official

Date

Chrissy Miller, Consultant

Date



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Findings Report

Date: 9/26/2022 **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)

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

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

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

Not Met

Correction Deadline: 6/30/2022

Corrected on 9/26/2022

.08(1) - The consultant observed this rule to be corrected. Please be sure to include the addresses of the authorized pick up persons on the enrollment form.

Finding

591-1-1-.08(6) requires the Center to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was determined based on the consultant's review of records that the attendance records indicated that the center staff signed the children in and out of the center on September 26, 2022 and did not include the signature of parent/guardian of the children upon arrival and departure.

POI (Plan of Improvement)

The Center will maintain arrival and departure records as required, will ensure the documentation includes all of the required information, and will provide the records to the Department when requested.

Correction Deadline: 9/26/2022

Evening Care**591-1-1-.32 Staffing/Supervision(CR)****Not Evaluated****Comment**

No evening care hours observed during the visit.

Facility**591-1-1-.19 License Capacity(CR)****Not Met****Finding**

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on the consultant's observation that classroom D did not meet the license capacity requirement of the classroom. Classroom D was observed to have five (5) one-year-old children in the classroom that currently has a licensed capacity of four (4) children.

POI (Plan of Improvement)

The Center will limit the number of children in this space to the licensed capacity.

Correction Deadline: 9/26/2022

591-1-1-.25 Physical Plant - Safe Environment(CR)**Technical Assistance****Comment**

Please be mindful to keep items that pose a hazard inaccessible to children.

Technical Assistance

591-1-1-.25(11) - Discussed repairing the carpet lining in the middle of classroom A to ensure that the carpet does not pose a tripping hazard to the children in care.

Correction Deadline: 10/26/2022

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

Discussed maintenance of resilient surface. Please fluff and redistribute under the fall zones, as needed.

Food Service

591-1-1-.15 Food Service & Nutrition**Not Met****Finding**

591-1-1-.15(5) requires that the Center provide a menu listing all meals and snacks to be served during the current week except for School-age Centers where the food may be provided by the Parent(s) by agreement between the School-age Center and the Parent(s). Substitutions shall be recorded on the posted menu and menus shall be retained at the Center for six (6) months. It was determined based on the consultant's observation that the center did not have a food menu posted, as required.

POI (Plan of Improvement)

The Center will list all of the current week's meals and snacks and all substitutions on the menu and keep past menus on file for six months and will implement a system to monitor this.

Correction Deadline: 9/26/2022

591-1-1-.18 Kitchen Operations**Met****Technical Assistance**

591-1-1-.18(8) - Discussed that containers of food be stored above the floor on clean surfaces protected from splash and other contamination.

Correction Deadline: 9/26/2022

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**

The Provider currently does not dispense/administer medication.

Policies and Procedures

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

Program observed complete emergency drills

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

Please make sure that all required signs are posted and up to date.

Safety

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

Age-appropriate discussion and/or redirection 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 the consultant's review of records that the center did not have evidence of a current annual safety check for the vehicle used for transportation when requested by the department at the visit. The annual vehicle inspection was observed to be completed on September 16, 2020 for the one vehicle currently being used for transportation.

POI (Plan of Improvement)

The Center will obtain the annual vehicle inspection.

Correction Deadline: 10/7/2022

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 the consultant's review of records that the center did not have parental written authorization before transporting one child from A.B. Williams elementary to the center during the PM route for the week of September 19, 2022 to September 23, 2022.

POI (Plan of Improvement)

The Center will obtain the required written parental authorization.

Correction Deadline: 9/27/2022

Finding

591-1-1-.36(7)(c) requires the center to use passenger transportation checklists, in a format approved by the Department, to account for each child during transportation. A separate passenger checklist must be used for each vehicle. It was determined based on the consultant's review of records that the center transportation logs for the week of September 19, 2022 to September 23, 2022 did not include the following required information:

- The pick-up location for four out of eleven children transported during a PM route
- The delivery location for two out of eleven children transported during a PM route
- The name of the staff on the vehicle for nine out of eleven children that were transported during the week of September 19, 2022.

POI (Plan of Improvement)

The Center will maintain a passenger checklist as required.

Correction Deadline: 9/27/2022

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 the consultant's review of records that a check or other mark/symbol to account for each child listed on the passenger transportation checklist was not documented for two out of two children on Friday, September 23, 2022.

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: 9/27/2022

Correction Deadline: 4/28/2022

Corrected on 9/26/2022

.36(7)(c)3. - The consultant observed this rule to be corrected. The center had evidence of properly documenting the departure times for the children transported during the week of September 19, 2022 to September 23, 2022.

Correction Deadline: 4/29/2022

Corrected on 9/26/2022

.36(8) - The consultant observed this rule to be corrected. The travel time for the week of September 19, 2022 to September 23, 2022 was observed to be less than 45 minutes, as required.

Sleeping & Resting Equipment

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

Met

Comment

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 7

Records with Missing/Incomplete Components: 0

Staff # 1	Met
Staff # 2	Met
Date of Hire: 08/22/2016	
Staff # 3	Met
Staff # 4	Met
Date of Hire: 09/07/2018	
Staff # 5	Met
Staff # 6	Met
Date of Hire: 02/21/2019	
Staff # 7	Met

Staff Credentials Reviewed: 3

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

Met

Correction Deadline: 4/28/2022

Corrected on 9/26/2022

.09(1)(j) - The consultant observed this rule to be corrected. The current staff had valid and current satisfactory Comprehensive Records Check Determinations on file as required.

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

Met

Comment

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

Comment

Please ensure completed orientation checklists are documented and signed.

Defer

591-1-1-.33(5)- The Provider staff must complete at least ten (10) annual training hours by December 31, 2022 to be in compliance with this rule. This rule will be evaluated at the first visit in 2023.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 12/31/2022

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 the consultant's observation that classroom D did not have an assigned lead teacher, as required.

POI (Plan of Improvement)

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

Correction Deadline: 9/26/2022

Recited on 9/26/2022

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)**Not Met****Finding**

591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20; and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined based on the consultant's observation that classroom A and classroom D did not meet the ratio requirements. Classroom A's ratio was 1:8 which consisted of two infants under 12 months of age, three (3) one-year-old children, and three (3) two-year-old children with one staff member present, where a ratio of at least 1:6 is required. Classroom D's ratio was 1:5 which consisted of five (5) one-year-old children with no staff members present, where a ratio of at least 1:8 is required.

POI (Plan of Improvement)

The Center will hire additional Staff or reschedule current Staff to meet required Staff:child ratios and will organize children into groups that meet requirements.

Correction Deadline: 9/26/2022

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 the consultant's observation that watchful oversight and direct supervision was not provided when a staff member was not present in classroom D during the center's naptime period. There were five (5) one-year-old children present in the room without watchful oversight of a staff member. Additionally, the staff member assigned to classroom B was observed watching over two classrooms during the center's naptime period where one teacher for each classroom is required.

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. Also, discussed that staff must stay inside of the classrooms at all times to ensure that the children in care are provided with proper watchful oversight at all times.

Correction Deadline: 9/26/2022